BOOK I

OF THE SOCIETY'S OFFICERS, DIRECTORS & CONSTITUTING BODIES

Adopted April 27, 2001
Updated March 29th, 2007
Updated February 17th, 2008.
Updated April 10th, 2008
Updated April 27, 2009
Updated October 20, 2009
Updated November 10, 2009

TABLE OF CONTENTS

Book I.....1

Of the Society's Officers, Directors & Constituting Bodies.....1

Adopted April 27, 2001.....1

Updated March 29th, 2007.....1

Updated February 17th, 2008.....1

Updated April 10th, 2008.....1

Updated April 27, 2009Table of Contents.....1

Table of Contents.....2

BY-LAW I-1 ELECTION AND REFERENDA REGULATIONS.....3

BY-LAW I-2 – COUNCIL GUIDELINES.....18

BY-LAW I-3 - EXECUTIVE COMMITTEE TERMS OF REFERENCE.....23

By-law I-4 – SPEAKER(s) of Council.....24

By-law I-5 - By-Laws I-5 – General Assemblies.....24

By-law I-6 –PORTFOLIO Committees of Council.....30

BY-LAW I-7 –THE STANDING CONSTITUTIONAL REVIEW COMMITTEE OF THE SOCIETY.....36

By-Law I-8– The STANDING Nominating Committee OF THE SOCIETY.....37

By-Law I-9- INVESTMENT ADVISORY COMMITTEE.....38

By-law I-10 – Student Equity Commitee.....40

By-law I-11 – STUDENTS' SOCIETY PROGRAMMING NETWORK TERMS OF REFERENCE.....41

BY-LAW I-12 – THE CORPORATION, DIRECTORS & OFFICERS.....42

By-law I-13 Undergraduate University Representation.....47

By-law I-14–Commissioners and officers of the society.....51

BY-LAW I-15– POLICY MANUAL.....58

BY-LAW I-1 ELECTION AND REFERENDA REGULATIONS

Adopted: January 27th, 1995
Amended: January 22nd, 1998
Amended: January 25th, 2001
Amended: March 20th, 2007
Amended: October 2nd, 2007
Last Amended: November 10th, 2009

Part I: Interpretation

Article 1 – Interpretation

1.1 In this by-law, the following terms shall be interpreted as defined below.

1.1.1 "Days" as used in this by-law do not include weekends (Saturday or Sunday) or holidays (civic and academic)

1.1.2 "Electoral dates" include, but are not limited to, the dates for the opening and closing of nominations, the opening and closing of campaign periods, the referendum question deadlines, the all-candidates debate, the advance poll(s) and the general polls.

1.1.3 "Plebiscite" shall refer to questions of opinion on ballots that are not binding on the Society.

1.1.4 "Public notice" shall refer to notice in a written format that is either sent to all members of the Society, by electronic means or other, or notice that shall be placed in public view or advertised in student media that is freely accessible to all members of Society.

1.1.5 "Sanction" shall mean any fine or penalty assessed by the CEO including disqualification from elections or overturning the results of an election or referendum.

1.1.6 "Censure" shall refer to a public notice disseminated by Elections McGill in response to a campaign infraction which describes the infraction and explains why Elections McGill issued a censure in response to said infraction.

PART II: GENERAL

Article 2 – The Chief Elections Officer

2.1 The Chief Elections Officer (hereinafter "CEO") shall supervise all electoral officers of the Students' Society of McGill University (hereinafter "Society"), oversee the operations of Elections McGill and be responsible for administering the Society's elections and referenda.

2.2 The CEO, the Deputy Chief Electoral Officer and the Elections Coordinator(s) shall be advised by the SSMU Vice-President University Affairs. Should all these officers be candidates for election, the President or the General Manager shall serve as advisor.

2.3 In addition to the duties laid out in the Constitution, the CEO is responsible for ensuring that the Elections Coordinator(s) (EC) and Deputy Chief Electoral Officer abide by the rules and guidelines governing elections, and do not contravene the Constitution, By-Laws, or Policies of the Society.

2.4 In the event that the CEO and another officer or employee of the Office of the Chief Electoral Officer make inconsistent rulings or declarations, the ruling or declaration of the CEO shall prevail and be deemed final.

Article 3 – The Deputy Chief Electoral Officer

3.1 The CEO shall submit for the approval of Council the name of at least one (1) candidate for Deputy Chief Electoral Officer (hereinafter "DCEO"). The DCEO shall assist the CEO in the fulfilment of the CEO's duties to the extent allowed by the CEO. In particular, the DCEO shall be responsible for enforcing and policing the campaign regulations contained in this by-law.

3.2 In the extended absence of the CEO, the DCEO shall assume all the duties of the CEO.

Article 4 – The Elections Coordinators

4.1 The CEO shall submit for the approval of Council the names of at least two (2) candidates for the positions of Elections Coordinators (hereinafter "ECs"), who shall be responsible for the preparation and coordination of the polls, including, but not limited to, hiring polling clerks, advertising polling locations and hours.

4.2 The ECs shall review all nomination and petition forms after they have been submitted to the Society's office.

4.2.1 A signature for nomination and petition purposes shall be valid only if it is accompanied by a corresponding name, student identification number, faculty and program year.

4.3 In the event of an extended absence by the DCEO, the ECs shall assume the duties of the DCEO.

4.4 The CEO or DCEO may perform any duty that is specified herein for the ECs.

Article 5 – Creation of Independent and Impartial Electoral Agency: Elections McGill

5.1 The CEO, together with the DCEO, ECs and all of their paid employees shall form an independent and impartial agency of SSMU named "Elections McGill." This organisation shall be the sole body to administer the Society's elections and referenda and shall be synonymous with the "Office of the Chief Electoral Officer."

5.1.1 The "officers" of Elections McGill shall be limited to the CEO, DCEO and ECs.

5.1.2 The signing officers of Elections McGill shall be the CEO and the DCEO.

5.2 Elections for the following positions shall be conducted under the auspices of Elections McGill:

5.2.1 the executive positions of SSMU (excluding that of the General Manager);

5.2.2 the four (4) researchers for the Financial Ethics Research Committee;

5.2.3 the executive board members of the First Year Committee of Council (hereinafter "FYC");

5.2.4 the three (3) three members of Council representing the Society's Activities, Productions, Media, Services and Interest groups; and

5.2.5 the (11) eleven undergraduate student Senators;

5.2.6 the three (3) three members of Council representing the Senate/Board Caucus.

5.3 Elections McGill shall administer such other elections or referenda as provided for in the SSMU Constitution and By-laws or which may be assigned to Elections McGill from time to time by Council. All elections and referenda administered by Elections McGill shall be subject to the SSMU Constitution and By-Laws.

5.4 The stipends of all of the officers of Elections McGill shall be set and fixed by the incoming CEO. No reductions shall be made to the stipend of an officer of Elections McGill during his or her term of office, unless that change applies to every appointed position at SSMU or to a widely definable class of appointed positions at SSMU

that is significantly greater than those who are officers of Elections McGill.

5.4.1 No officer of Elections McGill shall be deprived of any part of his or her stipend unless the officer resigns or is removed from office for cause.

5.5 No officer of Elections McGill may be on the editorial staff of any campus publications or media source.

5.6 No officer of Elections McGill may be a member of SSMU Council (including Speakers), the Executive, or of any Committee of Council or working group;

5.6.2 the previous years' SSMU Council or Executive;

5.6.3 a faculty association council or executive; or

5.6.4 an executive of any group that selects a slate or holds a public position on referenda.

5.6.5 The SSMU general staff

5.7 Neither candidates, persons involved with a candidate's campaign, nor members of "Yes" or "No" committees may work for Elections McGill. The determination of whether an individual is involved with a candidate's campaign or a referendum committee is to be made using the standard of the reasonable person.

5.8 Members of Council, the Speaker(s) of Council, paid employees of SSMU and members of the editorial staff of campus publications that are published more than six (6) times per year shall be barred from working for Elections McGill.

5.9 All employees of Elections McGill shall sign an oath swearing to act impartially for the agency.

5.10 Failure to act impartially and with disinterest by Elections McGill employees may result in forfeiture of pay.

5.11 At Council's request, the CEO shall report to Council on any matters pertaining to the elections, referenda and their conduct. Council shall reserve the right to censure and/or remove any Elections McGill officer with a three-quarters majority vote of the entire Council.

Article 6 – Transmission of Motions of Council to Elections McGill

6.1 The transmission to Elections McGill of motions passed by Council pertaining to elections and referenda shall be the responsibility of the Speaker of Council.

6.2 Any and all motions pertaining to elections, referenda or Elections McGill shall be passed by Council no less than ten (10) days prior to the opening of advanced polls.

6.3 When the Speaker is absent or not performing his or her duties, the President, or the President's delegate, shall ensure that all motions passed by Council pertaining to elections and referenda be transmitted to Elections McGill.

6.4 Any motion of Council pertaining to elections or referenda that is not transmitted to Elections McGill ten (10) or more days prior to the opening of advanced polls shall be deemed spent and of no force or effect.

Article 7 – Setting of Election Periods

7.1 The CEO shall submit all electoral dates and poll locations for both the fall and spring electoral periods for the approval of Council. These dates shall be determined in keeping with the SSMU Constitution and its By-laws.

7.2 The dates for the autumn election period shall be determined by October 1st of each year. Those for the spring

election period shall be established by the last Council meeting of the fall semester.

PART III: ELECTIONS & REFERENDA

Article 8 – Nominations

8.1 Nominations for executive officers, the Financial Ethics Research Advisors, the undergraduate student Senators and the executive board members of FYC, shall be open for at least ten (10) days.

8.2 Where no students declare themselves as candidates for an elected position;

8.2.1 Nominations for the vacant position shall be extended by two (2) business days regardless of the scheduled campaign period.

8.2.1.1 Appropriate public notice must be made of the extended nomination period;

8.2.2 Where no students declare themselves as candidates following the extended nomination period, SSMU Council shall fill the said office using standard conventions at its disposal.

8.3 Where only one student declares themselves as a candidate for an elected position;

8.3.1 Nominations for the positions shall be extended by 48 hours regardless of the scheduled campaign period.

8.3.1.1 Appropriate public notice must be made of the extended nomination period.

8.4 Nominations must be signed by members of the Society as follows:

8.4.1 one hundred (100) for nominations for executive officers of the Society;

8.4.2 seventy-five (75) for nominations for the undergraduate representative to the Board of Governors

8.4.3 the lesser of fifty (50) or twenty-five percent (25%) of their respective constituencies for student Senators; and

8.4.4 fifty (50) nominations by other first year students for executive board members of FYC;

8.4.5 fifty (50) nominations for Financial Ethics Research Advisors

8.5 A member of the Society may nominate more than one (1) candidate for each position.

Article 9 – Information Meeting

9.1.1 Elections McGill shall organise and promote an information meeting for all candidates before the start of the election campaign period. The purpose of this meeting shall be to inform candidates about electoral regulations and of important times and dates. All candidates and referenda committee chairs absent from this meeting will be deemed to be in full knowledge of the information dispersed at this meeting.

Article 10 – All-Candidates Debate

10.1 Elections McGill shall organize and promote at least one debate for all candidates for executive officer, to be held at least two (2) days before regular voting is scheduled to begin. The purpose of this meeting shall be to give students an opportunity to ask questions of the candidates and for candidates to make their views known to the McGill community.

Article 11 – Referendum Questions
11.1 The CEO shall either approve or reject each referendum petition within three (3) days of its receipt.

11.1.1 All student-initiated referendum questions shall be circulated to Council within twenty-four (24) hours after the petition is approved.

11.2 Notice of the referendum and detailed instructions regarding the formation of “Yes” and “No” committees shall appear as soon as possible in the *McGill Tribune*, the *Daily*, and *Le Delit Français* following the acceptance of either a referendum petition by the CEO, or of a Council-initiated referendum.

Article 12 – Referendum Committees
12.1 Council may pass a motion forming a "Yes" or a "No" committee, and not both, for accepted referenda questions. The name and phone number of a chair, plus a signed list of committee members, must be submitted to Elections McGill during the designated campaign period prior to the opening of the advance polls. The President of the Society or his /her delegate is responsible for ensuring this committee is properly formed.

12.1.1 A member of the Society may form a "Yes" or a "No" committee, and not both, for accepted referenda questions through a petition signed by one hundred members of the Society for that purpose. The name and phone number of a chair, plus a signed list of committee members, must be submitted to the EC during the designated campaign period prior to the opening of the advance polls.

12.2 “Yes” and “No” committees shall be guaranteed campaign funds of $200. Council, in consultation with the CEO, may choose to augment this amount at the first Council meeting following the acceptance of a “Yes” or “No” committee petition by Elections McGill, or at the Council meeting which Council adopts a motion forming a “Yes” or “No” committee.

12.2.1 "Yes" and "No" committees are entitled to equal financial support from the Society.

12.3 Only members of the Society may be directly or indirectly involved in any way whatsoever in the activities of the "Yes" or "No" committees and the implicit or explicit support of said committees.

12.3.1 No organization external to SSMU may be directly or indirectly involved in the activities of the “Yes” and “No” committees and the implicit or explicit support of said committees.

12.3.2 Any referendum committee believed by the CEO to have received assistance, either direct or indirect, from an outside person(s) or organization(s) shall be subject to sanction up to and including; public censure, closure of the Referendum committee and/or nullification of the referendum.

12.4 After the "Yes" or "No" committee is formed in accordance with these By-Laws, the chair of the committee may recruit additional committee members by submitting their names to Elections McGill.

12.4.1 Additional committee members may only begin campaign activities upon receipt of written acknowledgement of their admission to the campaign committee by Elections McGill.

Article 13 – Limitation on Candidacies
13.1 Members of the Society may present themselves as candidates for one, and only one, elected position within the SSMU at any one time. Candidates attempting to seek more than one elected post in the same electoral period shall be subject to removal from all elections by the CEO.

Article 14 – Withdrawals
14.1 Withdrawals of candidates or referenda questions will be accepted by Elections McGill until twenty-four (24) hours before the opening of the first advance poll.

Article 15 – Plebiscites
15.1 Council shall approve annually by February 15th a list of no more than ten (10) single-part questions on which students will be asked to voice their opinion at the bottom of the election ballot. The President shall be responsible for facilitating a consensus among councillors on what subjects to call the plebiscites.

15.2 Campaigning for plebiscite questions is prohibited.

PART IV: CAMPAIGNING

Article 16 – Campaigning
16.1 All provisions in this article shall apply equally, where possible, to both candidates and referendum committees.

16.2 No officer, director or employee of SSMU or of a school, faculty or departmental association may use his or her position and any benefits associated with it in order to aid in his or her campaign.

16.3 No member of a club or service or media organisation may use his or her position to in order to aid his or her campaign.

16.4 During the campaign period, all candidates and members of referendum committees with an on-air position shall forgo their programming and broadcasting responsibilities. Likewise, all candidates and members of referendum committees who have editorial duties, including contributions, with either the *McGill Tribune* or the Daily Publication Society shall refrain from fulfilling those duties during the campaign period.

16.5 Each candidate and referendum committee shall be entitled to display one poster (no larger than four hundred and thirty-two (432) square inches) in a spot designated by the EC in the Shatner Centre. Candidates may display no more than two (2) other posters in the Shatner Centre the size of which, in accordance with standard building regulations, may not exceed ninety-three and half (93.5) square inches (8.5” x 11”).

16.5.1 During the campaign period all candidates running for Executive positions shall be entitled to post no more than two hundred (200) posters during the campaign period of eight and half by eleven inches (8.5”x11”) each. The CEO shall implement a secured system to ensure that no candidate will exceed this limit. No other type or size of poster shall be allowed.

16.5.3 During the campaign period all candidates running for the position of undergraduate Senate shall post no more than fifty (50) posters during the campaign period of eight and half by eleven inches (8.5”x11”) each. No other type of poster shall be allowed.

16.5.4 During the campaign period all referendum committees shall be entitled to post no more than two hundred (200) posters during the campaign period of eight and half by eleven inches (8.5”x11”) each. The CEO shall implement a secured system to ensure that no committee exceeds this limit. No other type of poster shall be allowed.

16.6 The CEO shall not be responsible for enforcing University building regulations.

16.7 The following shall be limitations on candidates’ rights to campaign.

16.7.1 No banners supporting a candidate, position, slate or referendum committee may be hung anywhere on University grounds. A banner is defined as any campaign material larger than four hundred and thirty two (432) square inches.

16.7.2 Non-affixed campaign literature (handbills) may be handed out only in person by a candidate or member of a candidate's campaign team/referendum committee to a member of the Students' Society, and only indoors on McGill campus unless told otherwise, in writing, by the Chief Electoral Officer.

16.7.2.1 Any person distributing non-affixed campaign literature must produce their McGill Student ID Card and any other relevant documentation when asked to do so by an officer of Elections McGill.

16.7.2.2 Failure to produce adequate identification will result in the uncompensated confiscation of campaign material in the person's possession as well as any other sanctions the CEO deems appropriate.

16.7.3 Campaign stickers may not be attached to University, City of Montreal or SSMU property .
15.7.4 Candidates may not distribute food or any other gifts in kind for any purpose during campaign or voting periods.

16.7.5 Candidates may not send unsolicited electronic mail for the purpose of campaigning.

16.7.6 No paper campaign materials may be distributed, affixed or publicly shown in classrooms or within the theft security perimeters of McGill libraries.

16.7.7 Posters may only be affixed indoors in buildings operated by McGill University or SSMU.

16.8 Candidates and referenda committees are responsible for the removal of all campaign posters by 9.00am on the day of the opening of regular polls. Candidates who do not remove their posters by said hour shall be subject to sanction by the CEO.

16.9 No publication supported either directly or indirectly by the Society may express or imply any but a neutral attitude in an article, editorial, advertisement or letter towards any candidate or position in a Society election or referendum. This provision does not apply to either the *McGill Tribune* or the Daily Publication Society.

16.10 Other than news coverage, no candidate or campaign committee shall have access, either directly or indirectly, to radio features or public service announcements.

16.11 All campaign posters are to be produced on reused paper (ie. Printed alredy on one side).

16.12 The CEO may prohibit the dissemination of campaign material that, in his/her judgment, contravenes the Constitution, By-Laws or Policies of the Society. Candidates may choose whether to seek the approval of the CEO before disseminating any information, but they shall nevertheless be held ultimately responsible for any material disseminated on their behalf that contravenes the Constitution, By-Laws or Policies of the Society. Candidates should be made aware at the candidates' information meeting that any such contravention may result in their disqualification from the election.

16.13 The campaign period shall last for at least five (5) days. Campaigning shall end at midnight (24h00) the night before the opening of regular polls. There shall be no campaigning during any other period, including the nomination period.

16.14 There shall be no campaigning in Haven Books or any other property operated by SSMU with the exception of the Shatner University Centre.

16.15 Campaign activities may only be carried out by members of the Society.

16.16 All campaigning must be carried out by the candidate or his/her authorized representatives.

16.17 Candidates and referendum committees shall respect the spirit of a fair campaign and should conduct themselves with full respect for their opponents. This includes, but is not limited to, refraining from interfering with the distribution of campaign material and engaging in slanderous campaigning.

16.18 All candidates shall be provided with space on a Students' Society Web Page. The specific requirements for Web Page material shall be determined by the CEO prior to the campaign period.

16.19 Elections McGill shall be responsible for providing all candidates with space for a pensketch to appear in the *McGill Tribune*. The CEO shall determine the requirements for the structure such an advertisement should take.

Article 17 – Campaign Funding

17.1 Each candidate seeking an executive office in SSMU shall be permitted to spend a maximum of $150.00 on campaigning. Each candidate seeking a position on the executive board of FYC or the McGill University Senate shall be permitted to spend a maximum of $50.00.

17.2 All Executive, Senate, and FYC candidates who receive at least ten percent (10%) of the total vote shall be entitled to reimbursement by the Society of the amount they have spent on campaign materials.

17.3 All candidates and referendum committees must pay fair market value for their campaign materials. "Fair market value" means "the lowest price for a given product available in the Montreal region to all persons who approach a person or company that sells or deals in that product or service." In cases where a candidate or referendum committee receives or purchases materials for less than fair market value, the candidate or referendum committee must nevertheless declare the fair market value for such materials. The fair market value of materials shall be counted towards total campaign expenditures.

17.3.1 The CEO shall have the final say in what constitutes fair market value.

17.4 At the discretion of the CEO, reimbursement may be withheld from any candidate or referendum committee for any infraction of the Constitution or these By-laws.

17.5 Candidates are to submit their campaign receipts and requests for reimbursement to the CEO within three (3) days of the announcement of the election results.

17.5.1 Elections McGill shall review all receipts and shall prepare and make available a summary of all requests for reimbursement to all candidates and committee chairs within five (5) days of the announcement of results a summary of all requests for reimbursement.

17.6 Each candidate or committee is entitled to request an inquiry into the campaign spending of another candidate(s) within 3 days of the CEO's publication of candidate expenditures. In the case of an inquiry, the CEO shall evaluate the campaign spending of the candidate in question on the basis of the fair market value of his/her campaign materials.

17.7 No candidate or referendum committee shall be entitled to reimbursement of campaign expenses if original itemized receipts are not provided.

Article 18 – Sanctions for Campaign Violations

18.1 Material that contravenes the Constitution, By-Laws or Policy Manual of the Society will be subject to confiscation by the CEO.

18.2 In the case of an election, the CEO is empowered to disqualify a candidate or candidates or invalidate the election of any successful candidate who has continued to use material the same as or substantially similar to that which was previously confiscated by the CEO. In the case of a referendum, the CEO is empowered to invalidate the

referendum if a committee on the prevailing side of the question continues to use material the same as or substantially similar to that which was previously confiscated by the CEO.

18.3 In the case of an election, any violation of the campaign funding rules may result in the invalidation of the successful candidate. If such were to occur, the runner up will be deemed the successful candidate. In the case of a referendum, any violation of the campaign funding rules by a committee on the prevailing side of the question may result in the invalidation of the referendum.

18.4 The CEO has the discretion to disqualify, withhold reimbursement from, or officially reprimand/censure a candidate or referendum committee in addition to declaring an election or referendum invalid for any infraction of the electoral by-laws, depending on the severity of the offence.

18.4.1 The CEO may at his/her discretion provide for other sanctions

PART V: POLLING, SCRUTINEERING, VOTING & COUNTING
Article 19– Polling
19.1 Elections McGill shall hire at least two (2) poll clerks for each polling station.

19.1.1A list with the names of poll clerks and polling stations for any election or referendum shall be provided upon request to candidates and "Yes" and "No" committees. Candidates and chairs of "Yes" and "No" committees are entitled to petition the CEO for the removal, for cause, of any poll clerk.

19.1.2 The CEO's decision regarding the removal of any poll clerk shall be final.

19.2 Each poll clerk is responsible for the conduct of their poll and is responsible for the following:

19.2.1 Removing candidates' election or committees' referendum posters from within 10 feet and/or general view of the polling station;

19.2.2 Informing candidates or committee members that they are not permitted to loiter in the general area of a polling station except to cast their ballots;

19.2.3 Ensuring the secrecy of the vote;

19.2.4 Taking steps (including if necessary the refusal to allow more than a single voter at a time at or near the polling station) to prevent disorderly conduct at or near the polling station, particularly if such conduct is of a nature which may induce any voter to vote in a particular way;

19.2.5 Reporting any breaches of or irregularities in the above to the CEO immediately.

19.3 Should the CEO receive any complaints concerning the way in which a poll is being conducted, s/he shall immediately take steps to remedy the situation as s/he, in his or her discretion, deems appropriate.

19.4 Pen sketches shall be clearly displayed at every polling station.

19.5 Poll clerks disobeying rules are subject to immediate removal without compensation by the CEO

Article 20 – Scrutineering
20.1 Each candidate or committee is entitled to the services of one scrutineer at each poll. Anyone intending to act in such capacity must present upon request of the poll clerk an explicit written authorization signed by the candidate or chair of the committee.

20.2 A candidate or the chair of a committee must submit to the CEO a list of the names and McGill ID numbers of his or her team's scrutineers.

20.2.1 A polling clerk or an officer of Elections McGill may require any scrutineer to produce a valid McGill ID card.

20.2.2 Use of non-authorised scrutineers may result in the imposition of sanctions by the CEO on the candidate or committee.

20.3 A scrutineer is entitled to object to the conduct of a poll, but not to interfere in its operations. All objections shall be made directly to the CEO or DCEO.

20.4 The poll clerk may expel from the poll a scrutineer who abuses his/her rights by acting in an unreasonable manner. If the candidate or committee for whom the expelled scrutineer was acting wishes to appoint a replacement, a second written authorization to that effect must be presented to the CEO for approval.

20.4.1 If a scrutineer refuses to leave the polling or counting area after being so instructed and warned, the candidate or referendum committee that he or she is representing may be sanctioned.

20.6 No scrutineers may be present for the tabulation of electronic votes.

20.7 Scrutineers disobeying rules are subject to censure and/or removal by the CEO.

20.8 Candidates and referenda committees shall be responsible for the conduct of their scrutineers.

Article 21 – Online Voting System

21.1 All voting shall be conducted using Election McGill's Online Voting System (OVS).

21.2 In the event that OVS is not operational during all or part of an electoral period, Elections McGill shall make paper ballots available to all eligible electors.

21.3 Only the CEO and DCEO shall have access to the administrative functions of OVS.

21.3.1 Administrative passwords to OVS shall be changed at the beginning of each electoral period.

21.4.1 The CEO shall upload the official ballot to the OVS in the presence of no less than one other Elections McGill official.

Article 22 – Voting

22.1 The date, time and location of polls will be published no later than twenty-four (24) hours prior to the opening of the first advanced poll in the *McGill Tribune* and the *McGill Daily* (both English and French publications).

22.1.1 Polls, the locations of which have not been published shall be deemed unofficial and all ballots cast at an unofficial poll will be null and void unless all candidates or committees involved agree otherwise before the opening of the poll concerned.

22.2 At the time designated by Elections McGill for the closing of any poll, electors who are then waiting in line may vote. No elector shall thereafter be admitted to the waiting line.

22.3 An elector may vote at any open poll during an election or referendum.

22.4 In the event the Online Voting System is not functional or an eligible elector does not have access to the Online Voting System, paper ballots shall be made available to them.

22.4.1 All paper ballots shall be cast in the presence of the CEO or his designate and at least one other official of Elections McGill.

22.4.2 Under no circumstances may a student be allowed to cast a paper ballot without a student identification card. No appeals on this matter will be considered.

22.5 Each qualified elector wishing to vote must do so in person. Voting by proxy is prohibited.

22.6 An advanced poll at which any student may vote is to be held during the campaign period. Candidates shall be permitted to campaign while the advance polls are open, except within the vicinity of the polling stations, which shall also be cleared of all campaign material.
22.7 Regular polls are to operate for three (3) consecutive work days.

22.8 Results are to be announced by Elections McGillat a pre-established time and place.

22.9 At least one polling station with wheelchair access must be accessible to persons with physical, visual or auditory disabilities. Said station must have sufficient facilities, to ensure that all members of the Society may be able to vote.

22.10 All ballots, referendum questions, plebiscite questions and instructions shall be available in English and French at all polling stations.

Article 23 – Acclaimed Candidates

23.1 If there is only one candidate for a SSMU executive position, the ballot will offer two options: "Yes" and "No".

23.2 If the candidate receives a plurality of "yes" votes, or an equal number of "yes" and "no" votes, the candidate shall be declared elected.

23.3 If the candidate receives a plurality of "no" votes,

23.3.1 The candidate shall not be declared elected.

23.3.2 The CEO shall immediately declare a nomination period for four (4) business days. Appropriate notice must be made of this extended nomination period. Regular nomination rules and procedures shall apply.

23.3.3 Any student, including any candidate who was not declared elected due to a plurality of "no votes", shall be eligible to declare themselves a candidate during this nomination period.

23.3.4 Immediately following this nomination period, the CEO shall declare a campaign period of five (5) days. Regular campaigning rules and procedures shall apply.

23.3.5 Immediately following this campaign period, polls shall be open for two (2) business days. Regular polling rules and procedures shall apply.

23.3.6 If no candidate is declared elected by this procedure, SSMU Council shall fill the position using standard conventions at its disposal.

Article 24 – The Count
24.1 Votes cast through the Online Voting System shall be tabulated by the CEO in the presence of at least one other officer of Elections McGill

24.2 If any paper ballots were cast, they shall be counted in the presence of no less than two officials of Elections McGill.

24.2.1 At the request of any one candidate or referendum committee, one (1) neutral scrutineer may be appointed to observe the count of paper ballots

24.3 A ballot is to be rejected if:

24.3.1 there is no clear indication of preference for a single candidate or referendum question; or

24.3.2 the initials of the poll clerk do not appear on the ballot paper.

24.4 Any candidate or referendum committee chair may request one (1) recount of the paper ballots.

24.4.1 The CEO may order further recounts if he/she deems them necessary.

24.5 All paper ballots shall be kept in a secure location for seven (7) days following the announcement of results.

Article 25 – Tie Votes
25.1 If two or more leading candidates have received an equal number of votes, a drawing of lots shall determine which candidate shall be declared elected.

25.2 In the event of a tie, a referendum question shall be deemed defeated.

PART VI: SPECIAL ELECTIONS
Article 26 – Election of Councillors Representing the Society's Activities, Productions, Media, Services and Interest Groups
26.1 Three (3) councillors shall be elected annually at a meeting attended by a duly authorised delegate from each SSMU event, production, media, service and interest group (club). The meeting shall be chaired by the Vice President (Clubs and Services), who shall be aided by the CEO and the DCEO and/or an Elections Coordinator, unless the Vice President (Clubs and Services) is a delegate, in which case another member of the Executive Committee may be appointed by the CEO. This meeting is to be held between the 15th and 31st of March. Public notice shall be given at least ten (10) days prior to the meeting.

26.1.1 The above provision shall not apply to interim status groups.

26.2 The name of each delegate must be registered in writing with the Vice President (Clubs and Services) before the start of the meeting. The quorum for the meeting at which these councillors are to be elected shall be two-thirds (2/3) of the number of registered delegates. An alternate may represent a delegate if the Vice President is given the written permission of the original delegate.

26.3 A councillor elected under this article may be removed from office by a special assembly called for that purpose if duly authorized delegates representing fifty percent (50%) of the Society's events, productions, publications, services and interest groups so request, in writing, to the Vice President, Clubs and Services.

Article 27 – Election of Councillors Representing the Senate/Board Caucus

27.1 Three (3) councillors shall be elected at a meeting attended by undergraduate student members-elect of Senate and the Board of Governors. This meeting shall be chaired by the Vice President, University Affairs, who shall be aided by the CEO and EC. This meeting is to be held between the 15th and 31st of March. Public notice shall be given at least seven (7) days prior to the meeting.

27.2 The quorum for this meeting shall be 50% of the members-elect.

27.3 The outgoing President and Vice President, University Affairs may vote at the meeting.

27.4 Should any member-elect be unable to attend the meeting, the incumbent from that constituency shall be entitled to vote in this meeting.

Article 28 – First Year Committee of Council Elections
28.1 Elections McGill shall administer the FYC Elections during the fall semester election period according to the regulations set out in this by-law.

28.2 The executive board members of FYC shall be elected for a term of one year during an election occurring before November 15th.

28.3 The CEO shall be entitled to make alterations to these regulations, subject to the approval of Council, in order to meet the exigencies of a fall election and in order to reduce the costs of such an election.

PART VII: FINAL PROVISIONS
Article 29 – Announcement of Results
29.1 Upon completion of the ballot counting, the CEO shall announce publicly the unofficial results of the elections, and submit the official results in writing to the General Manager on the business day following the tabulation of results.

Article 29 – Invalidation and Disqualification
29.1 In the case of any grave violation of the Constitution or By-laws on the part of a candidate, candidate's campaign team or referendum committee, the CEO shall invalidate the election or referendum if, in his/her determination, a violation of the Constitution, By-laws or electoral regulations has adversely affected the outcome of the election or referendum. In making this decision, the CEO may consider the conduct of the parties and the seriousness of the violations.

Article 30 – Appeals
30.1 All appeals to the Judicial Board regarding the conduct of an election or referendum must be made no later than five (5) days after the written announcement of election results or any official announcement made by Elections McGill.

30.2 All petitions to the Judicial Board regarding elections or referenda that are made more than five (5) days after the written transmission of the official results of elections or referenda to the General Manager shall be deemed absolutely prescribed and equitably stopped.

30.3 The Judicial Board shall not have jurisdiction to examine, try or hear any action that is submitted more than five (5) days after written results are transmitted to the General Manager.

30.4 Notwithstanding Judicial Board rules of practice or procedure, all appeals arising from elections and referenda shall be heard in the semester that they are launched.

30.5 Any case that is not adjudicated during the semester that it is launched shall be deemed moot.

Ancillary Fee By-Laws
Adopted: October 2nd, 2008

1.0 The SSMU shall not authorize any increases in ancillary fees until such a time that students will have voted in favour or against by way of a referendum, except those outlined in these by-laws.

2.0 Referenda regarding Ancillary fee increases shall take place during the regularly scheduled referendum periods in the fall and winter. Despite the current legislation regarding fee referenda only taking place in the fall, ancillary fees shall be viewed as exceptional and can take place in both of these periods.

3. Pre-Referendum & Referendum Process

3.0 The Vice-President (University Affairs) shall seek all proposed ancillary fee increases from the Deputy Provost (Student Life and Learning) and compile them for presentation to Council, along with all information relevant to that fee increase (for example: proposed increases in services to be provided).

3.1 The president and vice president (University Affairs) will draft a proposed referendum question based on the information to be sent from the relevant university department via the Deputy Provost (SLL). This draft will then be sent to the department in question for revisions. Although the President and Vice President (University affairs) shall consult and discuss with the university on wording, final approval shall be left with SSMU Council.

3.1.1. All ancillary fee referendum questions shall be without bias. No question shall either encourage or discourage action on the fee in question.

3.2 The timeline for presentation of questions shall be as follows:
3.2.1. For fall referenda, The University shall supply information required to formulate the question no later than the end of the first week of October.

3.2.2. For winter referenda, The University shall supply all information required to formulate the question no later than the end of the first week of February.
3.3 For both referenda periods, the question shall be approved by council no less than 10 days before the opening of advanced polls.
3.4 By a 2/3 vote, Council will adopt the wording of the referenda question.

3.4.1. Council shall, in extreme circumstances, reserve the right to reject a question outright. The only time this may occur is in the case that the university has misrepresented information about the fee in question; or does not in a timely manner provide sufficient information regarding the fee in question.

3.5 The ancillary fee referenda shall appear on a separate ballot at the same time as the normal referenda period so as to differentiate university fees from society fees, where technically possible.

3.5.1. Council may authorize the executive to authorize all fee increases rising at the rate of inflation without going to referendum. Inflation shall be determined in the institutional context of McGill, taking into account: McGill salary agreements, energy CPI and Canadian CPI. This provision only covers inflationary increases

up to and including 10%. The calculation of this number must be backed up with university documentation and verified by the VP Finance and Operations of SSMU.

3.6 Council may choose to form a "Yes" or "No" Committee for each fee, or take no position, but not both.

3.6.1 Members of the society may also form yes and no committees.

3.7 Fees will then be placed on the ballot.

4. Special Rules

4.0 In place of a "pen sketch", each question shall be accompanied by a text explaining the purpose of each fee.

4.0.1. The text may be up to 100 words in length

4.0.2. The wording of this text shall be decided jointly by the SSMU President and the Deputy Provost (Student Life and Learning).

4.0.3. Professors, Administrators and regular Employees of McGill University shall not be allowed to produce any campaign materials including but not limited to posters, flyers, buttons or signs.

4.0.3.1. Documents relating to the regular business of university committees such as budgets or minutes shall be exempt from this section.

4.1 "Yes" and "No" committee shall be allowed to write letters and articles in the campus press.

4.2 There shall be no quorum for ancillary fee referenda.

5.0 Elections McGill Ancillary Fees Referenda Committee

5.1 There shall be an impartial and independent committee of SSMU, designated to disseminate impartial information about ancillary fees.

5.1.1 This committee shall be comprised of the following membership: The CRO of Elections McGill, the SSMU President, SSMU Vice President (University Affairs), a stipended campaigner hired for this express purpose and any relevant student representatives from university fee setting committees.

5.1.2 In the situation in which a yes or no committee is formed by SSMU council, the President and Vice President (University Affairs) and any committee members must either: abstain from the council campaign or step down from this committee.

5.2 All information shall be non biased and entirely neutral, as will be determined by the CRO of Elections McGill.

5.3 All information will only be distributed during the determined campaigning period.

5.4 The administration may submit information to the committee for distribution.

5.4.1 The administration shall be allowed to send the content for one mass, informational email to students through the elections Mcgill listserve, of purely informational content to be agreed upon by elections Mcgill and SSMU during campaign period.

5.5 The university may not distribute information directly to society members, except through standard governance channels, for example senate or faculty committees.

5.6 The elections McGill committee may refuse to disseminate such information if deemed biased.

5.7 All material must be approved by the office of the Chief Electoral Office, in consultation with the SSMU president before its distribution

5.8 The committee will be subject to the discretionary approval of the office of the Chief Electoral Officer in accordance with the SSMU Constitution and bylaws.

6 Breach of By-Law

6.1 Any SSMU executive who authorizes any ancillary fee increase without following these processes shall be considered in extreme derelict of duty and can therefore face impeachment proceedings as per section 34 of the SSMU constitution.

6.2 Any severe breach of these or the SSMU's regular electoral by-laws by a member of the "Yes" committee or McGill Professor, Employee, or Administrator of McGill University shall result in the immediate rejection of the concerned fee or fees.

6.2.1 This will be decided by Elections McGill.

6.3 Any breach of these or the SSMU's regular electoral by-laws by a member of the "yes" or "No" committee shall result in the disqualification of the entire committee

BY-LAW I-2 – COUNCIL GUIDELINES

PART I: DEFINITION AND FUNCTION

Article 1 – Definition

1.1 "SSMU Council," "Legislative Council" and "Council" shall all be defined as synonymous with the "Board of Directors" of the SSMU.

Article 2 – Function of Council

2.1. Council shall have ultimate authority over all matters of the SSMU, as defined in the SSMU Constitution.

2.2. The purpose of Council shall be to act as the primary governing body of the SSMU. Council shall set priorities and policies for the Executive Committee to act upon.

2.3. Council must abide by the SSMU's governing documents in the following descending order:

2.3.1. The Constitution
2.3.2. The By-Laws
2.3.3. Policies and decisions passed by General Assemblies and Council

2.4. Council shall not:

2.4.1. Override the decisions of the J-Board
2.4.2. Make decisions concerning Human Resources without the approval of both Chief HR Officers (President and General Manager), except for decisions concerning the General Manager, the procedure for which is outlined in the SSMU Constitution
2.4.3. Take a position on external political issues that Council deems to be extremely divisive among students at McGill University

Article 3 – Powers and Duties of Councilors

3.1. Only councilors shall have the right to bring resolutions, vote on resolutions, ask questions and engage in debate in Council, in accordance to the procedures outlined in the SSMU Constitution and By-Laws.

3.2. These rights are conferred on each Councilor alone. No one else may exercise the rights of the Councilor.
3.2.1. Members of Council shall not vote in absence, unless an e-motion is called for and administered in accordance with the Constitution and By-Laws.
3.2.2. If a member of Council is absent temporarily, no one else may exercise the rights associated with the Councilor's seat.
3.2.3 Councilors shall not exercise these rights when impaired by drugs or alcohol.

3.3. Councilors shall:
3.3.1. Attend all meetings of SSMU Council
3.3.2. Attend all SSMU General Assemblies
3.3.3. Sit on at least one (1) SSMU committee or other University organization whose Terms of Reference require the participation of SSMU Councilors.

3.4. If a Councillor has an unavoidable personal, academic, or other conflict that prevents them from attending Council, they are expected to send regrets to the Speaker of Council before the meeting begins.
3.4.1. Failure to send regrets to the Speaker of Council for (2) consecutive meetings will result in suspension. During this time, the seat will be considered vacant, and will not count for the purposes of quorum. Notice will be sent to the relevant constituency's Council.
3.4.2 A suspended Councillor will have two weeks to apply to the President for reinstatement. Disciplinary measures will be decided by the Executive Committee, and ratified by a 2/3 majority vote by Council at the next meeting.
3.4.3. If the Councillor fails to respond within the (2) weeks allotted, they will forfeit their seat.
3.4.4 If a Council seat becomes vacant through these processes, the seat will be filled using standard mechanisms as described in the SSMU Consitution

3.5. No member of the Students' Council shall be employed by the Society or its agents in any full-time or part-time position, except in the instance where Council explicitly decides to allow members of Council to hold employment in the Society or its agents, on the condition that the member of council in question agrees to abstain from any vote concerning the aspect of the Society or its agents by which they are employed.
3.5.1 When there is doubt as to whether said member shall be permitted to participate in the vote on the given matter concerning the Society or its agents by which they are employed, Council shall make a ruling on the matter before the discussion begins.

Article 4 – Committees of Council

4.1 By the end of the second fall meeting of Council, all Councillors must be elected by Council to a committee. Councillors joining at or after the second fall meeting will be appointed to a committee by the Executive Committee.

4.2. A chair shall be elected by each committee during its first meeting. Unless the constitution, by-laws and policies specifically provide otherwise, the chair may not be a member of the Executive Committee.

4.3. All Committees of Council, excluding the Executive Committee, shall be open except during *in camera* sessions.

4.4. In the case of a decision passed by a margin of two (2) votes or less, the dissenting opinion shall be reported in any committee report to Council that includes the majority opinion.

4.5. A vote shall be recorded at any committee at the request of two (2) of its members.

4.6 All Committee recommendations must be approved by Council.

PART 2: SPECIAL RULES OF PROCEDURE

Article 5 – Rules of Procedure

5.1 SSMU Council shall follow Roberts' Rules of Order, except for the Special Rules mentioned herein.

5.2 The Special Rules of Order may be suspended by a two-thirds vote.

5.3 These Special Rules of Order may be amended by a Rules of Order two-thirds vote, previous notice of such amendment having been given at the Regular Meeting previous.

Article 6- French in Meetings of the Legislative Council

6.1 All councillors are encouraged to speak in French at some point during every council meeting

6.2 Executive Members are particularly encouraged to express a part of their oral summary of their reports in French.

Article 7 – Agenda

7.1 The Order of Business for any Regular Meeting of the McGill Students' Council shall be as follows:

- 7.1.1 Call to order;
- 7.1.2. Approval of Minutes;
- 7.1.3 Adoption of the Agenda;
- 7.1.4 Question Period;
- 7.1.5 Reports of Officers;
- 7.1.6 Reports of Committees;
- 7.1.8 Old Business;
- 7.1.8 New Business
- 7.1.10 Confidential Session; and
- 7.1.11 Adjournment.

Article 8 – Question Period

8.1 There shall be allotted a maximum of thirty (30) minutes to Question Period.

8.2 Members of Council and members of the Students' Society who are not on Council shall be allowed to ask questions during the time allotted to Question Period. The speaker shall announce this to the gallery.

8.3 A maximum of five (5) minutes per question and answer will be allowed.

8.4 Both Councillors and other members of the Students' Society may submit to the Speaker, a question, addressed to any member of Council, which shall be entered on the Agenda of the next meting, in the order in which it was received, the order not being amendable. The Speaker shall then transmit the question to the individual concerned.

8.4.1 Questions that are written and have been received by the individual concerned three (3) clear working days in advance of the meeting shall be answered by that individual at said meeting. Should a question not be received in advance of such a deadline, or be put orally, such individual may defer the question to the next regular meeting of the Council.

8.5 Supplemental questions that are on topic will be allowed.

8.6 All questions which require only an opinion from the respondent shall not be allowed.

Article 9 – Reports

9.1 The reports of all Officers and of all Committees, and of Committees, Special and Standing, shall be in writing, and Special and Standing unless recommitted by a vote of Council, shall be received of course.

9.1.1 All reports recommending or requiring any action or expression of opinion by the Council shall be accompanied by Resolutions for the action of the Council thereon.

9.1.2. Printed Reports which contain no Resolutions, and have been delivered to the members of the Council in advance, shall be presented by title, except that the presenter of the Report, upon request, shall be allowed five minutes for summarising the same.

9.2. Reports of the Executive Committee shall be made in writing. The question before Council shall be "Shall the decision (s) of the Executive Committee stand as the decision of Council?" The motion shall be subject to binding deletion, amendment or division. Should the Council fail to adopt such motion, the action taken by the Executive Committee shall be null and void.

Article 10 – Resolutions

10.1 All resolutions shall be in writing, and forwarded to the Speaker of Council as soon as possible.

10.2 No resolution may be placed before Council which has not been distributed to the Councillors three (3) days in advance of the meeting at which it is to be debated without leave of Council.

10.2.1. Council may vote to grant leave of Council by a simple majority, at which time a resolution may be presented and voted on, regardless of when it was distributed.

Article 11 – Decorum in Debate

11.1 Members, in discussion, shall address the Chair and shall confine themselves to the Question in debate.

11.2 No member shall speak more than twice in the same debate, nor for more than five (5) minutes, without leave of the Council.

Article 12 – Members of the Gallery – Participation during debate

12.1 Members of the gallery may address Council when recognised by the Speaker, provided that such individuals shall be subject to all rules of order of the Society.

12.2 Speaker of Council may refuse speaking rights to or withdraw them from a member of the gallery for any of (but not limited to) the following reasons:

12.2.1. The member of the gallery is not a Member of the Society.
12.2.2. The member is making a point that is redundant.
12.2.3. The agenda of Council is running significantly behind schedule or faces other time constraints.
12.2.4. The member of the gallery is perceived to be violating the spirit of the Constitution preamble Section 6.

12.3 Members of the gallery may ask questions to reports, in the same way as noted in article 8 (concerning Question Period itself.)

12.4 It shall be the responsibility of the Speaker to provide the members of the gallery with an outline of the rules of decorum and the rules of order. This information shall be made available both online and in print at Council meetings and at the SSMU front desk.

Article 13 – In Camera Session

13.1 Upon a two-thirds (2/3) vote, the Council may resolve itself into an *in camera*, at which only members of Council may be present.

Article 14 – Confidential Session

14.1 At the beginning of the Confidential Session, the President shall submit a confidential agenda and attached documentation. A two-thirds (2/3) vote shall be required to approve the agenda. All confidential documents shall be collected before the close of the Confidential Session.

14.2 Appropriate sanctions shall be levied against any member of Council who breaches the confidentiality of the session. Article 34 of the Constitution shall be applied to any Confidential Session.

Article 15 – Withdrawing from Council Meetings

15.1 When Councillors wish to withdraw from Council meetings before adjournment, they must request permission from the Speaker to withdraw. Such permission would normally be granted except in such instances as the said withdrawal would break the quorum.

Article 16 – Electronic Motion

16.1 The procedures for electronic motions will be as follows:

16.1.1 The Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) will mail, e-mail or fax motions to Council members for approval.

16.1.2 Once motions have been mailed, e-mailed or faxed, the Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) will receive confirmation by e-mail, phone or fax that the motion(s) have been received.

16.1.3 Councillors will be provided with a list serve and contact e-mail and phone numbers of all Councillors.

161.4 Council members will approve/disapprove motions presented by e-mail, mail or fax, by signature. Councillors will be provided with a self-addressed stamped envelope and a fax number in order to return their decisions to the Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)). Decisions must be returned to the Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) by a date to be predetermined by the Speaker(s).

16.1.5 The Speaker(s) in conjunction with the Secretary of Council will be responsible for tabulating the

votes collected.

16.1.6 The Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) will declare a motion to have passed when a majority of Councillors have agreed to the motion.

16.1.7 Only the Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) are allowed access to the Councillors' decisions before the final vote is tallied and declared.

16.1.8 The Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)) will inform Councillors by e-mail, mail, fax, or email of the final decision of proxy voting.

BY-LAW I-3 - EXECUTIVE COMMITTEE TERMS OF REFERENCE

Article 1 – Name

1.1 There shall be a body of the Society called the Executive Committee, which shall govern the Society between meetings of Council, in a manner not inconsistent with by-laws and or policies set out from time to time by Council.

Article 2 – Objectives

2.1 The Executive Committee shall be responsible for carrying out the motions of the Council.

2.2 The Executive Committee shall have all the powers of the Council between meetings of the Council except that it shall not:

- amend the Constitution;
- select or remove the General Manager of the Society;
- enter the Society into any financial arrangement with any organization autonomous of the Society which binds the Society for a period of greater than twelve (12) months prior to receiving the approval of Council;
- amend any By-laws relating to Council voting procedures.

2.3 The Executive Committee shall submit to each regular meeting of Council a report of all matters with which it has dealt since the previous meeting of the Council.

2.4 All actions taken by the Executive Committee shall be subject to ratification at the next regular meeting of the Council.

Article 3 – Membership

3.1 The Executive Committee shall be composed of the Officers of the Society. The General Manager of the Society shall be ex-officio, non-voting members of the Executive Committee.

Article 4 – The Quorum

4.1 The quorum for a meeting of the Executive Committee shall be four (4) voting Officers.

BY-LAW I-4 – SPEAKER(S) OF COUNCIL

Article 1 - Duties

1.1 The duties of the Speaker(s) of Council shall be:

1.1.1 to open and preside over all meetings of Council in a fair and impartial manner in both official languages;

1.1.2 to enforce the rules under which Council meets;

1.1.3 to open and preside over all general annual meetings and general assemblies of the Society;

1.1.4 to organize councillor orientation;

1.1.5 to organize Council retreat;

1.1.6 to publicize the decisions of Council;

1.1.7 to notify the constituency should any member of Council miss three (3) meetings without sending regrets; and

1.1.8 to insert announcements of impending Council meetings in the campus media.

1.2 The incoming Speaker(s) (or the Secretary of Council on behalf of the Speaker(s)), shall collect all available summer addresses, e-mail addresses, and phone numbers for Councilors, to be submitted to the President by May 1st.

Article 2 - Selection

2.1 The Speaker(s) shall be selected by the Council Nominating Committee by the end of each academic year. The selection shall be ratified by the incoming Council at its first (1st) regular meeting.

2.2 Should the Nominating Committee be unable to select a bilingual speaker who is otherwise qualified, the candidate may be recommended with the understanding that the candidate will attempt to acquire the skills to run council in both official languages.

2.2.1 If s speaker selected without sufficient mastery of French, the SSMU council budget will pay for the Speaker to participate in a SSMU Mini-Course in French.

2.3 Should the Nominating Committee be unable to select a Speaker by the end of each academic year, the President shall act as Speaker until such selection occurs.

2.4 The Speaker who is acting as chair shall have final decision making authority until s/he relinquishes the

chair.

Article 3 - Removal

3.1 A Speaker may be removed by a two-thirds (2/3) vote of Council.

Deputy Speaker

Article 1 - Duties

1.1 The duties of the Deputy Speaker(s) of Council shall be:

1.1.1 to assist the Speaker in opening and presiding over all meetings of Council in a fair and impartial manner in both official languages;

1.1.2 to assist the Speaker in enforcing the rules under which Council meets;

1.1.3 to assist the Speaker in opening and presiding over all general annual meetings and general assemblies of the Society;

1.1.6 to assist the Speaker to publicize the decisions of Council;

1.1.7 to take minutes of the executive committee and be bound by all rules of said Committee.

Article 2 - Selection

2.1 The Deputy Speaker shall be selected by the Council Nominating Committee.

2.2 Should the Nominating Committee be unable to select a bilingual Deputy Speaker who is otherwise qualified, the candidate may be recommended with the understanding that the candidate will attempt to acquire the skills to run council in both official languages.

2.2.1 If a Deputy Speaker selected without sufficient mastery of French, the SSMU council budget will pay for the Deputy Speaker to participate in a SSMU Mini-Course in French.

Article 3 - Removal

3.1 The Deputy Speaker may be removed by a two-thirds (2/3) vote of Council.

By-Laws I-5 – General Assemblies

(updated April 27, 2009)

Part I: Special Rules of Order

Article 1 – Order of Business for a Regular General Assembly

1.1 The order of business for any regular General Assembly of the Society shall be as follows:

1.1.1 Call to Order

1.1.2 Approval of the Agenda

1.1.3 Question Period

1.1.4 Report of the Executive Committee

1.1.5 Old Business

1.1.6 New Business

1.1.7 Adjournment

Article 2 – Question Period

2.1 There shall be a maximum of twenty (20) minutes allotted to Question period;

2.2 Any member of the Society may ask a question. A maximum of five (5) minutes per question and answer will be allowed. Questions may be addressed to any Councillor, including the Executive Officers.

2.3 Should an individual being asked a question not have the appropriate information to answer it, s/he shall respond to the question in the SSMU Listserv and website within the next two weeks.

2.4 Supplemental questions that are on topic will be allowed. All questions and answers shall be addressed to the Speaker.

Article 3 – Report of the Executive Committee

3.1 The Report of the Executive Committee to Regular General Assemblies shall focus on any action undertaken by the Executive Committee as a result of motions passed at the previous General Assembly;

3.2 The Report shall also address any other issues deemed appropriate by the Executive Committee.

3.3 The Report shall be delivered by the President and other Executive Officers in no more than fifteen (15) minutes.

3.4 A question period of no more than twenty (20) minutes relating exclusively to matters discussed in the Report shall follow the delivery of the Report. Any member of the General Assembly may ask a question. Questions must be addressed to an Executive Officer of the Society.

3.5 The Report shall be made available to the students no less than one week in advance of the General Assembly and shall be published on the SSMU Website.

Article 4 – Attendance

4.1 The Executive and Council shall be present at the General Assembly and shall be present for the entire Question Period excepting extenuating circumstances, including but not limited to, illness.

Article 5 – Procedures of General Assemblies

5.1 The Speaker of the SSMU shall be responsible for the coordination of the Society's General Assemblies; for the administration of agenda items and setting of the agenda, for the preparation and distribution of the agenda, and for the conduction of the meetings themselves.

5.1.1 As the administrator of the agenda, any amendments to the agenda shall be reviewed and approved by the Speaker.

5.2 Items tabled from any General Assembly shall appear on the agenda of the next GA unless otherwise specified when tabled.

5.3 It shall be the prerogative of the SSMU Speaker to rule as to whether or not motions presented for the General Assembly shall be in order. These rulings may be subject to appeal to the Judicial Board of the SSMU.

5.3.1 This ruling shall occur within twenty-four (24) hours of receipt of the motion by the Speaker.

5.3.2 Should the Judicial Board fail to make a ruling on an appeal of the Speaker's decision in advance of the General Assembly in question, the motion shall come to the floor of the GA.

5.3.3 Should motions or statements come to the floor of a GA which, in the Speaker's opinion, directly contravene Article 6 of the preamble, or Article 29, of the SSMU Constitution, the Speaker shall have the authority to rule these motions or statements out of order and have them stricken. Such decisions shall not be subject to appeal by the Assembly, and can only be challenged at the Judicial Board of the Society.

5.4 The Speaker shall, in consultation with the mover, review and edit all motions submitted for concision and cogency.

5.5 There shall be an SSMU parliamentarian, selected by the President and Speaker, who shall field all questions of Assembly procedure for members of the Assembly.

5.6 Should more than one General Assembly be called for the same time period (such as a special GA & a strike GA), it shall be the purview of the Speaker to combine these two Assemblies into one, providing the appropriate quorum requirements are applied to the relevant motions.

5.7 All General Assemblies shall be in a physically accessible room and building according to the 1996 McGill standards for accessibility on campus.

5.7.1 The room or space selected for any General Assembly must have a room capacity of at least quorum.

5.7.2 All efforts must be made to select the largest room or space available.

5.8 All speaking from the floor shall be conducted in congruence with the principle of gender parity (male/nonmale) where possible.

5.9 A motion to hold an online vote on a main motion shall be in order at any time when a main motion is pending. Any member of the General Assembly, other than the Speaker or Parliamentarian, can move or second this motion.

5.9.1 The online vote shall be open to all members of the SSMU.

5.9.2 The motion for an online vote shall require a 2/3 majority of the General Assembly to defeat.

5.9.3 This vote shall be held no more than forty-eight (48) hours following the close of the General Assembly. It shall be open for a period of forty-eight (48) hours, and no campaigning shall be allowed on the motions in question. There shall be no quorum for this online vote. Minutes from the GA shall be made available during the voting period.

5.9.4 The Speaker of Council shall have discretion to rule a motion for an online vote out of order

if used in a disruptive manner.

Article 6 – Special General Assemblies

6.1 Special General Assemblies shall be called where there exists a policy concern.

6.2 Special GAs may also be called in order to provide a forum for input and discussion in regards to the development of SSMU policy.

6.2.2 The process for placing such motions on the agenda shall be as laid out in Article 29.2 of the SSMU Constitution.

6.3 A special General Assembly shall be a General Assembly other than the required regular General Assembly held by the Society once per each fall and winter semester. It shall be called according to Article 29.1 of the Constitution.

6.4 The Speaker shall call any Special General Assembly four (4) weeks after receipt of a petition for a Special GA.

6.4.1 The Speaker shall ensure, along with the President and petitioners for Special GAs, that the arising deadlines for motions are well-publicized.

6.4.2 Should the four (4) week requirement place the Assembly in a mid-semester holiday, the Speaker shall schedule the Assembly for the next available regular academic day.

6.4.3 Should the four (4) week requirement place the Assembly in either a (end of semester) holiday or exam period, the GA shall be called for a date in the first two weeks of the next semester.

6.6 The process for placing items on the agenda for a special GA shall be the same as for a regular GA, as specified in article 29.2 of the Constitution.

6.7 Any motion to be placed on the agenda for a special GA shall require the Constitutionally mandated number of signatures to be placed on the agenda, and signatures gathered for the purpose of calling a special GA may not be used to place a motion on the agenda.

6.7 The agenda of a special GA need not follow the formula laid out in article 1.1 of these by-laws, and shall be prepared by the Speaker in consultation with the SSMU President.

Article 7 – Consultative Forums

7.1 A consultative forum shall be established when any GA which fails to reach quorum or loses quorum at any point. Such a consultative forum may revert to a General Assembly if and when quorum is reached. Should a Regular General Assembly fail to reach quorum half an hour after its scheduled time, the Speaker of Council shall turn it into a non-decisional Consultative forum addressing the items on the agenda.

7.2 A consultative forum shall not have the powers of a GA. However, the Speaker shall chair the meeting as though it were ongoing. Procedural motions under Robert's Rules, or the special rules of order for General Assemblies, shall be in order.

7.3 The Speaker of Council shall report the minutes to next Council meeting so that a discussion can be

held on the issues debated at this Forum.

7.4 Motions tabled from a GA which loses quorum shall be inscribed upon the agenda of the next GA, regular or special, of the Society.

7.5 In order to be included in the agenda, motions not voted upon by a GA due to a loss of quorum or failure to achieve quorum, must be resubmitted.

7.6 The quorum for maintaining a consultative forum shall be fifty (50) students.

Article 8 – Procedures of a Strike General Assembly

8.1 A "strike GA" shall be any General Assembly to which a motion for a strike is brought, Regular or Special.

8.2 Should a motion to strike be brought to a General Assembly, the consideration of the strike motion will require the quorum specified in the Constitution (500 students from at least 4 faculties, with no more than 250 from any given faculty or school) for the purposes of a "strike" GA. The Assembly may consider other motions without the need for a strike quorum, provided it reaches the required regular quorum as per Article 29.4 of the Constitution.

Article 9 – Responsibilities & Publicity

9.1 It shall be the responsibility of the General Assembly Committee of SSMU Council to make all necessary efforts to publicize General Assemblies, Regular or Special.

9.2 The Speaker of the SSMU shall be responsible for the content and accuracy of all advertising for these Assemblies.

9.3 In the case of Special GAs, the General Assembly Committee of SSMU Council shall be charged with the responsibility of promoting and publicizing the GA to ensure that quorum is met. This committee shall be composed of parties bringing forward the call for the Assembly and any motions to be placed on the as well as the SSMU President and Speaker.

9.3.1 This shall include, but not be limited to: postering, flyering, and making classroom announcements (when appropriate).

9.3.2 All costs for publicity and operation of the GA shall be provided by the SSMU.

9.4 The SSMU's efforts to publicize its GAs shall not contravene the Society's Constitution or By-Laws, nor shall they have an egregious environmental impact.

9.5 It shall be the responsibility of the VP Internal, in conjunction with the President and Speaker, and GA Committee of SSMU Council to organize the logistics of the actual Assembly, including the physical location and instruments of the Assembly.

9.10 Following any General Assembly, a copy of the minutes and a written summary of the decisions made shall be made available on the SSMU website.

Article 10 – Items for the Agenda

10.1 As per Article 29.2, the Speaker shall receive items for the agenda up until 2 weeks in advance of the GA in question.

10.2 This deadline shall be at five pm (5pm), two weeks in advance of the GA.

10.3 The Speaker shall make him or herself available at the SSMU office until this deadline.

10.4 Motions may also be delivered up until this deadline at the SSMU front desk.

10.5 Items for the agenda shall require either the signatures of one hundred (100) students or four (4) councillors, with no more than 50% from any one faculty and students from 4 faculties.

10.5.1 Petitions to place items on the agenda shall require the name, signature, faculty and student number of all students in support of placing the motion on the agenda.

10.6 The Speaker or the SSMU Front Desk shall issue a receipt for all petitions for Special GAs and agenda items, along with a signed photocopy of said petitions.

10.7 All petitions and motions should list a mover of the motion, with up-to-date contact information such as e-mail and if possible, a phone number.

Article 11 – General Assembly Committee of Council Terms of Reference

11.1 To assist the Speaker in the coordination of the Society's General Assemblies.

11.2 This committee shall be responsible for all aspects of the planning, coordination and publicizing of General Assemblies.

11.3 Membership

11.3.1 Speaker, chair

11.3.2 Deputy Speaker

11.3.3 President

11.3.4 Elections McGill Advisor

11.3.5 VP Internal

11.3.6 Three members of council

11.3.7 Three members at large

11.3.8 A non-voting representative for each motion submitted.

11.4 Members at large shall be chosen by the other members of the committee.

11.5 Quorum shall be 1/3 of all voting members.

BY-LAW I-6 –PORTFOLIO COMMITTEES OF COUNCIL

Article 1 – General

1.1 The Chair of each Committee, in conjunction with the Executive member on each committee, shall regularly submit detailed reports to Council.

1.2 The quorum for each Committee is at least two-thirds of voting members.

1.3 All Committee meetings are open to the public.

1.4 The Chair of each committee is responsible for inviting guests (staff, commissioners, group representatives) to each meeting as appropriate.

1.5 Each Portfolio Committee must meet at least six times per semester

1.6 The President shall be an ex-officio member of each committee.

Article 2 – Nomination of Councillors to Committees

2.1 Each Councillor shall sit on at least one committee.

2.2 By the end of the second fall meeting of Council, all councillors must be elected by Council to a committee. Councillors joining at or after the second fall meeting will be appointed to a committee by the Executive Committee.

2.3 A Chair shall be elected by each Committee during its first meeting. Unless the Constitution, By-laws and Policies specifically provide otherwise, the Chair may not be a member of the Executive Committee.

Article 3 – Membership and Mandate of the Presidential Affairs Committee

3.1 The Presidential Affairs Committee shall consist of

3.1.1 the President;

3.1.2 three (3) Councillors;

3.1.3 two (2) members-at-large appointed by the other members of the committee; and

3.1.4 the General Manager or his/her delegate (non voting)

3.2 The mandate of the Presidential Affairs Committee includes but is not limited to:

3.2.1 scrutinising all expenditures made and approved by the President;

3.2.2 developing long-term goals of SSMU in terms of business operations, space and services, and long-term financial stability;

3.2.3 co-ordinating all SSMU programs and lobbying efforts designed to protect the environment; and

3.2.4 advising and assisting the President in the discharge of his/her duties.

Article 4 – Membership and Mandate of the Communication and Events Committee

4.1 The Communication and Events Committee shall consist of

4.1.1 the Vice President, Internal;

4.1.2 three (3) Councillors;

4.1.3. the President (non-voting);

4.1.4 the General Manager (ex-officio); and

4.1.5 two (2) members-at-large appointed by the other member of the committee.

4.2 The mandate of the Committee of Communication and Events includes, but is not limited to:

4.2.1 scrutinising all expenditures made and approved by the Vice President, Internal;

4.2.2 promoting communication between SSMU and its constituents by implementing marketing campaigns designed to ensure that SSMU activities are adequately promoted; and

4.2.3 advising and assisting the Vice President, Internal in the discharge of his/her duties.

Article 5 – Membership and Mandate of the of Clubs and Services Committee

5.1 The Clubs and Services Committee shall consist of:

5.1.1 the Vice President, Clubs and Services;

5.1.2 three (3) Councillors;

5.1.3 the President (non voting);

5.1.4 the General Manager or his/her delegate; and

5.1.5 two (2) members-at-large appointed by the other members of the committee.

5.2 The mandate of the Clubs and Services Committee includes, but is not limited to:

5.2.1 scrutinising all expenditures made and approved by the Vice President, Clubs and Services;

5.2.2 overseeing the Clubs and Services of the Society;

5.2.3 recommending changes to the Clubs and Services of the Society; and

Article 6 – Membership and Mandate of the University Affairs Committee

6.1 The University Affairs Committee shall consist of

6.1.1 the Vice President, University Affairs;

6.1.2 three (3) Councillors;

6.1.3 the President (non voting); and

6.1.4 two (2) members-at-large appointed by the other members of the committee.

6.2 The mandate of the University Affairs Committee includes, but is not limited to:

6.2.1 scrutinising all expenditures made and approved by the Vice President, University Affairs;

6.2.2 recommending to Council McGill students suitably qualified to fill all University committee positions reserved for undergraduate students; and

6.2.3 advising and assisting the Vice President, University Affairs in the discharge of his/her duties.

6.3 When necessary, the Vice President, University Affairs shall strike a nominating sub-committee, which shall assist him or her in the appointment of University Affairs positions that are not filled by the Nominating Committee of Council.

Article 7 – Membership and Mandate of the External Affairs Committee

7.1 The Committee of Community and Government Affairs shall consist of

7.1.1 the Vice President, External Affairs;

7.1.2 three (3) Councillors;

7.1.3 the President (non voting); and

7.1.4 two (2) members-at-large appointed by the other members of the committee.

7.2 The mandate of the Committee of Community and Government Affairs includes but is not limited to:

7.2.1 scrutinising all expenditures made and approved by the Vice President, External Affairs;

7.2.2 co-ordinating SSMU's external activities, including lobbying efforts involving governments and other student organizations;

7.2.3 researching and reporting on domestic and international terrorism; and

7.2.4 advising and assisting the Vice President, External Affairsin the discharge of his or her duties.

Article 8-- The Library Improvement Fund Committee

8.1 The SSMU Library Improvement Fund ("LIF") is a fund composed of fees paid by members of the SSMU and other contributions, the sole and unique purpose of which is to enrich the resources normally provided by the University and used by students. Two-thirds (2/3) of the LIF will be distributed to libraries proportionally based on the number of students in each faculty or department.

8.1.1 Proportionality need not occur on a yearly basis, but shall occur in the long term.

8.2 One-third (1/3) of the LIF will be allocated to specific projects.

8.3 The SSMU Library Improvement Fund Committee ("LIFC") shall be a committee of the SSMU Council, and will administer the LIF.

8.4 The LIFC shall be composed of the following members:

8.4.1 the Vice President, University Affairs;

8.4.2 three (3) voting members of the University Affairs Committee;

8.4.3 the two (2) SSMU reps to the Senate Committee on Libraries;

8.4.4 the General Manager or his/her delegate (non-voting); and

8.4.5 the Director of Libraries and two (2) representatives from the libraries chosen by the Director (non-voting).

8.4.6 Library Improvement Fund Commissioner

8.5 A faculty (non-student) member may appoint another faculty member to represent him or her.

8.6 The Vice President, University Affairs shall:

8.6.1 chair the LIFC meetings;

8.6.2 set and distribute the agenda for LIFC meetings and inform all members as to the dates and times for these meetings at least five (5) days in advance;

8.6.3 coordinate all actions taken between meetings, and keep all members informed as to these actions; and

8.6.4 report all LIFC actions to the SSMU Council.

8.7 The LIFC shall determine a list of project expenditure proposals and shall present that list to SSMU Council for ratification.

8.8 Any member of the Students' Society or Faculty may submit a project expenditure proposal to the LIFC.

8.9 All LIFC meetings are open to the public.

8.10 The quorum for a LIFC meeting shall consist of two-thirds (2/3) of the voting members.

8.11 The collection of the fund shall be as follows:

8.11.1 Every full-time undergraduate student shall contribute ($8.50) per semester to the LIF.

8.11.2 Every part-time undergraduate student shall contribute ($4.25) per semester to the LIF.

8.11.3 The LIF fees shall be collected by McGill University as part of the McGill Student Fund.

8.12 An appropriate amount of the LIF shall be set aside for the purchase of identification plaques that shall read

"Gift of the Students' Society of McGill University". These plaques shall be placed in a reasonably prominent manner, without causing damage.

8.13 The continuance of the LIF fees shall be put to a referendum once every five years.

Article 9 – Membership and Mandate of the Building Committee

9.1 The Building Committee shall consist of:

9.1.1 the Vice President, Clubs & Services;

9.1.2 two (2) Councillors;

9.1.3 the President (non voting); and

9.1.4 the General Manager (non-voting); and

9.1.5 the Office Manager (non-voting); and

9.1.6 the Security Supervisor (non-voting); and

9.1.7 the Building Porter(s) (non-voting); and

9.1.8 two (2) members-at-large appointed by the other members of the committee.

9.2 The mandate of the Building Committee includes, but is not limited to:

9.2.1 planning for the use, upkeep, renovation and improvement of the William Shatner University Centre;

9.2.2 determining the opening hours and other schedules or the Centre; and

9.2.3 determining any rates, fees, and fines relating to the Centre.

Article 10 – Safety Network

10.1 There shall be a standing committee under the Vice President Clubs & Services called the Safety Network (herein after referred to as the "Network.").

10.1 The Network shall have the following as its duties:

10.1.1 Coordinate promotional efforts for on- and off-campus safety issues;

10.1.2 Coordinate financial resources between member bodies and propose annual budgets accordingly;

10.1.3 Oversee the large projects associated with safety, including but not limited to safety audits and special event safety;

10.1.4 Coordinate and represent SSMU with relevant outside groups dealing with safety issues;

10.1.5 Consult with the Vice President External Affairs as necessary;

10.1.6 Act to further develop safety services and recommend and implement changes where necessary to further meet the safety needs of students on- and off-campus;

10.1.7 Meet at least three (3) times per semester during the academic year.

10.2 The members shall include:

10.2.1 the Safety Commissioner (chairperson/secretary)

10.2.2 the SSMU Vice President Clubs & Services (voting)

10.2.3 one (1) representative from McGill First Aid Service (voting)

10.2.4 one (1) representative from SSMU Drivesafe (voting)

10.2.5 one (1) representative from Walksafe (voting)

10.2.6 one (1) representative from IRC (voting)

10.3 Quorum for a meeting of the Safety Network shall be three (3) voting members in addition to the Chairperson. The Vice President Clubs & Services shall chair the meeting should the SSMU Safety Commissioner not be able to attend.

10.4 All meetings of the Safety Network shall be open to members of SSMU.

Article 11 – Final Provisions

11.1 The list of committees and terms of reference provided in this by-law is not exhaustive.

BY-LAW I-7 –THE STANDING CONSTITUTIONAL REVIEW COMMITTEE OF THE SOCIETY

1.1 The Constitutional Review Committee shall consist of

1.1.1 the President to act as Chair;

1.1.2 three (3) Councillors;

1.1.3 two (2) members-at-large appointed by the other members of the committee; and

1.1.4 the General Manager (*ex-officio*).

2.2 The mandate of the Constitutional Review Committee includes, but is not limited to:

2.2.1 to assist the President in ensuring the long term integrity of the Society with regards to its Constitution and Bylaws;

2.2.2 to review the Constitution and By-laws from time to time to assess whether it adequately serves the needs of the Society;

2.2.3 to present recommendations on Constitutional Bylaw reform to the Executive Committee and Council when necessary.

BY-LAW I-8– THE STANDING NOMINATING COMMITTEE OF THE SOCIETY

Article 1 - General

1.1 There shall be a body of the Society called the Nominating Committee, whose duty it shall be to select individuals for the following positions of the society:

- Chief Electoral Officer;
- Francophone Commissioner;
- Judicial Board members (5);
- Speakers of Council (2);
- Editors-in-Chief of Accredited Media

1.2 The Executive Committee of Council may, from time to time, mandate the Committee to select individuals for other positions including but not limited to:

- Activities and Events Coordinators and Commissioners;
- Operations Managers.

1.3 The Nominating Committee shall abide by the Constitution, By-laws, and Policies of the Society.

Article 2 – Membership

2.1 The Nominating Committee shall be composed of the following individuals:

2.1.1 the current/outgoing members of the Executive Committee (voting);

2.1.2 three (3) councillors (voting);

2.1.3 the General Manager;

2.1.4 the Comptroller; and

2.1.5 any individual (s) currently holding a position selected by the Committee for the position in question (voting)

2.2 There shall be a Special Nominating Committee charged with hiring the above positions for the following term. Outgoing members of the Executive Committee who have been re-elected to the Executive Committee shall not sit on the Special Nominating Committee. Likewise, incoming members of the Executive Committee shall not sit on the Special Nominating Committee.

2.3 Quorum for the Special Nominating Committee shall be five (5) voting members.

2.4 The Nominating Committee shall submit to Council a report of all matters upon which it has acted since previous meeting of Council.

2.5 The President of the Society shall chair the Nominating Committee.

Article 3 – Eligibility

3.1 Any member of the Society is eligible to stand for any of the positions selected by the Nominating Committee.

3.2 There shall be no exceptions to Article 3.1 without the approval of Council.

Article 4 – Advertisement for Available Positions

4.1 Any position to be selected by the Nominating Committee must be advertised in the *McGill Tribune* a minimum of two (2) weeks before the application deadline.

4.2 Application forms for the above positions must be available at the SSMU Front Office a minimum of two (2) weeks before the application deadline.

Article 5 – Application Procedure

5.1 All applications shall be in writing. Applicants are required to submit their applications to the SSMU front desk by the advertised deadline.

5.2 Where less than three (3) applications have been received for a particular position by the advertised deadline, the application deadline for that position may be extended by two (2) business days. It is at the discretion of the Chair whether or not to extend the application deadline.

5.3 A team or group applying for a single position need only submit only one application.

5.4 The Nominating Committee may refuse to interview any applicant whom it does not consider to have adequate experience for the position or has not provided the requested information.

5.5 Applications for each position must be made available to all members of the Nominating Committee a minimum of twenty-four (24) hours prior the beginning of the scheduled interview sessions.

Article 6 – The Interview Process

6.1 Candidates must be notified of the interview schedule a minimum of forty-eight (48) hours prior to the interviews.

6.2 All interviews for a particular position shall be, to the extent possible, held on the same day.

6.3 The selection for the position must be made as soon as possible after the last interview has been conducted.

6.4 Interviews shall be closed sessions. No information regarding the selection process may be discussed by anyone except the Chair.

6.5 The Chair shall notify or cause to be notified the successful candidate, as well as the unsuccessful candidates.

.

Article 7– The Successful Candidate

7.1 Council must accept each position by a simple majority.

7.2 Only the Chair may discuss procedural matters regarding the selection process.

7.3 Unsuccessful candidates may only approach the Chair for more information on their application.

Article 8 – Appeal Process

8.1 An appeal may be raised if any of the following situations occurred during a Nomination Committee Session:

8.1.1 discrimination as defined in the SSMU Constitution;

8.1.2 scheduling problems as a result of exams, classes, employment, etc.; or

8.1.2 medical reasons.

8.2 All appeals must be submitted in writing to the Chair of the Nominating Committee a no later than forty-eight (48) hours following the announcement of the selection.

8.3 Leave to appeal is considered by the Executive Committee, which can then recommend that the appeal go to SSMU Council.

8.4 If the appeal is accepted by Council, a second interview session may be convened.

8.4.1 Only original applicants can be interviewed at the second interview session.

Article 9 – Nomination Periods

9.1 There shall be two (2) regularly scheduled Nomination Periods:

9.1.1 spring session; to fill positions for the following year; and

9.1.2 fall session; to fill unfilled positions, new positions, or to replace vacated positions.

9.2 The Nominating Committee may meet in addition to the above sessions when the need arises.

By-Law I-9- INVESTMENT ADVISORY COMMITTEE

Name:

37.1 There shall be a standing committee of Council called the Investment Advisory Committee.

Duties:

37.2 The Investment Advisory Committee shall meet quarterly to review the investment portfolio of the SSMU.

37.3 The Investment Advisory Committee shall ensure the Investment Policy Statement remains in line with the long term financial stability of the SSMU.

Membership:

37.4 The members shall include:

- 37.4.1 The Vice-President (Finance & Operations) (voting)
- 37.4.2 Three (3) Councillors (voting)
- 37.4.3 Three (3) Members-at-Large (voting)
- 37.4.4 President (ex-officio/non-voting)
- 37.4.5 Comptroller (ex-officio/non-voting)
- 37.4.6 General Manager (ex-offcio/non-voting)

37.5 The Vice-President (Finance & Operations) shall organize member-at-large elections. Society Councillors may not fill member-at-large positions. The Investment Advisory Committee shall be responsible for conducting the election.

Quorum:

37.6 Quorum for the Investment Advisory Committee meeting shall be four (4) voting members.

BY-LAW I-10 – STUDENT EQUITY COMMITEE

Article I – The Student Equity Committee shall consist of:

1. 1 the Student Equity Commissioner;

1.2 the Vice President, University Affairs;

1.3 one (1) councillor;

1.4 five (5) members on the following, each to be appointed by members 1.1 through 1.3: one (1) member on Race and Ethnic Relations; one (1) member on Women, one (1) member on Dis/ Ability; one (1) member on First Peoples; one (1) member on Queer and Trans Peoples.

1.5 two (2) members at-large

Article 2 – The mandate of the Student Equity Committee is to:

2.1 confront historical and current inequities at McGill through active engagement and public education;

2.2 foster an understanding of equity as an active possess through which individuals, institutions and cultures / systems recognize historical and current bias and oppression, deconstruct this bias and oppression, and take pro-active steps to challenge privileged actions, attitudes, and assumptions;

2.3 advise the VP University Affairs and SSMU Council on issues pertaining to student equity.

Article 3 – The Student Equity Commissioner shall:

3.1 chair the SE Com meetings;

3.2 set and distribute the agenda for SE Com meetings and inform all members as to the dates and times of these meetings, at least four (4) days in advance;

3.3 coordinate all actions taken between meetings, and keep all members informed of these actions;

3.4 report all SE Com actions to the SSMU Council.

Article 4 – Student Equity Committee Meetings

4.1 Student Equity Committee meetings are open to the public.

Article 5 – Quorum

5.1 Quorum for a Student Equity Committee meeting shall consist of two-thirds (2/3) of the voting members.

BY-LAW I-11 – STUDENTS' SOCIETY PROGRAMMING NETWORK TERMS OF REFERENCE

Article I – Name

1.1 The name of the organisation shall be the "Students' Society Programming Network," hereafter referred to as SSPN.

Article 2 – Objectives

2.1 To plan and implement a balanced programme of short duration recreational activities that may be of a social, educational or cultural nature consistent with the SSMU philosophy and mission statement and that reflect the broad and varied interests of the McGill student community.

2.2 To provide an opportunity for McGill students to learn and practise the skills required to provide excellence in programming: planning, budgeting, organising, recruiting, motivating student volunteers, publicising, advertising and on-site management of events.

2.3 To act as a resource and provide assistance in the planning and the implementation of programming activities for the SSMU Executive, the SSMU Council and the faculty societies.

Article 3 – Organisational structure

3.1 The SSPN shall consist of the following members:

3.1.1 The Vice-President Internal of the Students' Society,

3.1.2 No more than fifteen (15) members-at-large selected by an ad-hoc selection committee composed of the VP Internal, two (2) members-at-large with event-oriented experience in the fall term of the academic year (*ex oficio* non-voting.)

3.1.3 No more than three (3) members of SSMU Council nominated and selected by Council.

3.1.4 The SSPN Francophone Commissioner (voice no vote)

3.1.5 The SSPN Environment representative (voice no vote)

3.2 The SSPN shall meet every week or more frequently as events require.

3.2.1 The quorum for the meeting shall be two-thirds of the committee membership.

Article 4 – Description of SSPN Positions

4.1 The Vice-President Internal is representative of the Executive Committee and acts as the general manager of all events.

4.2 The two co-chairs act as the primary source for the organisation planning and implementation of events undertaken by the SSPN. Their duties include, but are not exclusive to: setting time and agendas for all meetings; oversight of the budget including the submission of a budget of each event to the VP Finance of the SSMU in consultation with the VP Internal; organising and motivating the committee for each event; overseeing the fulfilment of all members' duties; reporting to Council at least twice a semester; training and passing along all relevant information and contacts to the new co-chairs at the end of the term.

The following duties wil be allocated on an event by event basis at the discretion of the VP Internal.

4.3 The finance member duties include, but are not exclusive to: the writing and implementation of the budgets for SSPN's own events. Acts as an advisor for events with external budgets.

4.4 The logistics member's duties include, but are not exclusive to: assist the co-chairs in the general organisation to ensure the smooth running of an event.

4.5 The marketing and sponsorship member's duties include, but are not exclusive to: overseeing the design of all advertisements and implementing advertising strategies; the recruitment of sponsors and presentation to committee of proposals for approval.

4.6 The volunteer member duties include, but are not exclusive to: recruitment, motivation and training of student volunteers; maintenance of the volunteer database and keeping an open relationship with the SSMU's Student Involvement Coordinator(s).

4.7 The secretary and historian member duties, but are not exclusive to: minute-taking, awards application, documentation of events (eg photos) and the maintenance of a website.

4.8 The two at-large member duties, in addition to providing general input and providing extra support for positions on a need basis.

4.9 The Communication Coordinator duties include, but are not exclusive to: act as an observer and a general resource for the SSPN as well as being linked to the Internal committee and the student body.

Article 5 – Description of SSPN Events

5.1 The purpose of the SSPN is to organise the following SSMU/VP Internal events:

5.1.1 4 Floors

5.1.2 Faculty Olympics

5.1.3 SSMU Awards Night

5.1.4 Reoccurring events at Gert's

5.1.5 Other events of the committee as SSPN sees fit.

5.1.6 Other events proposed by the SSMU Executives, Council and the faculty societies pending approval by the SSPN committee.

5.2 Other events proposed by the SSMU Executives, Council and the faculty societies pending approval by the SSPN committee, SSPN is also able to provide advice, assistance, logistical and organisational support to events that may not fall under the budget of SSPN, with consent of the membership.

Article 6 – Programming Finances

6.1 The SSPN shall be funded by the Students' Society.

6.2 The Vice-President Internal is the only signing officers for events that fall under SSPN budget/ Internal Portfolio.

6.3 The SSPN must abide by the Financial Rules and Regulations of the Students' Society.

Article 7 – Contracts

7.1 The General Manager shall sign all contracts.

Article 8 – Final Authority of SSPN

8.1 The final authority regarding programming content of the Students' Society shall be vested in the Students' Society Council.

BY-LAW I-12 – THE CORPORATION, DIRECTORS & OFFICERS

Article 1 – General

1.1 The Society is a corporation named the Student Society of McGill University (hereinafter referred to as Corporation). The Corporation shall conduct the financial operations of the Society.

1.2 The Executive Committee of the Board and the Board of Directors shall not act in a manner inconsistent with the Constitution, By-laws or Policies of the Students' Society.

1.3 All employees hired after November 25, 1992 shall be employed by the Student Society of McGill University Inc.

1.4 All employees hired before November 25, 1991 shall be employed by McGill University.

Article 2 - The Board of Directors

2.1 The Corporation shall have a Board of Directors that consists of all members the Society's Legislative Council as provided for in Title II, Section I, of the Society's Constitution.

2.2 The Board of Directors shall be the governing body of the Corporation and shall be empowered to make all decisions and take all actions on behalf of the Corporation by operation of its regular meetings, except such actions as are otherwise prescribed by the Constitution, By-laws or Policies of the Students' Society.

Article 3 - The Executive Committee of the Board of Directors

3.1 The Corporation shall have an Executive Committee of the Board of Directors that shall consist of all members of the Executive Committee of the Students' Legislative Council as provided in Title II, Section II of the Society's Constitution.

3.2 The Executive Committee of the Board of Directors that shall govern the Corporation between meetings of the Board, in a manner not inconsistent with the policies of the Board or the Students' Society.

3.3 The Executive Committee of the Board shall be responsible for the hiring, conduct, discipline and dismissal of all paid employees of the Corporation in a manner not inconsistent with the general guidelines set out from time to time by the Board of Directors, save that the Committee shall not have the power to select or remove the General Manager of the Society.

3.4 The Executive Committee shall have all the powers of the Board between meetings of the Board except that it shall not:

3.4.1 entertain motions to amend the Corporation's Charter or Constitution;

3.4.2 select or remove the General Manager of the Society; or

3.4.3 enter the Society into any financial arrangement that binds the Society for longer than twelve (12) months with any organisation autonomous of the Society, prior to receiving ratification by the Council.

3.5 The Executive Committee of the Board shall submit for ratification to each regular meeting of the Board a report of all matters upon which it has acted since the previous meeting of the Board.

3.6 The quorum for a meeting of the Executive Committee shall be four (4) members.

Article 4 - Staff Policies

4.1 The Employee Policy of the Students' Society shall apply to all employees of the Society.

4.2 McGill University Personnel Policies shall apply to all employees of McGill University employed by the Students' Society.

Article 5 - McGill Staff

5.1 When McGill employees work for the Students' Society, the General Manager, in conjunction with the Executive Committee, shall be responsible for the conduct, discipline and dismissal of all McGill employees in a manner not inconsistent with McGill Personnel Policies and the current Memorandum of Agreement between McGill University and the Students' Society.

Article 6 - Removal from Office

6.1 Any member of the Board of Directors may be removed for impropriety, violation of the provisions of the Corporation's Charter or Constitution or any applicable By-law or Policy of the Students' Society or the Corporation.

6.2 The procedure for removal from the Board shall be the same as that for removal of officers as set forth in Article 32 of the Students' Society Constitution.

Article 7 - The General Manager

7.1 The General Manager shall;

7.1.1 be the chief of staff of the Society;

7.1.2 be responsible to the Board of Directors and the Executive Committee of the Board, and Council and the Executive Committee of the Society;

7.1.3 oversee all employee matters and concerns of the Corporation;

7.1.4 be responsible for administrative continuity, especially with regard to leases and contracts;

7.1.5 provide financial planning for the Society;

7.1.6 be empowered to make emergency decisions without the prior approval of Council or of the Executive Committee, subject to ratification at the next meeting of the appropriate body;

7.1.7 not commit more than one-tenth of one percent (0.1%) of the Society's budget without the approval of either the Executive Committee or Council, except where necessary for reasons of physical safety;

7.1.8 be responsible for carrying out those duties which the Executive Committee of the Society or the Board delegate to her or him; and

7.1.9 be a full-time employee of the Corporation.

Article 8 - The Comptroller

8.1 The Comptroller shall:

8.1.1 be responsible for the financial accounting of the Society in a manner not inconsistent with the policies set out from time to time by the Council;

8.1.2 submit regular reports, following McGill University accounting procedures, to the Vice President, Operations, the General Manager, the Treasurer and the Finance Committee describing the financial status of the Society;

8.1.3 assume on an interim basis the duties of the General Manager should that position be vacant; and

8.1.4 be a full-time member of the Society's staff

8.1.4 enforce all financial regulations and policies of the Corporation

BY-LAW I-13 UNDERGRADUATE UNIVERSITY REPRESENTATION

Part 1: General

Article I - Purpose

1.1 The purpose of the undergraduate representatives to the Board of Governors, the Senate and its bodies is to represent in a cohesive manner the opinions and aspirations of the student body to the Administration of McGill University.

Part 2: Student Representatives to University Committees

Article 2 – Appointments

2.1 In March of each year, the Vice President, University Affairs shall advertise in the University media the vacancy of Senate seats and the availability of membership on various University committees.

2.2 Applications shall be submitted to SSMU to the attention of the Vice President, University Affairs no later than Friday of the first week of April.

2.3 Newly elected student senators need not submit a formal application to serve on university committees.

2.4 The Vice President, University Affairs, in consultation with the Executive Committee and through interviews of applicants, shall select the student representatives to university committees.

2.6 At the beginning of the fall term, the Vice President, University Affairs shall submit to Council a list of Senators and Committee Representatives for ratification.

2.7 In the event of the resignation of a student representative or the creation of a new committee during the course of the academic year, appointments to committees shall be made by the Vice President, University Affairs subject to ratification by Council.

2.8 A student may apply to numerous committees

2.9 To be a representative to a university committee, a student must be a member of SSMU for the duration of his or her term on the committee.

Article 3 – Duties

3.1 Student representatives to university committees shall make every reasonable effort to attend all meetings of their respective committee(s).

3.2 Student representatives to university committees shall inform the Vice President, University Affairs of any committee activities that have a significant bearing on student life.

3.3 At the request of the Vice President, University Affairs, student committee representatives shall meet with the Vice President, University Affairs.

3.4 Members of committees may be removed at the discretion of the Vice President, University Affairs, should their performance be deemed inadequate.

Part 3: Undergraduate Senators

Article 4 – Senate Elections

4.1 All elections for faculty representatives to Senate must take place according to the rules and procedures outlined in SSMU By-Law I.

4.2 Any faculties who have not produced a candidate for their allocated seat(s) by the end of the nomination period as described in By-Law I shall have this seat declared vacant.

4.3 Seats left vacant after the end of the nomination period will be reallocated to other faculties in descending order of enrolment, according to figures provided by the Registrar of McGill University. If a faculty has been allocated a second seat but does not have a second candidate, the seat shall be allocated to the next largest faculty.

Article 5 – Distribution of Senate Seats

5.1 The distribution of the thirteen (13) seats allocated to undergraduate students in the Senate of McGill University shall be as follows: one (1) seat for the President of SSMU, one (1) seat for the Vice President, University Affairs of SSMU, two (2) seats for the Faculty of Arts, and one (1) seat for each representative of the Faculties of Science, Engineering, Management, Education, Music, Law, Medicine, Dentistry, and Religious Studies.

Article 6 - Duties

6.1 The duties of the undergraduate Senator shall be

6.1.1 To represent his or her faculty at Senate

6.1.2 To inform his or her constituency of the issues before Senate

6.1.3 To gather the opinions of his or her constituency on matters before the Senate

6.1.4 To serve on at least one University Committee in accordance with Article 3

6.1.5 To attend Senate/Board Caucus meetings

Article 7 - Loss of Seat

7.1 Senators who are absent from three (3) consecutive sessions of Senate or who have missed three (3) consecutive Senate-Board Caucus meetings shall have forfeited their seats unless adequate reasons are submitted to and accepted by a majority of the Senate/Board Caucus.

7.2 The Vice President, University Affairs must report to Council vacant seats of Senate.

7.3 Following Council notification of the vacant seat, the faculty whose seat has been vacated will have a one-week nomination period. The faculty's student association shall publicize this event to its constituents.

7.4 Nominations are open to all undergraduate students enrolled in a degree program of the faculty that has lost its Senate seat.

7.5 Upon the closing of the nomination period, the faculty association shall select applications and forward them to the Senate/Board Caucus no later than two (2) days after the closing of the nomination period.

7.6 Should there be only one application, the candidate shall be deemed acclaimed.

7.7 If no candidate comes forth from the faculty, then the Vice President, University Affairs shall follow the formula established in Article 4.3. The faculty that receives the vacant seat proceeds in the same manner as outlined above.

7.8 Should there be several applications forwarded, the applicants shall be interviewed at the next Senate/Board Caucus meeting and one applicant shall be selected by a majority of the Senate/Board Caucus.

7.9 The Vice President, University Affairs shall inform Council of the decision of the Senate/Board Caucus.

Article 8 – Resignation

8.1 The Vice-President University Affairs must report to Council vacate seats of Senate.

8.2 Following Council notification of the vacant seat, the Vice-President University Affairs shall follow the formula established in Article 4.3 in allocating the vacant seat. This next faculty will have a one-week nomination period. The faculty's student association shall publicize this event to its constituents.

8.3 Nominations are open to all undergraduate students enrolled in a degree program of the faculty accepting nominations.

8.4 Upon the closing of the nomination period, the faculty association shall select applications and forward them to the Senate/Board caucus no later than two days after the closing of the nomination period.

8.5 Should there be only one application, the candidate shall be deemed acclaimed.

8.6 If no candidate comes forth from the faculty, then the Vice-President University Affairs shall again follow the formula established in Article 4.3 That faculty receives the vacant seat proceeds in the same manner as outlined above.

8.7 Should there be several applications forwarded, the applicants shall be interviewed at the next Senate/Board caucus meeting and one applicant shall be selected by the majority of the Senate/Board caucus.

8.8 The Vice-President University Affairs shall inform Council of the decision of the Senate/Board caucus.

Part 4: SSMU Representative to the Board of Governors

Article 9 – Appointment of the SSMU Governor to the Board of Governors of McGill University

9.1 The SSMU shall, at the beginning of each academic year, appoint a representative to the Board of Governors of McGill University.

9.2 This representative shall, in accordance with the Constitution, be the SSMU President.

9.3 Should the President be unable to serve, the SSMU shall appoint the VP (University Affairs) as its representative.

9.4 Should the VP (University Affairs) be unable to serve, Senate Caucus and the Executive Committee shall elect a representative.

Article 10 - Duties

10.1 The duties of the SSMU representative to the Board of Governors shall be:

10.1.1 To represent the student body at the Board of Governors,

10.1.2. To inform the student body and SSMU Council of the general issues before the Board of Governors within the limits of the confidentiality imposed by that body on its membership,

10.1.3 To gather the opinions of the student body and SSMU Council on the general issues before the Board of Governors within the limits of the confidentially imposed by that body on its membership,

10.1.4. To attend Senate/Board Caucus meetings.

Part 5: Senate Caucus

Article 12 – Membership

12.1 The membership of the Senate Caucus shall include the thirteen (13) undergraduate representatives to Senate and the undergraduate member of the Board of Governors of McGill University.

12.2 Meetings of Caucus shall ordinarily be open to all members of SSMU unless a motion for an *in camera* session is passed by Caucus.

Article 13 -- Administration

13.1 The Vice President, University Affairs shall chair Senate Caucus.

13.2 Upon a motion of the Vice President, University Affairs, Caucus may elect a Co-Chair.

13.2.1 The Co-Chair shall preside over meetings and generally administer Caucus.

13.3 The Senate Caucus shall meet, whenever possible, prior to Senate and Joint Senate-Board meetings.

BY-LAW I-14–COMMISSIONERS AND OFFICERS OF THE SOCIETY

PART 1—Academic Research Commissioner

Article 1 –General

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

1.2 The ARC shall function as

1.2.1 archivist;

1.2.3 researcher for the Vice President, University Affairs, Senators and Committee Representatives.

Article 2 – Duties

2.1 The ARC shall

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

2.1.2 prepare a monthly report on University representation;

2.1.3 present each semester a report on databases and archives;

2.1.4 consult regularly with the Political Research Officer;

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

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

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

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

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

Article 3 – Selection Process

3.1 The ARC shall be appointed on a yearly basis.

3.2 The process shall generally occur when the Society appoints its commissioners.

3.3 The Vice President, University Affairs in conjunction with his or her University Affairs Committee shall appoint the ARC.

3.3.1 Council must ratify the selection(s).

3.4 Candidates for ARC

3.4.1 must possess strong research and database skills;

3.4.2 must remain students at McGill throughout their terms of office;

3.4.3 need not be undergraduates; however, preference may be given to upper year undergraduate students; and

3.4.4 must reside in the Montreal area from September to October.

Article 4 – Compensation

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

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

Part II –Student Equity Commissioner

Article 1 – General

1.1 The purpose of the Student equity commissioner ('SEC') shall be to ensure the awareness and the respect of student rights as well as the advocacy of equity issues at McGill University and at the SSMU.

1.2 The SEC shall function as:

1.2.1 Advocate concerning equity issues;

1.2.2 Researcher for the Vice President, University Affairs, Senators, and Committee Representatives; and

1.2.3 Resource person for students regarding their rights and responsibilities at McGill University.

Article 2 – Definition

2.1 'Equity issues' shall include but not be limited to

2.1.1 Racial and ethnic discrimination issues;

2.1.2 Lesbian, gay, bisexual, and transgendered persons' rights issues;

2.1.3 Gender equality issues;

2.1.4 Sexual harassment issues;

2.1.5 Students with disabilities issues; and

2.1.6 First Peoples issues.

Article 3 – Duties

3.1 The SEC shall:

3.1.1 report at least once a week to the Vice President, University Affairs;

3.1.2 prepare a monthly report on equity issues at McGill University and at SSMU;

3.1.3 present each semester a report to SSMU Council detailing projects undertaken by the SEC as well a recommendations for actions to be taken by SSMU;

3.1.4 consult regularly with the ARC regarding databases and archives;

3.1.5 consult regularly with the McGill Legal Information Clinic regarding student advocacy issues;

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

3.1.7 perform research on topics related to equity issues at McGill University and at other universities and institutions;

3.1.8 sit on the Joint Senate-Board Committee on Equity as well as on one of its sub-committees;

3.1.9 coordinate the efforts of various student groups that are concerned with issues related to equity (e.g. Queer McGill, Women's Union, SACOMSS, etc.);

3.1.10 be in communication with the McGill Ombudsperson;

3.1.11 be available to answer students' concerns regarding grievances and equity issues in general;

3.1.12 keep students informed about their rights and responsibilities and promote their respect;

3.1.13 make a record of his or her expenses and submit it to the Treasurer; and

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

Article 4 – Selection Process

4.1 The SEC shall be appointed on a yearly basis.

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

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

4.3.1 SSMU Council must ratify selection(s).

4.4 Candidates for SEC

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

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

4.4.3 Must be knowledgeable about issues related to equity.

Article 5 – Compensation

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

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

Part III – Francophone Commissioner

Article I – General

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

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

1.3 At least one of the Francophone Commissioners shall meet every executive regularly to discuss Francophone issues within their portfolios;

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

1.4 The Francophone Commissioner shall function as:

1.4.1 A representative for the francophone community in SSMU;

1.4.2 An advisor for SSMU Executives and other clubs

Article 2 – Duties

2.1 The FC shall:

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

2.1.2 Ensure that the rights of francophones are respected;

2.1.3 Advise the SSMU on issues pertaining to francophones;

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

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

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

Article 3 – Selection process

3.1 The FC shall be selected on a yearly basis.

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

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

3.3.1 Council must ratify the selection.

Article 4 – Candidates

4.1 Should be an undergraduate student from McGill University.

4.2 Should be a francophone.

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

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

Article 5 – Compensation

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

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

Part IV – International Commissioner

Article 1 – General

1.1 The purpose of the International Commissioner (IC) shall be to advise the SSMU on issues pertaining to international students.

1.2 The IC shall aid and advise the SSMU on the representation of international students.

1.3 The IC shall function as:

1.3.1 Researcher for the President, Vice-President University Affairs; and

1.3.2 Research person for international students at McGill University.

Article 2 – Duties

2.1 The IC shall:

2.1.1 Report at least once a month to the President, although the lines of communication shall be constant and ever-flowing;

2.1.2 Report monthly report to the SSMU President;

2.1.3 Present each semester a report to SSMU Council detailing projects undertaken by the IC

2.1.4 Become and remain knowledgeable and current on issues effecting international students

2.1.5 Present an end-of-year report to the President on what has been accomplished b the IC, on what remains to be done by the office, and any advice and suggestions for the incoming IC.

2.1.6 Perform research on topics related to international student issues at McGill University and at other universities and institutions;

2.1.7 Sit on the Advisory Board on International Students and the Advisory Committee on International Health Insurance;

2.1.8 Be available to answer international students' concerns on international issues in general,

2.1.9 Be the link between SSMU and international students and,

2.1.10 Generally perform all duties incidental to the office of the IC and other duties as may be assigned from time to time by the President.

Article 3 – Selection process

3.1 The IC shall be the President of the McGill International Students' Network as specified in the SSMU Constitution and following the guidelines of the Network's Constitution.

3.1.1. SSMU Council must ratify the selection(s).

3.2 Candidates for IC:

3.2.1. Must remain students at McGill throughout the term of office;

3.2.2. Must reside in the Montreal area throughout their terms of office with the option of leaving during the summer semester; and

3.2.3. Be knowledgeable about issues related to international students.

Article 5 – Compensation

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

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

Part V– Environmental Commissioners

Article 1 – General

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

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

Article 2 – Duties

2.1 The ECs shall:

2.1.1 Chair the Presidential Affairs Subcommittee on the environment;

2.1.2 Act as the Students' Society's representative to the McGill Students' Environmental Council following the directives and policies of the SSMU President, Executive, and/or Council;

2.1.2.1 The ECs must report to the President and the Presidential Affairs Committees on this matter;

2.1.2.2 Any binding positions made by the ECs to this group must be agreed to by the Presidential Affairs Committee and ratified by Council;

2.1.3 Assess and further the implementation of the SSMU environmental policy;

2.1.4 Strive towards minimization of the Society's negative environmental impact;

2.1.5 Raise awareness within the Society about environmental issues;

2.1.6 Present a report to Council once a semester;

2.1.7 Present a year end report that summarizes the year's activities and provides information for the transition of the new ECs;

2.1.8 Generally perform all the duties incidental to the office of EC and such other duties as may be assigned from time to time by the President; and

2.1.9 Report at least once a month to the President, although the lines of communication shall be constant and ever-flowing.

Article 3 – Selection Process

3.1 The ECs shall be selected on a yearly basis.

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

3.3 The ECs shall be selected by the Nomination Committee in consultation with the outgoing ECs.

3.3.1 SSMU Council must ratify the selection.

3.4 Candidates for ECs

3.4.1 Must remain students at McGill throughout the term of office;

3.4.2 Must reside in the Montreal area throughout their terms of office, with optional leave during the summer semester; and

3.4.3 Must be knowledgeable about issues related to the Environment.

Article 5 – Compensation

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

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

Part VI – Safety Commissioner

Article 1 – General

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

1.2 The Safety Commissioner shall function as:

1.2.1 An advocate for safety issues;

1.2.2 Representative of SSMU for safety issues;

1.2.3 Researcher for McGill First Aid Service, Walksafe Foot Patrol, SSMU Drivesafe and other SSMU groups as needed; and

1.2.4 Chair of the Safety Network

Article 2 – Duties

2.1 The Safety Commissioner shall:

2.1.1 Report at least biweekly to the Vice President Clubs & Services

2.1.2 Prepare a semesterly report on safety issues affecting students;

2.1.3 Present each semester a report to SSMU Council detailing projects undertaken by the Safety Network and Commissioner as well as a recommendation for actions to be taken by the SSMU;

2.1.4 Present a year-end report to the Vice President Clubs & Services on what has been accomplished by the Safety Commissioner on what remains to be done by the office and any advice or suggestions for the incoming Commissioner.

2.1.5 Be available to answer students' concerns regarding safety issues in general;

2.1.6 Be in contact with relevant McGill and Montreal safety groups including but not limited to McGill Security, Station 19 and Tandem Montreal.

2.1.7 Represent the SSMU at the McGill University Joint Advisory on Health and Safety Committee

2.1.8 Generally perform all the duties incidental to the office of the Safety Commissioner and such other duties as may be assigned from time to time by the Vice President Clubs & Services.

Article 3 – Selection Process

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

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

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

3.3.1 SSMU Council must ratify selection(s).

3.5 Candidates for Safety Commissioner:

3.4.1 must remain students at McGill throughout their terms of office;

3.4.2 must be knowledgeable about issues related to safety.

Article 5 – Compensation

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

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

BY-LAW I-15– POLICY MANUAL

Article 1—Creation and Definition of the Policy Manual

1.1 There shall be a body of position papers known as the "Policy Manual."

1.2 The Policy Manual shall contain declarations of the Society's Legislative Council and General Assemblies.

1.3 The Policy Manual shall be made available, upon request, to any member of the Society.

1.4 The Policy Manual shall be subject to the Constitution and By-laws of the Society, but shall in no way be construed as taking precedence over the Constitution or By-laws of the Society.

1.5 The declarations within the Policy Manual shall not be binding on the Society.

1.6 Individual declarations within the Policy Manual shall be referred to as "Policies."

1.7 Policies shall contain Council's position on matters not within the legislative competence of Council.

Article 2 – Adoption, Amendment & Repeal

2.1 General Assemblies or Special Assemblies of the membership of the Society may adopt, amend or repeal a Policy by simple majority vote.

2.2 Council may adopt, amend or repeal a Policy by simple majority vote.

2.3 The Executive Committee may adopt, amend or repeal a Policy between meetings of Council. It shall remain in effect until the next meeting of Council, at which time it shall be subject to ratification by Council by simple majority vote.

Article 3 – Language

3.1 The Policy Manual shall be made available in English or in French.

3.1 All new Policies and amendments to the Policy Manual may be adopted in either French or English.