

# **INTERNAL REGULATIONS OF THE CLUBS AND SERVICES PORTFOLIO – PART A: STRUCTURE, FUNCTION, INTERPRETATION AND AMENDMENT OF THE INTERNAL REGULATIONS**

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## **PART I: INTERPRETATION**

### **1. APPLICABILITY.**

The Internal Regulations of the Clubs and Services Portfolio – Part A regarding the structure, function, interpretation and amendment of the Internal Regulations shall apply to all Internal Regulations outlined hereinafter unless otherwise stated.

### **2. EXPLANATORY NOTE.**

The term “Internal Regulations” shall have the same meaning as the term “By-Laws” defined in the Constitution of the Society. Any reference to “By-Laws” in the Constitution shall be understood as including any “Internal Regulations”, until such time as the Constitution is amended to replace the term “By-Laws” with the term “Internal Regulations”.

### **3. DEFINITIONS.**

The following terms used in the Internal Regulations of the Clubs and Services Portfolio shall have the same definition as that given to the same terms used in the Constitution.

- (a) **“Chief Electoral Officer” or “Elections SSMU CEO”**
- (b) **“Constitution”**
- (c) **“Councillor”**
- (d) **“Executive Committee”**
- (e) **“General Manager”**
- (f) **“Internal Regulations”** (see definition of “By-Laws”)
- (g) **“Judicial Board”**
- (h) **“Legislative Council”**
- (i) **“Member”**
- (j) **“Referendum”**

(k) **“Simple Majority”**

(l) **“Society” and “SSMU”**

In the Internal Regulations of the Clubs and Services Portfolio and in all other Internal Regulations, unless the context requires otherwise:

(m) **“Academic Month”** shall refer to the following:

i. The months of September, October, November, January, February, and March shall be considered full Academic Months.

ii. The months of December and April shall both be considered as half an Academic Month.

iii. The months of May, June, July and August shall not be considered Academic Months.

(n) **“Active”** shall refer to a SSMU Accredited Group that has met the requirements to retain their accreditation status;

(o) **“Administration”** or **“University”** shall mean the Royal Institution for the Advancement of Learning/McGill University;

(p) **“Base Fee”** shall mean the portion of a Member’s tuition fees that are allocated to the Society;

(q) **“Building”** shall refer to the University Centre;

(r) **“Building Committee”** shall refer to a committee of Legislative Council whose duties, powers and composition are defined in the Committee Terms of Reference;

(s) **“CKUT”** refers to an organization granted Independent Student Group status as per these Internal Regulations;

(t) **“Club”** shall refer to the formal and accredited organizations which have been recognized by the Society as a Full Status Club or as an Interim Status Club in accordance with these Internal Regulations;

(u) **“Clubs and Services Master List”** or **“Master List”** shall refer to a list, maintained by the Vice-President (Clubs and Services), of all SSMU Accredited Groups;

(v) **“Clubs and Services Listserv”** shall refer to the mailing list used by the Vice-President (Clubs and Services) to contact all SSMU Accredited Groups regarding the Clubs and Services Portfolio;

- (w) **“Clubs Representative”** shall refer to members of Legislative Council elected by Clubs as per the Internal Regulations of the Presidential Portfolio;
- (x) **“Commissioner”** shall be any student employee employed by the Society;
- (y) **“Committee Terms of Reference”** shall refer to the document created by Legislative Council to govern Committees of Council;
- (z) **“Days”** shall include weekends but not holidays (civic and academic);
- (aa) **“Elections SSMU”** shall refer to the body of the Society that is solely responsible for the administration of the Society’s Elections and Referenda and shall be overseen by the Chief Electoral Officer;
- (bb) **“External”** shall mean persons who are not Members of the Society, University governance bodies (including, but not limited to, the Board of Governors, the McGill Alumni Association and Senate) and organizations that are legally distinct from the society. Organizations (other than University governance bodies) that are legally distinct from the Society shall not be considered External where:
  - i. all the members of the organization are Members of the Society;
  - ii. the organization’s governance body includes at least one Director;
  - iii. the organization has at least one representative on Legislative Council; or
  - iv. the organization holds status with the Society as an Independent Student Group;
- (cc) **“External Group”** shall refer to any group which does not meet the definition of an Internal Group;
- (dd) **“Fee”** shall refer to an amount of money that is charged to Members of the Society for the purpose of funding the Society, its Services and Funds;
- (ee) **“Full Club Status”** shall refer to an accreditation status that may be granted, in accordance with these Internal Regulations, to Interim Status Clubs which have held Interim Club Status for a minimum period of three (3) Academic Months;
- (ff) **“Full Status Club”** shall refer to a group which holds Full Club Status;
- (gg) **“Funds”** shall refer to all funds disbursed through the Funding Committee as per the Internal Regulations of the Finance and Operations Portfolio;

- (hh) **“Human Resources Advisor”** shall mean the person appointed by the Society to administer part of the human resources portfolio;
- (ii) **“Inactive”** shall refer to a SSMU Accredited Group that has not met the requirements to retain their accreditation status;
- (jj) **“Independent Student Group”** shall refer to a group which holds Independent Student Group Status;
- (kk) **“Independent Student Group Status”** shall refer to an accreditation status that may be granted, in accordance with these Internal Regulations, to groups that would otherwise be considered External to the Society, but who provide a significant benefit to Members of the Society;
- (ll) **“Interest Group Committee”** shall refer to a committee of Legislative Council whose duties, powers and composition are defined in the Committee Terms of Reference;
- (mm) **“Interim Club Status”** shall refer to an accreditation status that may be granted to groups in accordance with these Internal Regulations;
- (nn) **“Interim Status Club”** shall refer to a group which holds Interim Club Status;
- (oo) **“Internal Group”** shall refer to any group holding Club Status, Service Status, Independent Student Group Status, or that is a faculty student association affiliated with the SSMU;
- (pp) **“Internal Regulations of the Clubs and Services Portfolio”** shall mean the present Internal Regulations;
- (qq) **“Other Internal Regulations”** shall refer to Internal Regulations of the Society that are not the Internal Regulations of the Clubs and Services Portfolio;
- (rr) **“Lease”** shall mean the lease agreement between the University and the Society respecting the physical building that the head office of the Society occupies;
- (ss) **“Listserv”** shall refer to the mailing list used by the Vice-President (Internal Affairs) to communicate with all Members of the Society as a whole;
- (tt) **“Member of Legislative Council”** shall include the individuals listed in Section 8.2 of the Constitution;
- (uu) **“Memorandum of Agreement”** shall mean the document outlining the agreement between the Society and another specified party;

- (vv) **“Post Graduate Students’ Society”** or **“PGSS”** shall refer to the organization that represents all postgraduate students of the University.
- (ww) **“Resolution”** shall refer to a Resolution passed by a Simple Majority of Legislative Council or a General Assembly, except where the Internal Regulations specifically provide for the Resolution to be passed by a different specific supermajority;
- (xx) **“Service”** shall refer to a group which holds Service Status;
- (yy) **“Service Status”** shall refer to an accreditation status that may be granted, in accordance with these Internal Regulations, to Full Status Clubs;
- (zz) **“Services Representative”** shall refer to the Member of Legislative Council elected by Services as per the Internal Regulations of the Presidential Portfolio;
- (aaa) **“Services Review Committee”** shall refer to a committee of Legislative Council whose duties, powers and composition are defined in the Committee Terms of Reference;
- (bbb) **“Services Summit”** shall refer to a mandatory meeting of the Services;
- (ccc) **“SSMU Accredited Groups”** shall refer to all Clubs, Services and Independent Student Groups;
- (ddd) **“Website”** shall refer to the SSMU Website.

## PART II: GENERAL

### 4. INTERPRETATION

- 4.1 SINGULAR AND PLURAL.** Words in the singular include the plural and vice versa, unless otherwise specified.
- 4.2 CONFLICT OF PROVISIONS.** Two provisions are in conflict if the application of one provision goes against the purpose or the objective of another or if the application of one provision renders impossible or illogical the application of another.
- 4.3 PRECEDENCE.**
- (a) In the event of a conflict between the Constitution and these Internal Regulations, the Constitution shall prevail over these Internal Regulations, in accordance with Article 1.2 of the Constitution.
  - (b) In the event of a conflict between the Internal Regulations of the Presidential Portfolio and these Internal Regulations, the Internal Regulations of the Presidential Portfolio shall prevail over these Internal Regulations.
  - (c) In the event of a conflict between Other Internal Regulations and these Internal Regulations, the latter shall be used as a reference to resolve the conflict.
  - (d) In the event of a conflict between governing documents of groups accredited as per these Internal Regulations, these Internal Regulations shall prevail.
  - (e) In the event of a conflict between internal procedures that are not covered in these Internal Regulations, these Internal Regulations shall be used as a reference to resolve the conflict.
- 4.4 HEADINGS.** The headings used in the Internal Regulations are for reference purposes only. They shall not be considered in the interpretation of the words or provisions in the Internal Regulations.
- 4.5 PARTIAL INVALIDITY.** Each provision of these Internal Regulations is distinct and separate. Any decision by a court of law or by the Judicial Board under which a provision of these Internal Regulations is declared null, invalid, or unenforceable shall in no way affect the validity, nature, or enforceability of any other provision.
- 4.6 ILLEGAL PROVISIONS.** Provisions that are illegal shall be null.

### 5. AMENDMENT

**5.1 GENERAL.** These Internal Regulations may be amended by a Resolution adopted by a simple majority of Legislative Council or by a Referendum.

**5.2 AVAILABILITY OF AMENDMENTS.** The existing wording, as well as the proposed amendment to these Internal Regulations, shall be provided at least two weeks in advance:

(a) in the case of a Resolution to be passed by Legislative Council, two weeks prior to the presentation of the relevant Motion; and

(b) in the case of a Referendum, two weeks prior to the start of the Referendum Period.

**5.3 NUMBERING.** Previous versions of these Internal Regulations, Other Internal Regulations or the Constitution may be used as a reference where these Internal Regulations refer to articles by an out-dated article number as a result of amendments to these Internal Regulations, Other Internal Regulations or the Constitution.

# INTERNAL REGULATIONS OF THE CLUBS AND SERVICES PORTFOLIO – PART B: RESPONSIBILITIES OF THE VICE-PRESIDENT (CLUBS AND SERVICES)

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## PART I: GENERAL RESPONSIBILITIES

### 1. THE INTERNAL REGULATIONS

- 1.1 IMPLEMENTATION AUTHORITY.** Except where explicitly provided, between meetings of Legislative Council, the Vice-President (Clubs and Services) shall have final authority and responsibility for implementation of the Internal Regulations.
- 1.2 ATTRIBUTED RESPONSIBILITY.** The Vice-President (Clubs and Services) shall direct all SSMU Accredited Groups to these Internal Regulations at the beginning of every academic year, and throughout the year when questions arise. It is the responsibility of SSMU Accredited Groups to inform themselves of the contents of these Internal Regulations as well as of any amendments to them.
- 1.3 DISSEMINATION.** The Vice-President (Clubs and Services) shall be responsible for ensuring that these Internal Regulations are always freely available on the Website.

### 2. CLUBS AND SERVICES MASTER LIST

- 2.1 MAINTENANCE.** The Vice-President (Clubs and Services) shall be responsible for ensuring that the Master List is up to date with all relevant information from all SSMU Accredited Groups.
- 2.2 DISSEMINATION.** The Vice-President (Clubs and Services) shall be responsible for disseminating, on the Website and upon request, information from the Master List that is publicly available.
- 2.3 ACCESS.** The Vice-President (Clubs and Services) shall be responsible for ensuring that all information from the Master List not otherwise publicly available is kept secure. Access to this information may be granted at the discretion of the Vice-President (Clubs and Services).

### 3. CLUBS AND SERVICES LISTSERV

- 3.1 MAINTENANCE.** The Vice-President (Clubs and Services) shall be responsible for ensuring that all SSMU Accredited Groups, and other interested parties, are subscribed to the Clubs and Services Listserv.
- 3.2 COMMUNICATION.** The Vice-President (Clubs and Services) shall be responsible for disseminating, in a timely fashion, any deadlines, reminders or

important information, procedural or otherwise as determined by the Vice-President (Clubs and Services), to all SSMU Accredited Groups through the Clubs and Services Listserv.

#### **4. CLUBS AND SERVICES WEBSITE**

**4.1 MAINTENANCE.** The Vice-President (Clubs and Services) shall be responsible for ensuring that all of the information on the Website pertaining to SSMU Accredited Groups is kept up to date.

#### **5. COMMISSIONERS AND STAFF**

**5.1 COMMISSIONERS.** The Vice-President (Clubs and Services) shall be responsible for hiring and managing all of the following Commissioners. The Vice-President (Clubs and Services) may create new Commissioners in accordance with practices set by the Human Resources Advisor.

- (a) Interest Group Coordinator;
- (b) Culture Shock Coordinator;
- (c) Two (2) Activities Night Coordinators; and
- (d) Club Website Designer.

**5.2 CLUBS AND SERVICES STAFF.** The Vice-President (Clubs and Services) shall be responsible for the general oversight of staff employed by Clubs or Services.

#### **6. ADMINISTRATION OF SSMU ACCREDITED GROUPS**

#### **7. ADMINISTRATION OF THE UNIVERSITY CENTRE**

#### **8. EVENTS RUN BY THE VICE-PRESIDENT (CLUBS AND SERVICES)**

**8.1 ACTIVITIES NIGHT.** Activities Night shall be held at least once a semester at a time decided by the Vice-President (Clubs and Services).

**8.2 CLUB WORKSHOPS.** The Club Workshops shall be held at least once a semester at a time decided by the Vice-President (Clubs and Services).

- (a) The Club Workshop shall inform all Clubs of their responsibilities, their privileges and any other information as determined by the Vice-President (Clubs and Services).
- (b) Each Club must send one (1) representative to a Club Workshop during each academic year.

**8.3 SERVICES SUMMIT.** The Services Summit shall be held at least once a semester at a time decided by the Vice-President (Clubs and Services), or otherwise called by a petition of at least ten (10) Services.

(a) The Fall Services Summit shall act as a training session for Services to learn about SSMU procedures and practices, and prepare them for the upcoming academic year. The Winter Services Summit shall act as a consultative body for issues experienced by Services in the previous semester, as well as a transitory training to ensure good institutional sustainability across academic years.

(b) Each Service must send two (2) representatives to the Services Summit, unless otherwise approved by the Vice-President (Clubs and Services).

**8.4 CULTURE SHOCK.** Culture Shock shall be organized in conjunction with QPIRG.

**8.5 SOCIAL JUSTICE DAYS.** Social Justice Days shall be organized in conjunction with QPIRG.

## **9. LEGISLATIVE COUNCIL & COMMITTEES**

**9.1 GENERAL.** The Vice-President (Clubs and Services) shall be responsible for any business assigned to them by Legislative Council in addition to duties otherwise expected of a Councilor.

**9.2 CHAIRING.** The Vice-President (Clubs and Services) shall be responsible for chairing, or assigning chairing responsibilities to designated Commissioners or SSMU staff, for the following committees:

(a) Interest Group Committee

(b) Services Review Committee

(c) Building Committee

## **PART II: CKUT RELATIONSHIP**

### **10. BOARD OF DIRECTORS**

**10.1 GENERAL.** The Vice-President (Clubs and Services) shall be nominated to sit on the CKUT Board of Directors subject to ratification at a CKUT Annual General Meeting. Should the Vice-President (Clubs and Services) be unable to fill this seat, it shall be the responsibility of the Vice-President (Clubs and Services) to ensure that the seat is filled in accordance with the Internal Regulations of the Presidential Portfolio.

- 10.2 DUTIES.** In addition to duties required of CKUT Board of Directors members, the Vice-President (Clubs and Services) shall be responsible for informing Legislative Council of any CKUT business that pertains to Legislative Council or Members of the Society.

## **PART III: PGSS RELATIONSHIP**

### **11. MEMORANDUM OF AGREEMENT**

- 11.1 GENERAL.** It shall be the responsibility of the Vice-President (Clubs and Services) to police and implement the clauses agreed upon in the Memorandum of Agreement signed between the SSMU and the PGSS, as outlined hereinafter.
- 11.2 OBLIGATIONS.** The SSMU shall provide regular members of the PGSS of the PGSS:
- (a) Access to and full use of all SSMU Clubs and Services, as is applicable to each in terms of access, including representation or membership where applicable as provided for by each Club or Service's constitution and in the Constitution and Internal Regulations;
  - (b) A copy of the annual budget of the SSMU;
  - (c) A copy of the annual reports from each Club and Service on activities oriented towards or targeting graduate students, where possible;
  - (d) Data on PGSS member participation or use of each Club and Service, where possible, except where prohibited by confidentiality regulations.
- 11.3 MEMBERSHIP.** The SSMU shall provide regular members of the PGSS access, without consideration of cost, to all SSMU Clubs and Services, as per membership regulations of each individual Club or Service.
- 11.4 REPRESENTATION.** The SSMU shall provide the PGSS with a seat on the Interest Group Committee.
- 11.5 LIAISON.** The Vice-President (Clubs and Services) shall liaise with the PGSS Student Life Coordinator to:
- (a) Connect any PGSS member who wishes to participate in Clubs or Services with relevant Clubs and Services.
  - (b) Collect information to fulfill Article 8.2d.
- 11.6 RESTRICTION.** No club founded under the SSMU shall consist of solely PGSS members, as per the Society's Memorandum of Agreement with the University and the Internal Regulations.

**11.7 OUTREACH.** Members of the PGSS wishing to create new clubs under the SSMU shall have the right to place a call-out on the Listserv to solicit undergraduate members to join.