



Internal Regulations of the External Affairs Portfolio

Adopted by the Legislative Council, 2015-XX-XX



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INTERNAL REGULATIONS OF THE EXTERNAL AFFAIRS PORTFOLIO-01: INTERPRETATION

PART I: APPLICATION

Internal Regulations of the Presidential Portfolio-01 shall apply to the Internal Regulations of the External Affairs Portfolio.

PART II: DEFINITIONS

The following terms used in the Internal Regulations of the External Affairs Portfolio shall have the same definitions as those given to the same terms used in the Constitution.

- (a) **“Constitution”**
- (b) **“Executive Committee”**
- (c) **“External Policy”**
- (d) **“General Assembly”**
- (e) **“Internal Regulation”**
- (f) **“Legislative Council”**
- (g) **“Letters Patent”**
- (h) **“Member”**
- (i) **“Officer”**
- (j) **“Policy”**
- (k) **“Referendum”**
- (l) **“Simple Majority”**
- (m) **“Society” and “SSMU”**

The following terms used in the Internal Regulations of the External Portfolio shall have the same definitions as those given to the same terms used in the Internal Regulations of the Presidential Portfolio.

- (n) **“University”**



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In the Internal Regulations of the External Affairs Portfolio, unless otherwise indicated:

- (a) **“Federation”** shall mean a provincial or federal university federation whose membership is made up of student associations and which requires those student associations to pay a membership fee;
- (b) **“Independent Political Campaign”** shall refer to those campaigns which have not received a mandate from either the Legislative Council or a General Assembly;
- (c) **“Independent Student Union”** shall mean a student union, such as the Society, that is not a member of a Federation;
- (d) **“Political Campaign”** shall refer to those campaigns which have received a mandate from either the Legislative Council or a General Assembly and which address matters beyond the scope of the objects of the Society as set out in the Letters Patent; and
- (e) **“Political Campaigns Budget”** shall refer to the budget that provides the source of funds for Political Campaigns and Independent Political Campaigns, as provided for in the Internal Regulations of the External Affairs Portfolio.



INTERNAL REGULATIONS OF THE EXTERNAL AFFAIRS PORTFOLIO-02: MUNICIPAL, PROVINCIAL AND FEDERAL REPRESENTATION

PART I: GENERAL

1. COLLABORATION

1.1 RESPONSIBILITY. The Vice-President (External Affairs) shall be primarily responsible for ensuring that the Society:

- (a) is active on issues related to education and social/environmental justice at the municipal, provincial and federal levels; and
- (b) collaborates with other relevant groups on these issues.

1.2 COLLABORATORS. Depending on the nature of the issue and the Society's status as either an Independent Student Union or a member of a Federation, the Vice-President (External Affairs) shall make an effort to coordinate the Society's efforts on these issues with:

- (a) other universities;
- (b) General and Vocational Colleges;
- (c) community organizations;
- (d) labour unions; and
- (e) Federations.

2. STUDENT FEDERATION INVOLVEMENT

2.1 AFFILIATED. When the Society is affiliated with a Federation, the Vice-President (External Affairs) shall:

- (a) ensure that the Society is active in that Federation's campaigns;
- (b) attend all meetings of the Federation or send a delegate;
- (c) distribute materials published by the Federation to Members; and
- (d) publicize the activities of the Federation to Members.



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- 2.2 **NOT AFFILIATED.** When the Society is an Independent Student Union, the Vice-President (External Affairs) shall:
- (a) determine which meetings of external Federations are relevant to the Society and its mission (including central council meetings and committee meetings);
 - (b) make an effort to attend relevant meetings, send a delegate, or request updates from the external Federations;
 - (c) collaborate with external Federations where necessary to ensure proper representation of the interests of the Members at the municipal, provincial and federal level; and
 - (d) recommend affiliation with an external Federation to the Legislative Council where appropriate.

PART II: PROCEDURE FOR AFFILIATION AND DISAFFILIATION

3. GENERAL

- 3.1 **REQUIREMENT.** In order to be considered for affiliation, the Federation's mission and administration must comply with the Society's relevant policies relating to equity and accessible education. The Federation's ongoing efforts should reflect the Society's commitment to service, representation and leadership as laid out in the Constitution.
- 3.2 **REFERENDUM.** The Society may become affiliated with or disaffiliate from a Federation at any time when it is in the interests of the Members. Affiliation with and disaffiliation from a Federation must be approved by a Simple Majority of Members in a Referendum.

4. AFFILIATION WITH FEDERATIONS

- 4.1 **VOTE ON AFFILIATION.** Any Member of the Society or the Legislative Council may initiate a Referendum question on affiliation, in accordance with the procedures provided for the initiation of Referendum questions in the Internal Regulations of the Presidential Portfolio. The Referendum question must include:
- (a) the name of the Federation;
 - (b) the potential benefits of affiliation with the Federation; and



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- (c) the amount of the fee that would be paid by individual Members to fund the cost of affiliation.

4.2 SUCCESSFUL VOTE ON AFFILIATION. Where a Simple Majority of Members vote to affiliate with the Federation, the Society through its Officers shall do everything that is necessary to become affiliated.

4.3 UNSUCCESSFUL VOTE ON AFFILIATION. Where a Simple Majority of Members do not vote to affiliate with the Federation, the Society shall continue to operate as an Independent Student Union.

5. CONTINUED AFFILIATION WITH FEDERATIONS

5.1 VOTE ON CONTINUED AFFILIATION. When the Society is affiliated with a Federation, a Referendum shall be held every five (5) years to determine whether or not the Members wish to continue affiliation with the Federation. The Referendum question must include:

- (a) the name of the Federation;
- (b) a summary of the Society's affiliation with the Federation;
- (c) the potential benefits and/or disadvantages of continued affiliation with the Federation; and
- (d) the amount of the fee that would be paid by individual Members to fund the continued cost of affiliation with the Federation.

5.2 SUCCESSFUL VOTE ON CONTINUED AFFILIATION. Where a Simple Majority of Members vote to continue affiliation with the Federation, the Society through its Officers shall do everything that is necessary to continue to be affiliated.

5.3 UNSUCCESSFUL VOTE ON CONTINUED AFFILIATION. Where a Simple Majority of Members vote not to continue affiliation with the Federation, it shall be considered a successful vote on disaffiliation and the Society through its Officers shall do everything that is necessary to become disaffiliated.

6. VOTE ON INCREASE OF FEE

6.1 REFERENDUM. Any increase to the fee paid by individual Members to fund the cost of affiliation must be approved by a Referendum.

6.2 SUCCESSFUL VOTE ON FEE INCREASE. Where a Referendum on a fee increase is successful, the Society through its Officers shall do everything that is necessary to implement the fee increase.



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- 6.3 **UNSUCCESSFUL VOTE ON FEE INCREASE.** Where a Referendum on a fee increase is unsuccessful, it shall be considered a successful vote on disaffiliation and the Society through its Officers shall do everything that is necessary to become disaffiliated.

7. DISAFFILIATION FROM FEDERATIONS

- 7.1 **VOTE ON DISAFFILIATION.** Any Member of the Society or the Legislative Council may initiate a Referendum question on disaffiliation, in accordance with the procedures provided for the initiation of Referendum questions in the Internal Regulations of the Presidential Portfolio. The Referendum question must include:

- (a) the name of the Federation;
- (b) the reason(s) that the Legislative Council has voted to recommend disaffiliation, if applicable;
- (c) the potential benefits and/or disadvantages of affiliation with the Federation; and
- (d) the amount of the fee that is currently paid by individual Members which funds the cost of affiliation with the Federation, as well as potential increases to that amount where relevant.

- 7.2 **SUCCESSFUL VOTE ON DISAFFILIATION.** Where a Simple Majority of Members vote to disaffiliate with the Federation, the Society through its Officers shall do everything that is necessary to become disaffiliated.

- 7.3 **CONTINUANCE OF FEE.** Where stipulated in the agreement between the Society and the Federation, the Society may need to continue the payment of fees to the Federation until the end of the year even after a successful vote on disaffiliation. In such cases, the Society shall continue to honour its payment obligations while conducting itself as an Independent Student Union.

- 7.4 **UNSUCCESSFUL VOTE ON DISAFFILIATION.** Where a Simple Majority of Members do not vote to disaffiliate from the Federation, the Society shall continue to be affiliated with the Federation until a successful vote on disaffiliation has taken place.



INTERNAL REGULATIONS OF THE EXTERNAL AFFAIRS PORTFOLIO-03: POLITICAL CAMPAIGNS

PART I: GENERAL

1. PURPOSE

- 1.1 **REPRESENTATION, LEADERSHIP AND SERVICE.** The Society strives for representation, leadership and service in accordance with the principles established in the Constitution. Given this commitment, the Vice-President (External Affairs) shall ensure that the Society is an advocate for campaigns on issues of social and environmental justice that affect or interest Members through Political Campaigns.
- 1.2 **CAMPAIGNS.** Political Campaigns may be initiated by the office of the Vice-President (External Affairs) or by Members.

2. MANDATES

- 2.1 **GENERAL.** Political Campaigns must be given a mandate by the Legislative Council or a General Assembly in order to benefit from funding and other privileges. Independent Political Campaigns may also benefit from funding and other privileges in accordance with the procedures set out below.
- 2.2 **MOTION FOR A MANDATE.** Any Member or the Vice-President (External Affairs) may make a motion to receive a mandate for a Political Campaign from the Legislative Council or a General Assembly in accordance with the procedures for motions before those bodies that are laid out in the Internal Regulations of the Presidential Portfolio. The motion must include a description of the goals of the campaign.
- 2.3 **RESOLUTION.** If the Legislative Council or a General Assembly adopts a resolution supporting the motion, the campaign is deemed to have received a mandate from the Society and formally becomes a Political Campaign with all of the privileges set out in Part II herein.
- 2.4 **PARTICIPATION BY NON-MEMBERS.** Individuals who are not Members (for example, members of the Post-Graduate Students' Society, alumni and faculty of the University) may be involved in Political Campaigns and Independent Political Campaigns. However, only Members may make a motion to receive a mandate and apply for the privileges set out in Part II herein.



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PART II: PRIVILEGES

3. FUNDING

- 3.1 **POLITICAL CAMPAIGNS BUDGET.** Funding for Political Campaigns, whether initiated by Members or the office of the Vice-President (External Affairs), shall come from the Political Campaigns Budget.
- 3.2 **DISCRETION.** The Vice-President (External Affairs) shall have discretion in awarding funding from the Political Campaigns Budget.
- 3.3 **LIMITATION.** Any amounts awarded over \$500 must be reported to the Executive Committee and the Executive Committee must approve amounts awarded over \$1,000.
- 3.4 **BUDGET PROPOSALS.** Members running Independent Political Campaigns may apply for funding by submitting a budget proposal to the Vice-President (External Affairs). The Vice-President (External Affairs) shall ensure that Political Campaigns that are run through their office are included in their regular budget reporting obligations but need not submit formal requests for funding.

4. NON-FUNDING PRIVILEGES

- 4.1 **GENERAL.** Independent Political Campaigns may require non-monetary aid or privileges which are not generally available other than to Officers, Society staff or affiliated groups such as Clubs and Services. Requests for non-monetary aid may include but are not limited to:
 - (a) publicity, as set out below; and
 - (b) room bookings.
- 4.2 **REQUESTS.** Members running Political Campaigns and Independent Political Campaigns may submit their request for non-monetary aid from the Society to the Vice-President (External Affairs).
- 4.3 **DISCRETION.** A request for non-monetary aid shall generally be granted but may be denied at the discretion of the Vice-President (External Affairs) and any other Officer whose permission is deemed necessary depending on the nature of the request.



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PART III: MOBILIZATION AROUND POLITICAL CAMPAIGNS

5. RESPONSIBILITY

- 5.1 **GENERAL.** The Vice-President (External Affairs) shall be responsible for mobilizing Members around Political Campaigns and Independent Political Campaigns.
- 5.2 **DELEGATION OF RESPONSIBILITY.** The responsibility of the Vice-President (External Affairs) for mobilizing students around Political Campaigns and Independent Political Campaigns may be delegated to student staff members who work in the office of the Vice-President (External Affairs).

6. MOBILIZATION

- 6.1 **GENERAL.** Depending on the nature of the Political Campaign and whether or not it is run through the office of the Vice-President (External Affairs), mobilization of the Members around a Political Campaign may include:
- (a) publicity;
 - (b) events; and
 - (c) the articulation of an External Policy.
- 6.2 **PUBLICITY.** Publicity may include, where appropriate:
- (a) print materials;
 - (b) a website;
 - (c) a promotional campaign on social media; and
 - (d) inclusion in the Society's listserv.
- 6.3 **EXTERNAL POLICY.** Where a Political Campaign is being run through the office of the Vice-President (External Affairs) and is likely to extend beyond one (1) academic year, the articulation of an External Policy may be considered. This shall be accomplished in consultation with Members and the Legislative Council.