

**Motion re: Overhaul of SSMU Bylaw Book III with new Service HR procedures, Clubs and Services Representative responsibilities, and other policy changes and clarifications (into future C&S portfolio-specific Bylaw Book Part A)**

Whereas, the current procedures of “SSMU Bylaw book III-1: Clubs, Services, and Independent Student Groups Rules” is outdated and does not reflect what we do in practice,

Whereas, the current SSMU Bylaw Book III-1 is missing procedures for much of what the SSMU VP C&S and portfolio staff do in practice,

Whereas, SSMU Bylaw Review Committee is currently working on an overhaul of all the SSMU Bylaw books to follow a more organized overall organizational scheme with portfolio-specific bylaw books,

Be it Resolved, that the current content of Bylaw Book III-1 be replaced with the content contained below, with the understanding that Bylaw Book III in its entirety will be eventually reorganized as the Clubs and Services Portfolio bylaw book,

Be it further resolved, that although it is too late to implement the new definitions of C&S Reps as Clubs Reps and Service reps formally until Bylaw book I is changed and elections are run reflecting this new definition, that C&S Reps elected for a 2013-2014 term are recommended to transition into this new policy but are not bound by it ... ?

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C&S BYLAW BOOK: Part A – Accredited Groups

**1. Article 1: Definitions and General Administration**

- 1.1. **Power of the Society Constitution:** This Bylaw shall be read in conjunction with the Constitution and all Bylaws of the Society and the respective constitutions of the Accredited Groups.
  - 1.1.1. In the event of a conflict between the constitution of a Club or Service and the Constitution and Bylaws of the Society, the Constitution and Bylaws of the Society govern and control.
- 1.2. **Attributed Responsibility:** The Vice President (Clubs and Services) shall directed all SSMU Accredited Groups to this by-law at the beginning of every academic year through training workshops and the C&S Listserv, and throughout the year when questions arise. This Bylaw shall always be freely available on the SSMU Website.
  - 1.2.1. The contents of this Bylaw are imputed to all representatives of Clubs, Services, and ISGs. It is the sole responsibility of those representatives to inform themselves of its contents as well as of any amendments to it.

- 1.3. **Implementation Authority:** Except where explicitly provided, between meetings of Council the Vice President (Clubs and Services) shall have final authority and responsibility for the implementation of the rules and regulations outlined in this Bylaw.
- 1.4. **Definitions:** Key terms in the following bylaw book shall be defined as follows:
- 1.4.1. The “Society” throughout this Bylaw refers to the Students’ Society of McGill University (“SSMU”), as governed by the SSMU Constitution.
- 1.4.2. “(SSMU) Accredited Groups” include only SSMU Services, SSMU Interim and Full-Status Clubs, and ISGs, as defined below and through accreditation procedures in this bylaw.
- 1.4.3. “Clubs and Services Representatives to Council,” or “C&S Reps,” are defined in article \_\_\_.
- 1.4.4. A “SSMU HR Model” is a structure designed by the SSMU HR Advisor in consultation with the Vice President (Clubs and Services) and General Manager and applied to any Service which hires staff. Current models include:
- 1.4.4.1. Service Executives/Administrator models:
- 1.4.4.1.1. may be paid a stipend as a “sitting fee.”
- 1.4.4.1.2. Or may be paid per hour.
- 1.4.4.2. All other staff must be paid on an hourly basis, as determined by the SSMU pay scale and Pay Equity Act.
- 1.4.4.3. An appropriate Service HR Model is determined by a Service in conjunction with the Vice President (Clubs and Services) and SSMU HR Advisor as per article \_\_\_.
- 1.4.5. A “(SSMU) Service” is a student-run service, listed in Schedule A of this Bylaw, defined, accredited, reviewed, and operated according to Article 2 of this Bylaw, and legally incorporated with an accounting department within the Society, whose management is overseen by the Vice President (Clubs and Services).
- 1.4.6. The “Services Representative to Council” (“Services Rep”) are defined in article \_\_\_.
- 1.4.7. SSMU Interim Club is defined in article \_\_\_.
- 1.4.8. SSMU Full-status Club is defined in article \_\_\_.
- 1.4.9. SSMU-Affiliated Independent Student Group (ISG) is defined in article \_\_\_.
- 1.4.10. The “(SSMU) Accredited Groups Master List” is a list of all groups accredited by SSMU (also known as Internal Groups for the purposes of this bylaw) and shall be maintained as per the following policy:
- 1.4.10.1. The Vice President (Clubs and Services) is responsible for maintaining an updated Accredited Groups Master list at all times, in conjunction with the Interest Group Coordinator and SSMU Front Desk staff.
- 1.4.10.2. The public information from this list will be reflected on the SSMU Website, and Executive Contact Information may be shared amongst the SSMU Office staff.
- 1.4.11. The “C&S Listserv” is an email sent to all Interim and Full-Status Club, Service, ISG, and other interested campus group executives approximately weekly by the Vice President (Clubs and Services) with important deadlines, reminders, and other important procedural information.
- 1.4.12. The SSMU ClubPedia ([ssmu.mcgill.ca/clubpedia](http://ssmu.mcgill.ca/clubpedia)) is an informational website for student groups maintained by the Vice President (Clubs and Services).

**Comment [MSOffice1]:** This part is all the same except little changing the order around and continuity etc.

- 1.4.13. The "SSMU Website" as it pertains to this bylaw refers to any section of the ssmu.mcgill.ca domain for which the Vice President (Clubs and Services) is responsible.
- 1.4.14. "External Groups," for the purposes of this Bylaw and the Society, refers to any on- or off-campus group not accredited through any Society procedures described in the Bylaw.
- 1.5. **PGSS Special Status:** According to the agreement signed between the Society and the Post-Graduate Students' Society of McGill University ("PGSS") and ratified by Council, the SSMU shall uphold the following commitments:
  - 1.5.1. The Society shall provide members of the PGSS access to, including representation or memberships where applicable,
    - 1.5.1.1. Clubs;
    - 1.5.1.2. Services;
    - 1.5.1.3. A copy of the annual budget of the Society;
    - 1.5.1.4. A copy of the annual budgets and financial statements of each Club and Service, if available;
    - 1.5.1.5. A copy of annual reports from each Club and Service on activities oriented towards or targeting graduate students, where possible;
    - 1.5.1.6. Data on graduate student participation of use of each Club and Service except where prohibited by confidentiality regulations;
  - 1.5.2. The SSMU shall provide the PGSS with a voting seat on the SSMU Interest Group Committee.
  - 1.5.3. Members of the PGSS wishing to create new clubs under the Society shall have the right to place a call-out on the Society's weekly listserv to solicit undergraduate members to join.
  - 1.5.4. No Club founded under the Society shall consist of solely PGSS members.
  - 1.5.5. While this agreement is in effect, any privilege, benefit, duty, or responsibility granted or assigned to members of the Society as members of officers of Clubs and Services under this Bylaw shall extend to members of the PGSS, as per the above constraints.
  - 1.5.6. At the expiry or lapse of said agreement, this article shall automatically become void and of no force or effect.

**Comment [MSOffice2]:** This part is all new and obviously not entirely finished; to be saved for a later edit I guess... ☹

## 2. Article 2: Services

- 2.1. **Definition and Mandatory Characteristics:** "Services" are formal and accredited organizations composed of members of the Society whose main function is to provide ongoing services to students and others in the community.
  - 2.1.1. Without prejudice to the generality of Art. 4.1, services provided may include those providing awareness, referral, education and support, and/or administration of specialized space; however, provision of awareness alone is not sufficient to qualify an organization as a Service.
  - 2.1.2. Services provided should not be those which SSMU would otherwise provide.
  - 2.1.3. Receipt of services should not be contingent upon, or tied to, membership or the holding of an executive office in the Service. Services provided should, subject to financial and logistical constraints, be made available to all members of the Students' Society.
  - 2.1.4. Services may receive a subsidy from SSMU as part of the annual budgeting process.
  - 2.1.5. If a service receives such a subsidy it will direct any and all revenue raised beyond what is necessary to offset or recover the costs associated with the provision of the service, , towards reimbursing

**Comment [MSOffice3]:** In the current version, this is Article 3, and almost exactly the same except a few formatting/syntax discontinuities (like "Society" instead of "SSMU"), and the addition of "the SSMU shall uphold the following commitments" to 1.5, "if available" in 1.5.1.4., and "voting" in 1.5.2, and larger alterations to 1.5.5 (from current 3.4). The section immediately following article 3 in the current version re: Pornography (Article 4) was deemed irrelevant, and article 5 (Medical testing/trials recruitment) was incorporated into other areas of the Bylaw.

SSMU for any subsidies granted to it during the current academic year or in the two (2) academic years previous to it.

2.1.6. Unless and until SSMU is entirely reimbursed by a Service for any subsidies granted to it during the current academic year and in the two (2) academic years previous to it:

2.1.7. The Service is strictly prohibited from donating funds to ISGs or organizations external to the Students' Society and from transferring funds to any other Club or Service within the Students' Society, unless this is expressly part of fulfilling the Service's mandate.

2.1.8. Services must be open to all members of the Society. This does not preclude any distinction or preference necessary for the effective provision of a service that has as its object the amelioration of conditions of individuals or groups including, but not limited to, those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability, sexual orientation, or social class.

2.1.9. All executive officers and/or collective members and voting members of Services must be members of the Society.

~~3-2.2.~~ **Accreditation Procedures:** ~~7-1~~ Service status may be requested by any funded organization of the ~~Students'~~ Society already in existence by submitting written reasons for the request and its constitution to the Vice President, ~~(Clubs and Services)~~ who will forward it to the Interest Group Committee of Council.

~~4-2.2.1.~~ ~~7-2~~ The Interest Group Committee of Council will consider the request in light of the SSMU Constitution and By-Laws and will present the request along with a recommendation regarding Service status to the ~~Executive Service Review~~ Committee.

~~5-2.2.2.~~ ~~7-3~~ The ~~Executive Service Review~~ Committee shall present its recommendation regarding Service status to Council.

~~6-2.2.3.~~ Council may grant Service status by a two-thirds (2/3) majority vote.

~~7-2.2.4.~~ ~~7-3.1~~ If the recommendation of the ~~Executive Service Review~~ Committee reverses the recommendation of the Interest Group Committee of Council, reasons must be provided for rejecting the original recommendation.

~~7-1.1-2.2.5.~~ ~~7-4~~ Once Council has granted Service status to a group, if the Service wishes to receive a subsidy from the SSMU, it must submit a budget proposal, outlining operational funding needs for the upcoming year, to the Vice President (Clubs and Services) for review, by a deadline at the discretion of the Vice President (Clubs and Services).

~~7-2.2.3.~~ **Mandatory Procedures for Services:** Failure to fulfill any of the below mandatory procedures and organizational responsibilities by a Service may result in sanctions as described in Article 2.8 at the discretion of the Vice President (Clubs and Services).

~~7-2.1-2.3.1.~~ **Service Constitution:** All Services must ensure that an up-to-date copy of their Constitution is on file with the Vice-President (Clubs and Services).

~~7-2.1.1-2.3.1.1.~~ Any modification to the constitution or by-laws of any Service must be submitted in writing to the Vice President (Clubs and Services), must meet the requirements of this By-Law and must be ratified by Council by a simple majority vote.

~~7-2.2-2.3.2.~~ **8-1 Identification:** Services shall identify themselves on all publications and promotional materials with the following tagline: "A service of the SSMU (Students' Society of McGill University), an undergraduate students' association at McGill University."

~~2.3.2.1.~~ Services shall only be permitted to use the "McGill" name and associated wordmarks and crests as outlined in the most current Memorandum of Agreement between the Society and McGill University, as available from the Vice President (Clubs and Services).

**Comment [MSOffice4]:** This is based on feedback from Services; in previous version, required VP C&S approval.

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**Comment [MSOffice5]:** The idea behind this change (from Executive Comm in current Article 7) is that the IGC and SRC committees see the transition in light of the big picture of Clubs and of Services, respectively.

**Comment [MSOffice6]:** New, but the spirit of this is removed from each article below where this was previously mentioned.

**Comment [MSOffice7]:** Moved from 8.6

**Comment [MSOffice8]:** Added

7.2.3.2.3.3. **Other policies:** Services must be aware of and follow any other relevant policies for Accredited groups, including the SSMU Equity Policy and all Building Bylaws.

Comment [MSOffice9]: new

7.2.3.1.2.3.3.1. No Service may use the William Shatner University Centre or publish any material to recruit in any manner a member of the University community to participate in medical testing or in clinical trials involving human subjects related to non-university research projects.

Comment [MSOffice10]: Previously Article 5

7.2.4.2.3.4. **8.2 Transition Training and Attendance:** The Vice President (Clubs and Services) must hold SSMU Service training sessions every Spring, and at least one (1) executive officer or collective member from every Service must attend. Failure to attend may result in sanctions as described in Article 2.8.

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Comment [MSOffice11]: Changed from Fall

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7.2.4.1.2.3.4.1. The Vice President (Clubs and Services) as well as the Vice President (Finance and Operations) must meet at least twice with all services to discuss budget allocations for the next academic year, preferably in the Spring and early Fall.

Comment [MSOffice12]: Moved from article 8.4 and deadline removed to be more logically connected to VP FOPS' work on budget revisions.

7.2.5.

7.2.6.

7.2.7.2.3.5. **Communication with SSMU:** It is the responsibility of the Service to check their mailbox in the SSMU Front Office regularly, read the C&S Listerv and other important emails, and maintain all current relevant contact information to the Vice President (Clubs and Services). Failure to do so may result in missing important deadlines and other information.

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7.2.8.2.3.6. **Financial Procedures:** All services must communicate their budget plans to the Vice President (Finance and Operations) before Council's Fall and Winter budget revision deadline or their transactions may be put on hold.

Comment [MSOffice13]: new

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7.2.8.1.2.3.6.1. All Services must submit the name and contact information of at least two (2) signing executive officers by September 15th of each academic year.

Comment [MSOffice14]: new

7.2.8.2.2.3.6.2. Any Service which replaces either of these executive officers must notify the Vice President (Clubs and Services) immediately and submit the name and contact information of an alternative active signing officer.

Comment [MSOffice15]: changed from the IGC

7.2.8.3.2.3.6.3. The designated signing officers must meet with the SSMU Accounting department to give sample signatures for the signing of cheque requisition and other forms as soon as they take office.

Comment [MSOffice16]: changed from "executive"

7.2.8.4.2.3.6.4. Services have the right to organize themselves as either non-hierarchical collectives or traditional executive structures, but at least two signing officers with administrative or financial responsibilities must be clear to the Vice President, Clubs and Services.

7.2.8.5.2.3.6.5. At least two (2) listed Service Executives or collective members must be designated as SSMU Contact People for urgent Financial and Administrative questions and needs.

Comment [MSOffice17]: all new.

7.2.9.2.3.7. **Services Staff:** Services may only hire staff through the Society's HR Procedures, as per the law.

Comment [MSOffice18]: new

7.2.9.1.2.3.7.1. **HR models:** Services must advise the Vice President (Clubs and Services) to define which SSMU Human Resources Model, as outlined in Article 1.4.4, depending on the Service's Constitutional structure and budget.

Comment [MSOffice19]: New; see HR Model definition.

7.2.9.2.2.3.7.2. When paid staff are hired by Services, the following procedure must be followed, as per and secondary to all relevant Quebec laws and with advice from the SSMU HR Advisor:

~~7.2.9.2.1-2.3.7.2.1.~~ A committee formed of the Vice President (Clubs and Services), the SSMU HR Advisor and two members of the service shall create a job description.

~~7.2.9.2.2-2.3.7.2.2.~~ The position will then be evaluated based on the SSMU payscale by the committee described in Article 2.3.5.2 to create a job contract. The Vice President (Clubs and Services) and the SSMU General Manager shall approve all contracts. Comment [MSOffice20]: Reformatted/added

~~7.2.9.2.2.1-2.3.7.2.2.1.~~ Contracts must include the job description, the term of the contract, the hours for the contract, and other terms.

~~7.2.9.2.2.2-2.3.7.2.2.2.~~ Contracts for the service's paid staff must be signed by the Vice President, Clubs and Services, and the SSMU General Manager before the employee begins assuming the responsibilities of the contract. Any violations of this clause must be brought to the immediate attention of the General Manager. Comment [MSOffice21]: new

~~7.2.9.2.3-2.3.7.2.3.~~ Services shall approve the hours worked by their employees on a biweekly basis. The approval shall be given in writing to the Vice President (Clubs and Services), or in case of absence, to the General Manager, for payments to be made. Comment [MSOffice22]: new

~~7.2.9.3-2.3.7.3.~~ **Contractual Services:** Comment [MSOffice23]: this section is new

~~7.3-2.4.~~ **Services Roundtable:** A Services Roundtable shall be held approximately once per month by the Vice President (Clubs and Services), or as called by a petition of at least ten (10) Services.

~~7.3.1-2.4.1.~~ The Services Roundtable shall consist of one (1) representative from each accredited SSMU Service (as per Schedule A of this Bylaw) as voting members, and with attendance of the Services Representative to Council as per Article 2.5 of this Bylaw.

~~7.4.2.5.~~ **Services Representative to SSMU Council:** A Services Rep shall be elected as per Bylaw Book 1, Article 22.

~~7.4.1-2.5.1.~~ The Services Rep shall fulfill the following responsibilities:

~~7.4.1.1-2.5.1.1.~~ Holding regular office hours, at least one hour per week, posted on relevant websites and sent out in the C&S listserv,

~~7.4.1.2-2.5.1.2.~~ Report to Services Review Committee at every meeting,

~~7.4.1.3-2.5.1.3.~~ Bringing the discussions from Services Roundtables to Council and Services Review Committee,

~~7.4.1.4-2.5.1.4.~~ Complete at least one project per year, as defined by an event, policy, financial, or other project as mandated by the Services Review Committee,

~~7.4.1.5-2.5.1.5.~~ Fulfilling all other reporting, attendance, and other requirements of Councilors as per SSMU Bylaws.

~~7.4.2-2.5.2.~~ Services Review Committee may recommend removal from office for failure to fulfill the above responsibilities, through the procedures outlined in Bylaw Book 1, Article 22.3. Comment [MSOffice24]: all new!

~~7.5-2.6.~~ **Privileges Granted to Services:**

~~7.5.1-2.6.1.~~ **Funding:** Services are eligible for funding from the SSMU's operating budget as approved through the annual SSMU budgeting process or through their own fee levy, as determined through student referendum. Comment [MSOffice25]: new

~~7.5.1.1-2.6.1.1.~~ Services may run fee levy referenda through Elections SSMU at no charge. Comment [MSOffice26]: new

~~7.5.1.2-2.6.1.2.~~ Services may apply to Event/Project Funds, such as but not limited to the Campus Life Fund, the Green Fund and the Ambassador Fund. Comment [MSOffice27]: new?

~~7.5.2-2.6.2.~~ **Promotions and Room/Equipment Bookings:** All services may apply to receive web space, have submit posters to be posted on SSMU Building bulletin boards at the SSMU Front Desk, be mentioned in various Society media, and book rooms, tables and equipment in the SSMU Building at no cost, as per relevant policies, subject to logistical limitations and availability. Comment [MSOffice28]: Added and reformatted rest of this clause to make it work.

Comment [MSOffice29]: new



- 7.5.3-2.6.3. **Activities Night:** All services may participate in Activities Night or other similar Society promotional events at no cost.
- 7.5.4-2.6.4. **Service Space:** Services may operate office or other spaces. Services are responsible for keeping these spaces clean and free of any fire or other hazard or damage as per this Bylaw Part B or at the discretion of the Vice President (Clubs and Services) or SSMU Security Manager. Failure to do so will result in sanctions as per Article 2.8.
- 7.5.4.1-2.6.4.1. Any proposal for alterations or renovations of a Service's space must be proposed to the Building Committee.
- 7.6-2.7. **Review of Service Accreditation:** Every two years each and every accredited Service will be subject to a review by the Service Review Committee in order to ensure that they meet the Definition and Mandatory Characteristics of a Service set out in Art. 4 of this By-Law.
- 7.6.1-2.7.1. The Service Review Committee shall be composed of:
- 7.6.1.1-2.7.1.1. The Vice President (Clubs and Services);
  - 7.6.1.2-2.7.1.2. The Vice President (Finance and Operations);
  - 7.6.1.3-2.7.1.3. The Clubs and Services Representatives to Council; and
  - 7.6.1.4-2.7.1.4. Two members at large.
- 7.6.2-2.7.2. The Service Review Committee will review one quarter (1/4) of all accredited Services during each Fall and Winter semester and will submit a report of their findings to Council at least two (2) weeks prior to the last scheduled meeting of Council for that semester.
- 7.6.3-2.7.3. If a Service fails this review and believes it can rectify the situation, it will have two (2) academic months to do so.
- 7.6.3.1-2.7.3.1. A Service may choose to waive this time period.
  - 7.6.3.2-2.7.3.2. The two (2) month period will begin running from the day a Service receives notice regarding failing the review.
  - 7.6.3.3-2.7.3.3. If a Service fails a review during the Fall semester, its two (2) month period will not include the period between the final meeting of Council for the Fall semester and the first meeting of Council for the Winter semester.
  - 7.6.3.4-2.7.3.4. If a Service fails a review during the Winter semester, its two (2) month period will not include the period between the last meeting of Council for the Winter semester and the second meeting of Council for the Fall semester of the following year.
- 7.6.4-2.7.4. If a Service fails to rectify the situation in the allotted timeframe, Service Review Committee may choose to grant an extension or forward a recommendation to Council to waive the requirement, sanction the Service or revoke Service accreditation as per Article 2.8.
- 7.6.5-2.7.5. Copies of Service Reviews shall be kept on file by the Vice President (Clubs and Services) and the General Manager and to any member upon request.
- 7.7-2.8. **Sanctions:** Failure to abide by any of the above-mentioned Bylaws or other SSMU Bylaws, Policies, or governance documents may result in sanctions, including but not limited to:
- 7.7.1-2.8.1. Temporary revocation of one or more of the above-mentioned privileges, for a period not exceeding one (1) semester of the academic year, by a simple majority vote of Council.
  - 7.7.2-2.8.2. Permanent revocation of one or more of the above-mentioned privileges for a period exceeding one (1) semester, permanently or indefinitely by two-thirds (2/3) majority vote of Council.
  - 7.7.3-2.8.3. Revocation of Service status, as described in Article 2.9.
- 7.8-2.9. **Revocation of Service Status:** Service status may be revoked only according to the following procedure.
- 7.8.1-2.9.1. Council may revoke Service's accreditation by two-thirds (2/3) majority vote for:

Comment [MSOffice30]: new

Comment [MSOffice31]: removed need/clause for Services to apply for space as many of their spaces are specialized, and all services should have a space.

Comment [MSOffice32]: new

Comment [MSOffice33]: new

Comment [MSOffice34]: new

Comment [MSOffice35]: previously Bylaw III-Article 10.

Comment [MSOffice36]: Removed "any other members of the Interest Group Committee not heretofore mentioned"

Comment [MSOffice37]: Updated, obvs

Comment [MSOffice38]: This is all reformatted, but following the spirit of the previous Bylaw.

- 7.8.1.1.2.9.1.1. Violation of the SSMU's Constitution and/or By-laws;
- 7.8.1.2.2.9.1.2. Failure of the Service to adhere to its own Constitution;
- 7.8.1.3.2.9.1.3. Failure of the Service to meet the Definition and Mandatory Characteristics of a
- 7.8.1.4.2.9.1.4. Service set out in Art. 4 of this By-Law;
- 7.8.1.5.2.9.1.5. Lack of interest or participation by members of the Students' Society; or
- 7.8.1.6.2.9.1.6. Any stated cause.

7.8.2.2.9.2. Council must give the Service fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be presented to Council.

7.8.3.2.9.3. At the discretion of Council, the group may or may not be reclassified as a Full-status Club.

**Comment [MSOffice39]:** Referred to the Clubs section of this book previously, which doesn't make the process any more clear...?

**8.3. Article 3: Interim and Full-Status Clubs**

8.1.3.1. **Definitions and Mandatory Characteristics of Clubs:** "Clubs" are formal and accredited associations of members of the Society with similar interests, such as a dedication to recreational, social, political, religious, educational, or cultural issues or activities.

**Comment [MSOffice40]:** added

8.1.1-3.1.1. The terms "Club" and "Interest Group" shall be used interchangeably.

8.1.2-3.1.2. Clubs must be open to all members of the Society, as well as PGSS members, as per Article 1.5 of this Bylaw.

**Comment [MSOffice41]:** referenced an obsolete bylaw

8.1.3-3.1.3. Should a Club wish to have a distinction, exclusion, or preference in membership or in the eligibility of executive officers, such as a nominal membership fee, it must be included in the group's constitution, and ratified by the Interest Group Committee of Council and by Council. No such distinction may violate any part of the SSMU Constitution.

**Comment [MSOffice42]:** added

8.1.4-3.1.4. All executive officers or collective members and voting members of SSMU Clubs must be members of the Society except by special agreements approved by SSMU Legislative Council. No less than half of the executive officers or collective members and voting members of SSMU Clubs may be SSMU members.

8.2.3.2. **Accreditation Procedures for Interim Clubs:** The formation of a Club may be proposed by any ten (10) members of the Society by submitting an application and constitution to the Interest Group Coordinator.

8.2.1-3.2.1. The Interim Club application form may be found on the SSMU Website.

8.2.2-3.2.2. The Interest Group Coordinator shall make a recommendation regarding the proposed club's accordance to the following principles to the Interest Group Committee of Council:

**Comment [MSOffice43]:** changed from "forward it for review"

8.2.2.1.3.2.2.1. The proposed Interim Club must have a clear and complete application, demonstrating a necessary and feasible mandate;

8.2.2.2.3.2.2.2. The proposed Interim Club mandate and constitution must not violate the SSMU Constitution or any relevant bylaws and procedures, including but not limited to the Equity and Sustainability policies;

8.2.2.3.3.2.2.3. The proposed Interim Club mandate must not overlap with existing Clubs to the point that it would be in competition with an accredited SSMU Club or Service, and

8.2.2.4.3.2.2.4. The proposed Interim Club must demonstrate potential long-term sustainability of membership, as judged by demonstrated and potential interest amongst Society members and active attempts at recruiting a wider member base

**Comment [MSOffice44]:** 1.1.an attempt to reformat the spirit of the previous Bylaw III- Article 13.2 into something more clear: The Interest Group Committee of Council shall review the application and ensure its completeness, that it does not contravene the Constitution or By-laws of the Students' Society and that the mandate set out in the proposed Club's constitution does not overlap with that of any other already accredited group within SSMU, and will vet if the proposed Interest Group has a feasible and necessary mandate. It will then make a decision regarding the requested interim status.

8.2.3-3.2.3. Council may ratify a Club interim status by a simple majority vote.

8.2.4-3.2.4. Interim status shall be granted for a period of three (3) to five (5) months of the academic year. The Vice President (Clubs and Services) may, upon application by the Interim Club, recommendation by the Interest Group Committee, or upon their own motion, extend a Club's Interim status. Interim Clubs that fail to apply for or receive an extension of their Interim status or

**Comment [MSOffice45]:** Changed from the ambiguous "a period of five (5) months"

**Comment [MSOffice46]:** added

**Comment [MSOffice47]:** Gender-neutral yay!

to submit an application for Full-Status as outlined in Article 3.5 of this Bylaw, lose any Club status or Society Accreditation.

**8-2-3.3. Mandatory Procedures of Interim Clubs:** Interim Clubs must, upon notice of approval from the Interest Group Committee, submit Executive Contact and Insurance Information to the Interest Group Coordinator, and begin following all other Mandatory Procedures for Interim and Full-Status Clubs as outlined in Article 3.6 of this Bylaw.

**Comment [MSOffice48]:** New; needed to be said.

**8-4-3.4. Privileges of Interim Clubs:** Interim Clubs, as a “trial period” for SSMU Club status, do not receive all the privileges of Full-status Clubs, as outlined below:

**8-4-1-3.4.1.** Interim Clubs may apply for mention in various Students’ Society media, submit posters to be posted on SSMU Building bulletin boards at the SSMU Front Desk, and book rooms, tables, and equipment at no cost, as per relevant policies, subject to logistical limitations and availability.

**8-4-2-3.4.2. Funding:** Interim Clubs may apply to Event/Project Funds, such as the Green Fund, Ambassador Fund, and Campus Life Fund, but are ineligible for the Club Fund.

**8-4-3-3.4.3. Activities Night:** Interim Clubs may participate in Activities Night at no cost..

**Comment [MSOffice49]:** New; was not previously clearly defined, or some was modified from the “Privileges of Full-Status clubs” section to make it easier for Interim clubs to find/read.

**8-5-3.5. Full-Status Club Accreditation Procedures:** Interim status groups may, prior to the expiry of their interim status, apply in writing for full Club status to the Interest Group Coordinator. The Vice President (Clubs and Services) shall forward the application for review to the Interest Group Committee of Council.

**Comment [MSOffice50]:** Changed from VP C&S

**8-5-1-3.5.1.** The Interest Group Committee of Council shall review the application and make a decision regarding the requested full status to Council. It will ensure that:

**8-5-1.1-3.5.1.1.** The Club demonstrates evidence of an active member base among members of SSMU beyond the executive at the discretion of the Interest Group Committee.

**8-5-1.2-3.5.1.2.** The Club has the requisite executive officers or collective members according to its constitution;

**8-5-1.3-3.5.1.3.** The club has been actively working to fulfill their mandate as demonstrated by presenting a summary of a finished product, running a political or social campaign, running activity oriented weekly or biweekly meetings, or organizing three or more significant events through application forms found on the SSMU website, as posted by the Interest Group Coordinator.

**8-5-1.4-3.5.1.4.** The Club has not contravened the SSMU’s Constitution or By-laws in its three to five months of Interim Status existence;

**8-5-1.5-3.5.1.5.** The Club has been financially viable and responsible in its operations.

**Comment [MSOffice51]:** Changed from an ambiguous “five” only

**8-5-2-3.5.2.** Council may ratify a Club’s Full Status by a simple majority vote.

**8-5-3-3.5.3.** Interim Clubs rejected for Full Status will lose all SSMU Club status, and may only reapply for Interim status if meaningful changes are made to its mandate or operations, as demonstrated through a new application for Interim Status sent to the Interest Group Coordinator and reviewed by the Interest Group Committee.

**Comment [MSOffice52]:** New, was previously unclear.

**8-5-4-3.5.4.** If, after five (5) months, the interim Club has not applied for full Club status and has not obtained an extension of interim status, the Club may be deemed inactive by the Vice President (Clubs and Services).

**8-5-5-3.5.5.** An Interim Club may regain active status within the academic year it was granted interim status by submitting a cover letter outlining its activities since deemed inactive and a membership list of at least ten (10) members to the Interest Group Committee for review.

**8-5-6-3.5.6.** In the case that Interest Group Committee deems the Club active and ready to apply for Full status, the club has three (3) academic months to do so.

8.5.6.1.3.5.6.1. An Interim Club will be deemed permanently inactive after one academic year of inactive status. If a member wishes to revive such a club, an interim status application must be filed.

Comment [MSOffice53]: added

8.5.7.3.5.7. Club status shall be recorded and tracked by the Interest Group Coordinator on the Accredited Group Master List.

Comment [MSOffice54]: new

8.6.3.6. **Mandatory Procedures for Interim and Full-Status Clubs:** Failure to comply with any of the following mandatory procedures or any other Society Bylaw or policy may result in sanctions as per Article 3.9.

8.6.1.3.6.1. **Executive Contact Information:** A Club shall be considered "inactive" if it fails in any year to register the name and contact information of at least two (2) executive officers or collective members by September 15th. At least two (2) listed Club Executives or collective members must be designated as SSMU Contact positions, whether these are the Club's VP External(s), financial or administrative Coordinator(s), or specific SSMU point people.

Comment [MSOffice55]: this section moved from 14.3

8.6.1.1.3.6.1.1. Any Club which replaces any of these executive officers must notify the Interest Group Coordinator immediately and submit the name and contact information of an alternative active executive officer or collective member.

8.6.2.3.6.2. **Identification:** Clubs shall identify themselves on all publications and promotional materials with the following tagline: "A club of the SSMU (Students' Society of McGill University), an undergraduate students' association at McGill University."

8.6.2.1.3.6.2.1. Clubs shall only be permitted to use the "McGill" name and associated wordmarks and crests as outlined in the most current Memorandum of Agreement between the SSMU and McGill University.

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

8.6.3.1.3.6.3.1. Any modification to the constitution or by-laws of any Club must be submitted in writing to the Vice President, Clubs and Services, must meet the requirements of this ByLaw and must be ratified by Council by a simple majority vote.

Comment [MSOffice56]: Moved from 15.5

8.6.4.3.6.4. **Transition/Training attendance:** The Vice President (Clubs and Services) must hold SSMU club orientation training sessions every September, and at least one (1) executive officer or collective member from every Club must attend. Failure to attend may result in sanctions as per article 3.9.

Comment [MSOffice57]: Vs. "at VP C&S discretion" etc

8.6.5.3.6.5. **Audits and Funding:** A Club may be considered inactive if it fails in any year to submit a financial audit to the Vice President Clubs and Services by June 1st.

8.6.5.1.3.6.5.1. No club or interest group may obtain a fee levy since all clubs and interest groups are internally funded.

Comment [MSOffice58]: Moved from 14.6

8.6.6.3.6.6. **Insurance information submissions:** Interim and Full-status Clubs must submit information about all their activities and events to the Vice President (Clubs and Services) in order for the activities of the Club to be covered by the Society's insurance.

8.6.6.1.3.6.6.1. Insurance information received by the Vice President (Clubs and Services) is sent to the Society's insurance brokers for confirmation of coverage. Clubs may proceed with events and activities described in their insurance information submissions if and only if the request is not denied by the Society's insurance providers.

8.6.7.3.6.7. **Contracts and Contractual Services:** No Interim or Full-status Club may directly hire any staff or pay any individual an amount of money for an amount of work done.

- 8.6.7.1.3.6.7.1. Any exception to this policy must be approved by the Vice President (Clubs and Services) and the General Manager through written appeal. Clubs found to be violating this policy may be sanctioned as per article 3.9.
- 8.6.7.2.3.6.7.2. A Club cannot sign any kind of contract or written agreement without the approval of the Vice President (Clubs and Services).
- 8.6.7.3.3.6.7.3. Any contract that requires any obligations on the part of the Club must not violate any room booking, table booking, or other policy of the Society.
- 8.7.3.7. Privileges Granted to Full-Status Clubs**
- 8.7.4.3.7.1. **Funding:** Full-status Clubs are eligible to apply for funding from the SSMU Club Fund.
- 8.7.4.1.3.7.1.1. Both interim and full status Clubs may apply to Event/Project Funds, such as the Campus Life Fund, the Green Fund and the Ambassador Fund.
- 8.7.2.3.7.2. **Mailboxes:** Full-status Clubs may apply to the SSMU Front Desk Receptionist to receive a mailbox in the SSMU Building if the Club receives more than ten (10) pieces of mail per month.
- 8.7.2.4.3.7.2.1. Club Mailbox assignments and administration is at the discretion of the SSMU Front Desk receptionist, with advice from the Vice President (Clubs and Services).
- 8.7.3.3.7.3. **Promotions:** Full-status Clubs may apply to receive web space, mention in various Students' Society media, and room and table rentals at no cost, subject to logistical limitations and availability.
- 8.7.4.3.7.4. **Activities Night:** Full-Status Clubs may participate in Activities Night at no cost.
- 8.7.5.3.7.5. **Office Space:** Full-status Clubs may apply for office spaces. Full status clubs who wish to keep their office space must re-apply for office space every year, at the end of the winter semester. Failure to do so will result in losing the office space. Office space may be revoked at the discretion of the Vice President (Clubs and Services) if any Building policies described in the Office Memorandum of Agreement, such as the storage of flammable materials or the consumption or storage of alcohol, are found to have been violated.
- 8.7.6.3.7.6. **Locker Space:** Full-status Clubs may apply to receive locker space. Full-Status Clubs who wish to keep their locker space must re-apply for locker space every year, at the end of the winter semester. Failure to do so will result in losing office space. Locker space may be revoked at the discretion of the Vice President (Clubs and Services) at any time if any Building policies are found to have been violated, such as the storage of hazardous materials.
- 8.8.3.8. Club Representation to Legislative Council:** A Clubs Rep shall be elected as per Bylaw Book 1, Article 22.
- 8.8.1.3.8.1. Each Clubs Rep shall fulfill the following responsibilities:
- 8.8.1.1.3.8.1.1. Holding regular office hours, at least one hour per week, posted on relevant websites and sent out in the C&S listserv,
- 8.8.1.2.3.8.1.2. Reporting to Interest Group Committee at every meeting,
- 8.8.1.3.3.8.1.3. Bringing the discussions from Clubs Councils to Legislative Council and Interest Group Committee,
- 8.8.1.4.3.8.1.4. Complete at least one project per year, as defined by an event, policy, financial, or other project as mandated by the Interest Group Committee,
- 8.8.1.5.3.8.1.5. Fulfilling all other reporting, attendance, and other requirements of Councilors as per SSMU Bylaws.
- 8.8.2.3.8.2. Interest Group Committee may recommend removal from office for failure to fulfill the above responsibilities, through the procedures outlined in Bylaw Book 1, Article 22.3.
- 8.8.3.3.8.3.

Comment [MSOffice59]: All new!!

Comment [MSOffice60]: Removed the word "subsidy" – was confusing to many clubs.

Comment [MSOffice61]: Changed from "all clubs"

Comment [MSOffice62]: New policy this year, Tania's recommendation!

Comment [MSOffice63]: new

Comment [MSOffice64]: new

Comment [MSOffice65]: new

Comment [MSOffice66]: all new!

~~8.9.3.9.~~ **Sanctions for Interim and Full-Status Clubs:** Sanctions for Interim and Full-Status Clubs may include a denial of funding, office space and other support and privileges, at the discretion of the Vice President (Clubs and Services).

**Comment [MSOffice67]:** All reorganized from old Article 15

~~8.9.1.3.9.1.~~ If a Full-Status Club fails to submit Executive Contact Information for twenty-four (24) consecutive months, the Club will be deemed inactive and lose Accredited status.

~~8.9.1.1.3.9.1.1.~~ Any money remaining in an inactive Club bank account will be transferred by the SSMU Accounting department into the Club Fund.

**Comment [MSOffice68]:** New, reflecting policy we passed re: club fund in bylaw book II a while back, as well as how we operate in practice..!

~~8.9.2.3.9.2.~~ One or more of these privileges may be temporarily revoked, for a period not exceeding one (1) semester of the academic year by a simple majority vote of Council.

~~8.9.2.3.9.3.~~ One or more of these privileges may be permanently revoked for a period exceeding one (1) semester, permanently or indefinitely by two-thirds (2/3) majority vote of Council.

~~8.9.4.3.9.4.~~ Interim or Full Club Status may be revoked according to Article 3.9.

~~8.10.3.10.~~ **Revocation of Club Accreditation:** Council may revoke a full or interim status Club's accreditation by a two-thirds (2/3) majority vote. Council must give the Club fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be moved.

#### **9.4. Article 4: SSMU-Affiliated Independent Student Groups (ISGs)**

~~9.1.4.1.~~ **Definitions and Mandatory Characteristics:** SSMU-affiliated "Independent Student Groups" ("ISGs") are primarily student-based organizations who provide some desirable benefit to students and others in the McGill community. While they exist outside the framework of the SSMU, they are granted many of the same privileges as Clubs and Services in order to facilitate their serving students.

~~9.1.1.4.1.1.~~ These groups are not SSMU "Services" or "Clubs", or even "SSMU groups," but rather completely independent from the SSMU governance structures.

**Comment [MSOffice69]:** Added for clarification

~~9.2.4.2.~~ **Accreditation Procedures for SSMU-Affiliated Independent Student Groups:** To receive ISG status, three (3) members of the Society must demonstrate that at least fifteen (15) members of the Students' Society are active members of the ISG, jointly submit written reasons for their request for ISG status and must submit a copy of the ISG's constitution to the Vice President, Clubs and Services.

~~9.2.1.4.2.1.~~ The Vice President (Clubs and Services) must be satisfied that the ISG is student-based and beneficial to the members of the McGill community.

~~9.2.2.4.2.2.~~ The Vice President, Clubs and Services shall, upon fully reviewing the application, make a decision regarding the requested ISG status to Council.

~~9.2.3.4.2.3.~~ Council may ratify ISG status by a simple majority vote.

~~9.3.4.3.~~ **Mandatory Procedures for SSMU-Affiliated Independent Student Groups:** An ISG shall be considered inactive if it fails in any year to register the name and contact information of its Chief Executive Officer by September 15th.

**Comment [MSOffice70]:** WHOA we have not been enforcing this!!!!!!!

~~9.3.1.4.3.1.~~ If the Chief Executive Officer (or person in position of similar administrative authority) of an ISG is replaced, the ISG must notify the Vice President, Clubs and Services immediately and submit the name and contact information of an alternative active executive officer.

~~9.3.2.4.3.2.~~ Any modification to the constitution or by-laws of any ISG must be submitted in writing to the Vice President (Clubs and Services) who must ensure that the organization is still student-based and beneficial to members of the McGill community

~~9.4.4.4.~~ **Privileges Granted to SSMU-Affiliated Independent Student Groups:** All ISG rights and privileges, other than those contractually agreed upon between the SSMU and the ISG in question, are secondary, and subject to, the privileges of SSMU Clubs and Services.

~~9.4.1.4.4.1.~~ An ISG may apply to receive a mailbox in the SSMU Building, web space, mention in various Students' Society media and room and table rentals at no cost, subject to logistical limitations and availability.

~~9.4.2.4.4.2.~~ An ISG may participate in Activities Night at no cost, subject to availability.

Comment [MSOffice71]: added

~~9.4.3.4.4.3.~~ An ISG may apply for funding through the SSMU Event/Project Funds, such as the Campus Life Fund, the Green Fund and the Ambassador Fund.

~~9.4.3.1.4.4.3.1.~~ ISGs are ineligible for Club Subsidy funding.

~~9.4.4.4.4.4.~~ ISGs are ineligible for free office space but can enter into a lease agreement with the SSMU for office space.

~~9.4.5.4.4.5.~~ Any exception to these privileges may be made at the discretion of the Vice President, Clubs and Services, subject to an appeal by the ISG to Council which may reverse the Vice President, Clubs and Services by simple majority vote.

~~9.5.4.5.~~ **Revocation of Independent Student Group Accreditation:** If the Vice President (Clubs and Services) finds, at any time, that the organization no longer meets the requirements for an ISG under this By-Law, they may make a recommendation to Council for a revocation of the ISG's status.

Comment [MSOffice72]: Gender-neutral yay!

~~9.5.1.4.5.1.~~ Council may revoke the ISG's accreditation by a two-thirds (2/3) majority vote. Council must give the ISG fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be tabled.

## ~~10.5.~~ Schedules

### ~~10.1.5.1.~~ Schedule A: Accredited SSMU Services

~~10.1.1.5.1.1.~~ The following Services are accredited by Council:

~~10.1.1.1.5.1.1.1.~~ Black Student's Network;

~~10.1.1.2.5.1.1.2.~~ Elections McGill;

~~10.1.1.3.5.1.1.3.~~ First Year Council

~~10.1.1.4.5.1.1.4.~~ The Flat Bike Collective;

~~10.1.1.5.5.1.1.5.~~ SSMU DriveSafe;

~~10.1.1.6.5.1.1.6.~~ Mature and Re-entry Students' Association;

~~10.1.1.7.5.1.1.7.~~ McGill Student Emergency Response Team (M-SERT);

~~10.1.1.8.5.1.1.8.~~ McGill International Students Network (MISN);

~~10.1.1.9.5.1.1.9.~~ Midnight Kitchen;

~~10.1.1.10.5.1.1.10.~~ SSMU Musicians' Collective;

~~10.1.1.11.5.1.1.11.~~ Nightline;

~~10.1.1.12.5.1.1.12.~~ Plate Club;

~~10.1.1.13.5.1.1.13.~~ Players' Theatre;

~~10.1.1.14.5.1.1.14.~~ Organic Campus;

~~10.1.1.15.5.1.1.15.~~ Queer McGill;

~~10.1.1.16.5.1.1.16.~~ Savoy Society;

~~10.1.1.17.5.1.1.17.~~ Sexual Assault Centre of McGill Students' Society (SACOMSS);

~~10.1.1.18.5.1.1.18.~~ TVM: Student Television at McGill;

~~10.1.1.19.5.1.1.19.~~ SSMU Volunteer Program;

~~10.1.1.20.5.1.1.20.~~ SSMU Walksafe; and,

~~10.1.1.21.5.1.1.21.~~ Union for Gender Empowerment.

~~10.1.2.5.1.2.~~ This schedule is not binding on the Students' Society.

~~10.1.3.5.1.3.~~ The list of Services enumerated in this schedule shall not be interpreted as exhaustive. This schedule shall be deemed amended whenever a Service or qualifying group gains or loses Service status in accordance with ~~2.9.~~

**Comment [MSOffice73]:** WHY NOT? Delete this! This should always be THE list and exhaustive and the bylaws are THE law and updated anytime the list is!

~~10.2.5.2.~~ Schedule B: Accredited SSMU-Affiliated Independent Student Groups (ISGs)

~~10.2.1.5.2.1.~~ The following ISGs are currently accredited according to bylaw 4.2:

~~10.2.1.1.5.2.1.1.~~ AIESEC;

~~10.2.1.2.5.2.1.2.~~ CKUT;

~~10.2.1.3.5.2.1.3.~~ Daily Publications Society;

~~10.2.1.4.5.2.1.4.~~ McGill Farmers' Market;

~~10.2.1.5.5.2.1.5.~~ Ghetto Shul;

~~10.2.1.6.5.2.1.6.~~ Golden Key Society;

~~10.2.1.7.5.2.1.7.~~ International Relations Students at McGill (IRSAM);

~~10.2.1.8.5.2.1.8.~~ McGill Karate Club;

~~10.2.1.9.5.2.1.9.~~ Legal Information Clinic at McGill (LICM);

~~10.2.1.10.5.2.1.10.~~ Music Theatre Montreal;

~~10.2.1.11.5.2.1.11.~~ Quebec Public Interest Research Group (QPIRG);

~~10.2.1.12.5.2.1.12.~~ Tribune Publications Society.

~~10.2.2.5.2.2.~~ This accreditation may be revoked according to Bylaw 4.5.

**Comment [MSOffice74]:** updated

**Comment [MSOffice75]:** all new, and SO NECESSARY. This is the current list I have on file; According to this bylaw, however, several of these shall be demoted, so that will come as a later motion...