



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

Submitted for: September 13th 2018

Motion Regarding Amendments to the Committee Terms of Reference 2018-09-13

WHEREAS, current Executives, Commissioners, and Coordinators provided thought throughout the summer on how to improve some of the Committees currently housed in the Committee Terms of Reference;

WHEREAS, there were a number of concerns about the effectiveness of SSMU Committees.

WHEREAS, these amendments exist to increase the effectiveness of committees, standardize the committee structure, and provide clearer expectations for committee chairs.

WHEREAS, a new committee such as fall reading week are seen as important priorities for SSMU this year, so a committee has been created.

BE IT RESOLVED, THAT the following amendments to the Committee Terms of Reference be adopted.

Moved By:

Tre Mansdoerfer, President

Fairhurst Lyons, Science Representative

Bryan Buraga, Senate Caucus



Appendix A:

1. CLUBS COMMITTEE	3
2. COMMUNITY ENGAGEMENT COMMITTEE	5
3. ENVIRONMENT COMMITTEE	7
4. EQUITY COMMITTEE.	9
5. FINANCIAL ETHICS COMMITTEE	11
6. FRANCOPHONE AFFAIRS COMMITTEE	13
7. FUNDING COMMITTEE	15
8. INDIGENOUS AFFAIRS COMMITTEE	18
9. LIBRARY IMPROVEMENT FUND COMMITTEE	20
10. MENTAL HEALTH COMMITTEE	22
11. SERVICES REVIEW COMMITTEE	25
12. STEERING COMMITTEE	27
13. STUDENTS' SOCIETY PROGRAMMING NETWORK (SSPN)	29
1. ACCOUNTABILITY COMMITTEE	30
2. BUILDING AND OPERATIONS MANAGEMENT COMMITTEE	33
3. FINANCE COMMITTEE	35
4. HEALTH AND DENTAL REVIEW COMMITTEE	37
5. NOMINATING COMMITTEE	39
1. AD-HOC FALL READING BREAK COMMITTEE	41



1. CLUBS COMMITTEE

1.1 OVERSIGHT. The Clubs Committee shall be a Committee of the Legislative Council.

1.2 GENERAL. The primary responsibility of the Clubs Committee shall be the review and approval of Interim Club Status applications, Full Club Status applications, and Club constitutional amendments in accordance with the Internal Regulations of Student Groups. It shall also serve as a consultative body for the improvement of Policies related to the Society's Clubs.

1.3 RESPONSIBILITIES. The Clubs Committee shall:

- a) review and make recommendations for the approval of Interim Club Status and Full Club Status applications in a manner consistent with the Internal Regulations of Student Groups;
- b) review and make recommendations for the approval of proposed changes to Club Constitutions;
- c) make recommendations to the Vice-President (Student Life) on Policies related to Clubs; and
- d) review and make recommendations to the club committee's terms of reference at the end of the year.

1.4 MEMBERSHIP. The Clubs Committee shall consist of:

- a) the Club Administrative Coordinator (Committee Chair, non-voting);
- b) the Vice-President (Student Life);
- c) two (2) Clubs Representatives to the Legislative Council;



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

d) two (2) other Councillors;

e) two (2) representatives from the executives of the Society's Clubs and Services; and

f) three (3) Members at Large.

1.5 MEETINGS. All meetings of the Clubs Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Club Committee will meet weekly, unless an exception is made by the Clubs Administrative Coordinator, or VP Student Life.

1.6 QUORUM. Quorum of the Clubs Committee shall be a simple majority of voting members.

1.7 REPORTING. The Clubs Administrative Coordinator shall report to the legislative council once per semester at the last meeting of the term.

APPROVED



2. COMMUNITY ENGAGEMENT COMMITTEE

2.1 OVERSIGHT. The Community Engagement Committee shall be a Committee of the Legislative Council.

2.2 GENERAL. The Community Engagement Committee shall be responsible for maintaining links with local community organizations and connecting McGill students when possible.

2.3 RESPONSIBILITIES. The Community Engagement Committee shall:

- a) plan events that promote student involvement in communities in the wider Montreal area, and improve relations between McGill students and permanent residents in the Milton-Parc neighbourhood;
- b) work with organizations such as the SSMU Volunteer service, the Social Equity and Diversity Education (SEDE) office, and the Arts Community Engagement Committee in order to further connect McGill students to local community organizations; and
- c) review and make recommendations to the Community Engagement Committee's terms of reference at the end of the year.

2.4 MEMBERSHIP. The Community Engagement Committee shall consist of:

- a) the Community Engagement Commissioner (Committee Chair);
- b) the Vice-President (External Affairs);
- c) two (2) Councillors; and
- d) two (2) Members at Large.

2.5 MEETINGS. The Community Engagement Committee shall meet on a biweekly basis.

2.6 QUORUM. Quorum of the Community Engagement Committee shall be a simple majority of voting members.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

2.7 REPORTING. The Community Engagement Committee shall report twice per year to Legislative Council, at the third meeting of each semester.

2.8 COMMITTEE SPECIFIC.

2.8.1 QUALIFICATIONS. Members of the Community Engagement Committee should have

knowledge of Montreal community organizations and an interest in social justice. Functional bilingualism is a strong asset.

APPROVED



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

3. ENVIRONMENT COMMITTEE

3.1 OVERSIGHT. The Environment Committee shall be a Committee of the Legislative Council.

3.2 GENERAL. The Environment Committee shall serve as a representative body for all environmental groups at the University, whether or not they are directly affiliated with the Society.

3.3 RESPONSIBILITIES. The Environment Committee shall be charged with the coordination of

all the Society's projects related to sustainability, including but not limited to:

- a) initiatives within the William Shatner University Centre and other SSMU properties;
- b) project funding from third party sources;
- c) participation in provincial, federal and international campaigns related to environmental sustainability; and
- d) communication with the McGill Office of Sustainability.
- e) review and make recommendations to the Environment Committee's terms of reference at the end of the year

3.4 MEMBERSHIP. The Environment Committee shall consist of:

- a) the Sustainability Commissioner(s) (Committee Chairs);
- b) the Vice-President (Internal);
- d) one (1) Councillor; and
- e) a minimum of (5) Members at Large.

3.5 MEETINGS. The Environment Committee will meet weekly, unless an exception is made by the Sustainability Commissioner(s).

3.6 QUORUM. The quorum for the Environment Committee is a simple majority of the voting members.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

3.7 REPORTING. The Environment Committee will report to the third to last legislative council meeting each semester.

3.8 COMMITTEE SPECIFIC.

3.8.1 FUNDING. The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

APPROVED



4. EQUITY COMMITTEE.

4.1 OVERSIGHT. The Equity Committee shall be a Committee of the Legislative Council.

4.2 GENERAL. The Equity Committee shall confront historical and ongoing inequities at the University through active engagement and public education, in a manner consistent with the Society's relevant policies.

4.3 RESPONSIBILITIES. The Equity Committee shall:

- a) foster an understanding of equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression, help to deconstruct this bias and oppression, and take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems within the SSMU;
- b) advise the Vice-President (University Affairs) and the Legislative Council on issues pertaining to student equity;
- c) organise events to advocate for and advance matters concerning equity on campus
- d) collaborate with other equity groups and offices on campus
- e) monitor the Society's compliance with its Policies and Plans as related to Equity issues
- f) point out and provide guidance on how to address equity issues in the SSMU and around campus
- g) review and make recommendations to the Equity Committee's terms of reference at the end of the year

4.4 MEMBERSHIP. The Equity Committee shall consist of:

- a) the Equity Commissioners (Committee Co-Chairs);
- b) the Vice-President (University Affairs);
- c) one (1) Councillor; and
- d) five (5) to eight (8) Members at Large, selected through an application process conducted by the Equity Commissioners.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

4.5 MEETINGS. The Equity Committee will meet monthly, unless an exception is made by the Equity Commissioners.

4.6 QUORUM. The quorum for the Equity Committee is a simple majority of the voting members. Quorum can only be reached if either the Vice-President University Affairs or an Equity Commissioner. Is present at the meeting.

4.7 REPORTING. The Equity Committee will report to the second to last legislative council meeting each semester.

4.8 COMMITTEE SPECIFIC.

4.8.1 APPOINTMENT GUIDELINES FOR MEMBERS AT LARGE. The applicant must have experience working with equity or issues of social justice. The applicant must also possess a demonstrable knowledge of equity and social justice that upholds the spirit of the Society's relevant policies.

APPROVED



5. FINANCIAL ETHICS COMMITTEE

5.1 OVERSIGHT. The Financial Ethics Committee shall be a Committee of the Legislative Council.

5.2 GENERAL. The Financial Ethics Committee shall be responsible for reviewing the ethical nature of the Society's business transactions.

5.3 RESPONSIBILITIES. The Financial Ethics Research Committee shall:

- a) advise matters and update the Society's guidelines of social responsibility
- b) meet and review the investment portfolio to ensure that it is a responsible investment within the meaning of the Internal Regulations and guidelines within the Ethical Purchasing Policy
- c) meet and review any investment or business transactions (the acquisition of stocks, bonds, and other financial assets) that exceeds twenty thousand dollars (\$20,000) book value to ensure that it is a responsible investment within the meaning of the Internal Regulations of Finances, at the request of any Member.
- d) prepare a recommendation after the investment transaction has been referred to it and include it in the Financial Ethics Committee report to Legislative Council;
- e) survey the membership, research on social responsibility and review the Ethical Purchasing Policy to provide an annual recommendation report for changes at the last Legislative Council meeting in the Fall Semester and the third Legislative Council meeting in the Winter Semester
- f) review appeals of funding applications that the funding committee denied based on their discretion
- g) report any deliberations to the next meeting of the Legislative Council; and
- h) review and make recommendations to the Financial Ethics Committee terms of reference at the end of the year.

5.4 MEMBERSHIP. The Financial Ethics Committee shall consist of:

- a) the Financial Ethics Research Commissioner (Committee Chair);
- b) the Vice-President (Finance);



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

c) three (3) Councillors; and

d) two (2) Members at Large.

5.5 MEETINGS. The Committee shall meet at least one time each month to review the Committee's objectives. Additional meetings can be scheduled as needed by the Committee Chair.

5.6 QUORUM. The quorum for the Financial Ethics Research Committee is a simple majority of the voting members. The quorum for the Financial Ethics Research Committee in regards to funding application appeals is a minimum of three (3) voting members.

5.7 REPORTING. The Financial Ethics Research Committee shall report to both the Legislative Council at the second to last meeting of the winter semester. The Financial Ethics Research Committee shall report to the Board at a scheduled meeting in March.

5.8 COMMITTEE SPECIFIC.

5.8.1 NOTIFICATION OF TRANSACTIONS. It shall be the responsibility of the Vice-President (Finance) to notify the Financial Ethics Research Committee and the Financial Ethics Research Commissioner of any transactions that exceed twenty thousand dollars (\$20,000), so that the Financial Ethics Research Committee can meet and review the transactions.

5.8.2 FINANCIAL ETHICS COMMITTEE. Any request by a Member to review the practices of a corporation or government that the Society invests over twenty thousand dollars (\$20,000) in will be handled by the Financial Ethics Committee.

5.8.3 VOTING RIGHTS.

- a. The Financial Ethics Commissioner, the members at large and the councillors all have one vote each regarding the funding committee appeals
- b. The Vice President of Finance does not have a vote regarding the funding



committee appeals. The Vice President Finance will not count for quorum in this case.

6. FRANCOPHONE AFFAIRS COMMITTEE

6.1 OVERSIGHT. The Francophone Affairs Committee shall be a Committee of the Legislative Council.

6.2 GENERAL. The Francophone Affairs Committee shall serve as a forum to unite representatives from every francophone student group and association catering to undergraduate students. It will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy.

6.3 RESPONSIBILITIES. The Francophone Affairs Committee shall:

- a) plan and execute initiatives to make McGill and SSMU more accessible and engaging to francophone students;
- b) promote the rich cultural diversity of the francophone world through events catering to both francophone and non-francophone students; and
- c) review and make recommendations to the Francophone Affairs Committee terms of reference at the end of the year.

6.4 MEMBERSHIP. The Francophone Affairs Committee shall consist of:

- a) the Vice-President (External Affairs) (Chair);
- b) the Community Affairs Commissioner;
- c) two (2) Councillors;
- d) one (1) representative from each francophone undergraduate student group or association.

6.5 MEETINGS. The Francophone Affairs Committee will meet at least once per month (that is, a minimum of four meetings) during the Fall and Winter semesters.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

6.6 QUORUM. The quorum for the Francophone Affairs Committee is a simple majority of the voting members.

6.7 REPORTING. The Francophone Affairs Committee will report twice a year to Legislative Council, at the third to last meeting of each semester

APPROVED



7. FUNDING COMMITTEE

7.1 OVERSIGHT. The Funding Committee shall be a Committee of the Legislative Council.

7.2 GENERAL. The Funding Committee shall be responsible for the disbursement of the following fees:

- a) the Campus Life Fee;
- b) a portion of the Environment Fee (as referred to in the Internal Regulations of Finances it doesn't state the breakdown of this portion allocated to the Funding Committee);
- c) the Ambassador Fee;
- d) the Club Fund Fee;
- e) a portion of the Space Fee (as referred to in the Internal Regulations of Finances);
- f) the Charity Fee;
- g) a portion of the Equity Fee (This is because a portion of this fee is used to cover the Equity Committee's yearly deficit); and
- h) a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances).
- i) the SSMU Award of Distinction Fund

7.3 RESPONSIBILITIES. The Funding Committee shall:

- a) allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of Finances;
- b) meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner;
- c) run a fee referendum for an expiring fee or report to council why the committee has decided not to run a referendum for an expiring fee; and
- d) review and recommend recipients of the SSMU Award of Distinction applicants to Legislative Council
- e) review and make recommendations to the Funding Committee's terms of reference and Financial Internal regulations at the end of the year.



7.4 MEMBERSHIP. The Funding Committee shall consist of:

- a) the Funding Commissioner, (Committee Chair) (non-voting);
- b) the Vice-President (Finance);
- c) the Vice-President (Student Life) (non-voting);
- d) four (4) Councillors;
- e) four (4) Members at Large;

7.5 MEETINGS. All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Funding Committee will meet weekly, unless an exception is made by the Funding Commissioner.

7.6 QUORUM. The quorum for the Funding Committee is a minimum of three (3) voting members.

7.7 REPORTING. The Funding Committee will update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester. These updates will be in the reporting section of the agenda; being a document comprised solely of the account balances. The Funding Committee will provide a formal report at the second to last Legislative Council meeting in the winter semester.

7.8 COMMITTEE SPECIFIC.

7.8.1 CONSULTED MEMBERS. The following members should be consulted on applications under their purview:

- a) the Club Commissioner for Club Fund applications;
- b) the Sustainability Commissioner(s) for Environment Fee applications;
- c) the Community Engagement Commissioner for Community Engagement Fee applications;
- d) the Mental Health Commissioner(s) for Mental Health Fee applications;
- e) the Equity Commissioner for Equity Fee applications; and
- f) one (1) executive from First Year Council for First Year Council Fee applications.



7.8.2 DISMISSAL OF MEMBER. The following is the criteria of the dismissal of councillors

- a) It is up to the Chair's discretion to dismiss a councillor or member at large from the funding committee if they do not attend the minimum four (4) meeting requirement per term without valid medical or emergency notice.
- b) Legislative Council will be notified on any councillors' removal from the committee and recommend a replacement.
- c) If all councillors are exhausted on Legislative Council, then members at large will replace councillor seats that cannot be filled on the funding committee.

7.8.3 VOTING RIGHTS.

- a. The Vice President of Finance, councillors and all members at large all have one (1) vote each.
- b. If the Vice President of Finance cannot attend the meeting, The Vice President of Finance's voting rights will be delegated to the two Funding Commissioners each with half a vote and both together will be considered one (1) voting member for the purpose of quorum.
- c. If one (1) of the Funding Commissioners cannot be present at a meeting, the Funding Commissioner present at said meeting will have one vote and will be considered one (1) voting member for the purpose of quorum.
- d. If the funding decision remains split in the absence of the Vice President of Finance, then the funding application will be postponed until the next meeting where the Vice President of Finance will decide on the tie.



8. INDIGENOUS AFFAIRS COMMITTEE

8.1 OVERSIGHT. The Indigenous Affairs Committee shall be a Committee of the Legislative Council.

8.2 GENERAL. The Indigenous Affairs Committee will be primarily responsible for increasing visibility and advocating for increased representation and services for Indigenous Students. This Committee will create a safe environment for Indigenous students to voice their ideas and concerns about both the Society and the University.

8.3 RESPONSIBILITIES. The Indigenous Affairs Committee shall:

- a) coordinate events and programming that bring greater visibility to Indigenous student life at McGill and Indigenous issues;
- b) connect and facilitate cooperation between the Society, all members of the Indigenous Affairs Working Group (including, but not limited to, the First Peoples' House, Indigenous Students Alliance, Indigenous Law Association, the Indigenous Education Advisor);
- c) solicit student feedback regarding the Society's role in improving Indigenous student life at McGill;
- d) monitor the Society's compliance with its Policies and Plans as related to Indigenous Affairs;
- e) identify and make recommendations for addressing broader issues affecting Indigenous communities on campus, in the Montreal community and in Canada;
- f) coordinate continuous consultation between the Society and the Kanien'kehá:ka, including consultation with the Elder-in-Residence, as well as Indigenous Knowledge Holders; and
- g) review and make recommendations to the Indigenous Affairs Committee's terms of reference at the end of the year.

8.4 MEMBERSHIP. The Indigenous Affairs Committee shall consist of:

- a) the Indigenous Affairs Commissioner (Committee Chair, if applicable);
- b) the Vice-President (External);



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

d) one (1) Councillor;

e) reserving membership for at least one (1) representative from each relevant Indigenous student group, as determined by the Indigenous Affairs Commissioner; and

f) six (6) Members at Large.

8.5 MEETINGS. Meetings will occur bi-weekly and chosen at a time that allows for members to sit at Indigenous Students Alliance meetings, American Indian Science and Engineering meetings, and to be allowed to participate in cultural programming such as traditional dancing, drumming, and beading offered by the First Peoples' House. The Indigenous Affairs Commissioner will also be responsible for ensuring that meeting times are made available for Indigenous members of the Committee to meet separately in order to provide an environment that is made comfortable and safe for Indigenous students.

8.6 QUORUM. The quorum for the Indigenous Affairs Committee is a simple majority of the voting members. Voting members will be limited to self-identified Indigenous members for the Indigenous Affairs Committee.

8.7 REPORTING. The Indigenous Affairs Committee shall report at the second to last Legislative Council of each semester.

APPROVED



9. LIBRARY IMPROVEMENT FUND COMMITTEE

9.1 OVERSIGHT. The Library Improvement Fund Committee shall be a Committee of the Legislative Council.

9.2 GENERAL. The Library Improvement Fund Committee shall be responsible for the allocation of the Library Improvement Fund. It shall operate and be governed by the Internal Regulations of Representation and Advocacy.

9.3 RESPONSIBILITIES. The Library Improvement Fund Committee shall:

- a) determine the yearly allocation of the Library Improvement Fund;
- b) consult with students and student groups on their priorities regarding the libraries;
- c) solicit, facilitate and review proposals for uses of the Library Improvement Fund from Members of the Society and other members of the University community;
- d) develop project proposals for uses of the Library Improvement Fund based on identified priorities of the Members of the Society;
- e) ensure the fund is used to enrich library resources, and not to provide for regular operational costs;
- f) run a fee-renewal campaign when the current Library Improvement fee is expiring; and
- g) review and make recommendations to the Library Improvement Fund Committee's terms of reference at the end of the year.

9.4 MEMBERSHIP. The Library Improvement Fund Committee shall consist of:

- a) the Library Improvement Fund Commissioner (Committee Chair);
- b) the Vice-President (University Affairs);
- c) the other Society Representative to the Senate Committee on Libraries
- d) at least four (4) Members at Large; and
- e) one (1) Councillor.

9.5 MEETINGS. The Library Improvement Committee will meet at least once a month



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

throughout the Academic Year, unless an exception is made by the Library Improvement Fund Commissioner.

9.5.1 Committee members will be provided a tentative schedule at the first meeting.

9.6 QUORUM. The quorum of the Library Improvement Fund Committee is a simple majority of the voting members.

9.7 REPORTING. The Library Improvement Fund Commissioner shall present to the Legislative Council on behalf of the Library Improvement Fund Committee at least once per semester. They shall also report on the allocations at the last Legislative Council of the winter semester, unless an exception is granted by the Vice-President University Affairs.

9.8 COMMITTEE SPECIFIC.

9.8.1 FACULTY REPRESENTATION. The Library Improvement Fund Committee shall aim to represent the multiple faculties in McGill by seeking to have no more than $\frac{1}{3}$ of the committee members be from the same faculty, unless an exception is made by the Library Improvement Fund Commissioner.

9.8.2 ALLOCATION PERIODS. The Library Improvement Fund Committee will hold three allocation periods, which will be the following:

- a) Fall;
- b) Winter;
- c) Summer, at the discretion of the Library Improvement Fund Commissioner. This allocation period will only be open if there are leftover funds from the previous year.

9.8.3 CALL FOR SUBMISSIONS. The Committee will aim to provide 3-6 weeks between when the call for submissions and the deadline for applications.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

9.8.4 REMOVAL OF MEMBERS. The Library Improvement Fund Commissioner may ask a committee member to resign from the committee if the member missed three meetings without providing advance notice. Additionally, a member may be asked to leave the Committee if they miss an allocation meeting without providing advance notice to the Library Improvement Fund Commissioner.

APPROVED



10. MENTAL HEALTH COMMITTEE

10.1 OVERSIGHT. The Mental Health Committee shall be a Committee of the Legislative Council.

10.2 GENERAL. The Mental Health Committee shall serve as a representative body for all mental health advocacy, events, and policy that are affiliated with the Society.

10.3 RESPONSIBILITIES. The Mental Health Committee shall:

- a) coordinate events and programming for the promotion and destigmatization of mental health on campus;
- b) connect and facilitate cooperation between mental health related groups on campus through regular meetings which include representation of student mental health initiatives;
- c) solicit student feedback on professional and peer-run mental health services on campus and advocate on behalf of students who have had negative experiences with available mental health resources;
- d) monitor the Society's compliance with its Policies and Plans as related to Mental Health;
- e) identify and make recommendations for addressing broader issues affecting student mental health on campus;
- f) review and make recommendations to the Mental Health Committee's terms of reference at the end of the year.

10.4 MEMBERSHIP. The Mental Health Committee shall be split into Outreach and Advocacy Subcommittees, of which the total membership shall be:

- a) the Mental Health Commissioner(s) (Committee Chair(s));
- b) the Vice-President (Student Life);
- c) three (3) Councillors;
- d) three (3) representatives from each relevant student-run mental health initiative (selected from applicants representing the Peer Support Centre, Nightline, and the the Sexual Assault Centre of the McGill Students' Society), as determined by the Vice-President (Student Life);
- e) six (6) Members at Large.



The Mental Health Commissioners shall prioritized marginalized applicants in their selection process.

10.5 MEETINGS. The Mental Health Committee will meet weekly, with the Outreach and Advocacy Subcommittees meeting on alternating weeks, unless an exception is made by the Mental Health Commissioner(s). Should a Committee member miss two meetings without giving prior notice to the Committee Chairs, they will be removed and replaced.

10.6 QUORUM. The quorum for the Mental Health Committee is a simple majority of the voting members.

10.7 REPORTING. The Mental Health Committee will report to the third legislative council meeting of each semester.

10.8 COMMITTEE SPECIFIC.

10.8.1 SUBCOMMITTEE ON ADVOCACY. This Subcommittee of the Mental Health Committee shall:

- a) be charged with mobilizing Members and the administration towards making McGill a more mental health positive campus; and
- b) collecting feedback from students, conducting research and developing proposals on,
ways to improve mental health on campus.

10.8.2 SUBCOMMITTEE ON OUTREACH. This Subcommittee of the Mental Health Committee shall:

- a) be tasked with the general programming of events on campus that work towards the de-stigmatization of mental health issues and promotion of positive mental health.



11. SERVICES REVIEW COMMITTEE

11.1 OVERSIGHT. The Services Review Committee shall be a Committee of the Legislative Council.

11.2 GENERAL. The Services Review Committee shall review every Service once every school year to ensure that they meet the definition and mandatory characteristics of a Service as set out in the Internal Regulations of Student Groups and to ensure that they continue to meet the needs of students.

11.3 RESPONSIBILITIES. The Services Review Committee shall

- a) review and make recommendations on the approval of applications for Service status;
- b) evaluate half ($\frac{1}{2}$) of all Services during each fall and winter semester;
- c) communicate the service review report to the services once completed as well as to the student body
- d) review and make recommendations for the approval of proposed changes to Service Constitutions;
- e) comply with all its other obligations as laid out in the Internal Regulations of Student Groups; and
- f) review and make recommendations to the Services Review Committee's terms of reference at the end of the year.

11.4 MEMBERSHIP.

- a) the Vice-President (Student Life);
- b) the Service Administrative Assistant;
- c) the Vice-President (Finance)
- c) the Services Representative to the Legislative Council;
- d) two (2) Councillors; and
- e) two (2) Members at Large.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

11.5 MEETINGS. All meetings of the Services Review Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Services Review Committee will meet bi-weekly, unless an exception is made by the Vice-President Student Life.

11.6 QUORUM. The quorum for the Services Review Committee is a simple majority of the voting members.

11.7 REPORTING. The Services Review Committee will report to the last Legislative Council meeting each semester.

APPROVED



12. STEERING COMMITTEE

12.1 OVERSIGHT. The Steering Committee shall be a Committee of the Legislative Council.

12.2 GENERAL. The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council.

12.3 RESPONSIBILITIES. The Steering Committee shall:

- a) review the content and constitutionality of all resolutions before they are considered by the Legislative Council, including proposed amendments to the Internal Regulations;
- b) set the agenda for all meetings of the Legislative Council;
- c) organize and maintain an annual calendar of business;
- d) ensure the accountability of all Committees of the Legislative Council;
- e) monitor deadlines and approval paths;
- f) set the agenda for all General Assemblies; and
- g) recommend amendments to the Internal Regulations and Constitution that would improve the governance functioning of the Society and be permitted to have motions referred to it for review to be returned to Legislative Council with a report and recommendation as requested by Legislative Council
- h) review and make recommendations to the Steering Committee's terms of reference at the end of the year.

12.4 MEMBERSHIP. The Steering Committee shall consist of

- a) the Speaker (Committee Chair, non-voting);
- b) the Speaker on Call (non-voting);
- c) the Parliamentarian (non-voting);
- d) the President; and
- e) four (4) Councillors

.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

12.5 MEETINGS. The Steering Committee will meet the week of meetings of the Legislative Council and General Assemblies.

12.6 QUORUM. The quorum for the Steering Committee is a simple majority of the voting members.

12.7 REPORTING. The Steering Committee will report at each Legislative Council.

12.8 COMMITTEE SPECIFIC.

12.8.1 CONSULTED MEMBERS. The Steering Committee can have additional seats for SSMU executives interested in the committee. These executives will serve as non-voting members of the committee.

APPROVED



13. STUDENTS' SOCIETY PROGRAMMING NETWORK (SSPN)

13.1 OVERSIGHT. The Students' Society Programming Network shall be a Committee of the Legislative Council.

13.2 GENERAL. The Students' Society Programming Network (SSPN) shall serve as the principal advisory committee for the Vice-President (Internal Affairs) on the organization and execution of all Society events.

13.3 RESPONSIBILITIES. The SSPN shall:

- a) provide advice on established events from previous years and continue well-received events;
- b) plan, at the discretion of the Vice-President (Internal Affairs), a number of non-drinking, accessible events over the course of the year;
- c) help staff the General Assemblies;
- d) assist with other programming in the Society outside of their normal purview, at the discretion of the Vice-President (Internal Affairs);
- e) create new and innovative programming to service a diverse student body; and
- f) review and make recommendations to the Students' Society Programming Network's terms of reference at the end of each year.

13.4 MEMBERSHIP. The SSPN shall consist of:

- a) the Vice-President (Internal Affairs) (Chair);
- b) the Internal Logistics Coordinator (Vice-Chair);
- c) two (2) Councillors;
- d) nine (9) to eleven (11) Members at Large; and

13.5 MEETINGS. The SSPN will meet weekly, unless an exception is made by the Vice-President (Internal Affairs).



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

13.6 QUORUM. The quorum for the SSPN is a simple majority of the voting members.

13.7 REPORTING. The SSPN will report twice a year to Legislative Council, at the first meeting of Council in November and the last meeting of Council in March.

APPROVED



1. ACCOUNTABILITY COMMITTEE

1.1 OVERSIGHT. The Accountability Committee shall be a Committee of the Board of Directors.

1.2 GENERAL. The Accountability Committee shall hold Officers, Senators, Directors and Councillors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies (except where adherence to a Policy is already supervised and administered by a Committee of the Legislative Council or the Board of Directors), and formal mandates.

1.3 RESPONSIBILITIES. The Accountability Committee shall:

- a) conduct performance evaluations for Officers, Directors, Senators and Councillors once per semester;
- b) consult representatives from other governance bodies for the purpose of performance evaluations, excluding those representatives under review at the time;
- c) monitor the adherence of Officers, Directors, Senators and Councillors to the Constitution, Internal Regulations, and their relevant mandates;
- d) inform Officers, Directors, Senators and Councillors when their actions conflict with or violate the Constitution, Internal Regulations or their relevant mandates;
- e) collect complaints from Members and bring them to Officers, the Executive Committee, or the Board of Directors;
- f) preserve the anonymity of complainants unless it is waived by the complainant; and
- g) review and make recommendations to the Accountability Committee's terms of reference at the end of the year

1.4 MEMBERSHIP. The Accountability Committee shall consist of:

- a) the Speaker (Committee Co-Chair, non-voting);
- b) the Parliamentarian (Committee Co-Chair, non-voting);
- c) the University Affairs Secretary General (non-voting);
- d) the Speaker on Call (non-voting)



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

e) three (3) Directors, who may not be Councillors; and

f) four (4) Members at Large, who may not be Councillors or Directors.

1.5 MEETING. The Accountability Committee will meet bi-weekly, unless an exception is made by the Speaker or Parliamentarian.

1.6 QUORUM. The quorum for the Accountability Committee is a simple majority of the voting members.

1.7 REPORTING. The Accountability Committee will report to the last Legislative Council meeting in the fall semester and the third Legislative Council meeting of the winter semester. The Accountability Committee will report to the Board of Directors at the Board of Directors meeting directly or preceding the Legislative Council dates.

1.8 COMMITTEE SPECIFIC

1.8.1 EVALUATION. The process for evaluation shall consider resources, but not limited to the:

- a) Executive Mandates;
- b) Articulated goals; and
- c) Reports to the Legislative Council, and the Board of Directors.

1.8.2 RECRUITMENT. The Committee Chairs shall be responsible for advertising openings for Member at Large positions not after the second week of September.



2. BUILDING AND OPERATIONS MANAGEMENT COMMITTEE

2.1 OVERSIGHT. The Building and Operations Management Committee shall be a Committee of the Board of Directors.

2.2 GENERAL. The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for all of the Society's revenue-generating operations, to facilitate the disbursement of eighty-five (85) percent of the Space Fee on building improvements, and to provide long-term objectives and goals for the management of the William Shatner University Centre.

2.3 RESPONSIBILITIES. The Building and Operations Management Committee shall:

- a) have the authority to allocate monies from the portion of the Space Fee for allocation by the Building and Operations Management Committee, in a manner consistent with the Governance Documents;
- b) make recommendations to the Board of Directors on the selection, removal, or renewal of building tenants;
- c) review the functionality of all Society run food and beverage operations;
- d) make recommendations to the Board of Directors on capital investments related to the Society's operations;
- e) review fees associated with room bookings and building damages at least once per year;
- f) make recommendations on what space should be used for in SSMU owned buildings; and
- g) review and make recommendations to BOM Com's terms of reference at the end of the year.

2.4 MEMBERSHIP. The Building and Operations Management Committee shall consist of:

- a) the President (Committee Chair);
- b) the Vice-President (Finance);
- c) the Director of Operations;



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

d) two (2) Directors;

e) two (2) Councillors; and

f) two (2) Members at Large.

2.5 MEETINGS. BOM Com will meet biweekly during business hours.

2.6 QUORUM. Quorum for the BOM Com is a simple majority of the voting members.

2.7 REPORTING. The BOM Com shall report twice to Legislative Council and Board of Directors. These reports will be presented at the last meetings of the semester for both of these groups.

2.8 COMMITTEE SPECIFIC.

2.8.1 ABBREVIATION. The official abbreviation of the Building and Operations Management Committee shall be the "BOM Com".

APPROVED



3. FINANCE COMMITTEE

3.1 OVERSIGHT. The Finance Committee shall be a Committee of the Board of Directors.

3.2 GENERAL. The Finance Committee shall assist the Vice-President (Finance) with the budget revisions. In particular, this committee will review the budgets for programming activities and executive portfolios. The committee will also make recommendations regarding the long-term financial sustainability of the Society, as needed.

3.3 RESPONSIBILITIES. The Finance Committee shall be responsible for:

- a) Reviewing departmental budgets as prepared by the Vice-President (Finance);
- b) Identifying areas in which the Society's revenues could be increased or expenses could be decreased and make recommendations to the Vice-President (Finance) accordingly;
- c) Reviewing proposals by Officers for the funding of specific events or projects and make recommendations to the Vice-President (Finance) regarding these proposals;
- d) Reporting to the Board of Directors at least once per semester; and
- e) Review and make recommendations to Finance Committee's terms of reference at the end of the year

3.4 MEMBERSHIP. The Finance Committee shall consist of:

- a) the Vice-President (Finance) (Chair);
- b) two (2) Directors;
- c) one (1) Councillor;
- d) three (3) Members at Large.

3.5 MEETINGS. The Finance Committee will meet at least monthly.

3.6 QUORUM. Quorum for the Finance Committee is a simple majority.

3.7 REPORTING. The Finance Committee shall report to the Legislative Council at the third to



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

last meeting of each semester. The Finance Committee will report to the Board of Directors in February and September.

APPROVED



4. HEALTH AND DENTAL REVIEW COMMITTEE

4.1 OVERSIGHT. The Health and Dental Review Committee shall be a Committee of the Board of Directors.

4.2 GENERAL. The Health and Dental Review Committee shall review the Health and Dental Plan and propose options for improvements to the plan.

4.3 FUNCTIONS. The Health and Dental Committee shall:

- a) review and evaluate to coverage provided by the SSMU Health and Dental Plan;
- b) review data regarding the usage of the plan by SSMU Members;
- c) approve any changes to the coverage provided in the current Health and Dental Plan;
- d) receive and review the StudentCare annual claims report; and
- e) review and make recommendations to the Health and Dental Review Committee's terms of reference at the end of the year.

4.4 MEMBERSHIP. The Health and Dental Review Committee shall consist of:

- a) the Vice-President (Finance, Co-Chair);
- b) the President (Co-Chair);
- c) two (2) Directors;
- d) one (1) Councillor; and
- e) three (3) Members at Large.

4.5 MEETINGS. The Health and Dental Review Committee will meet once a month. Additional meetings are at the discretion of the Co-Chairs.



Office of the Speaker | Bureau de Président du Conseil

Tel: (514) 398-6800 | Fax: (514) 398-7490 | parliamentarian@ssmu.ca

3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3

Located on unceded, Kanien'kehá:ka traditional territory

4.6 QUORUM. The quorum for the Health and Dental Review Committee is a simple majority of the voting members.

4.7 REPORTING. The Health and Dental Review Committee shall report to both the Legislative Council and the Board of Directors in March.

4.8 COMMITTEE SPECIFIC.

4.8.1 CONSULTED MEMBERS. The Health and Dental Review Committee is encouraged to consult the Vice-President (Student Life) and Mental Health Commissioners with regards to the coverage of Mental Health resources

4.8.2 SIGNIFICANT PLAN CHANGES. The Health and Dental Review Committee will present to Legislative Council if any significant changes are made to the Health and Dental plan. Significant changes include any new types of coverage or large change in coverage allocation.

APPROVED



5. NOMINATING COMMITTEE

5.1 OVERSIGHT. The Nominating Committee shall be a Committee of the Board of Directors.

5.2 GENERAL. The Nominating Committee shall work to ensure that positions on the Board of Directors, the Judicial Board and Elections SSMU are adequately filled during the academic year.

5.3 RESPONSIBILITIES. The Nominating Committee shall

- a) review applications and select appropriate candidates to fill positions on the Judicial Board and on the Board of Directors;
- b) be responsible for the distribution of the Society's awards and nominations where another Committee of the Legislative Council is not specifically responsible; and
- c) review and make recommendations to the Nominating Committee's terms of reference at the end of the year.

5.4 MEMBERSHIP. The Nominating Committee shall consist of:

- a) the Parliamentarian (Committee Chair, non-voting);
- b) three (3) Directors; and
- c) three (3) Members at Large.

5.5 MEETINGS. The Nominating Committee shall meet when they need to appoint a Judicial Board Justice or Director for the Board of Directors.

5.6 QUORUM. The quorum for the Nominating Committee is a simple majority of the voting members.

5.7 REPORTING. The Nominating Committee will report to the Board of Directors immediately after any decision made by the Nominating Committee.



5.8 COMMITTEE SPECIFIC.

5.8.1 SELECTION FOR INTERVIEWS. The Nominating Committee should review applications in order to select which applicants should be interviewed.

5.8.2 INTERVIEWS. The Nominating Committee should interview selected applicants.

5.8.3 FINAL SELECTION. After the interviews, The Nominating Committee shall recommend the best candidate(s) for ratification by the Board of Directors.

5.8.4 AVAILABILITY OF MEMBERS. Members of the Nominating Committee must be available to meet for a period of twelve (12) months.

5.8.5 PARTICIPATION BY WAY OF TECHNICAL MEANS. A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.

5.8.6 DIVERSE REPRESENTATION. The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors and Judicial Board, including, but not limited to, diversity in terms of race, national or ethnic origin, religion, sex, gender, age, mental or physical disability, language, sexual orientation or social class. The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity.

APPROVED



1. AD-HOC FALL READING BREAK COMMITTEE

1.1 OVERSIGHT. The Ad-Hoc Fall Reading Break Committee shall be a Committee of the Legislative Council.

1.2 GENERAL. The Ad-Hoc Fall Reading Break Committee shall gather student input and engage with various members of the McGill community in order to bring about the successful implementation of a Fall Reading Break.

1.3 RESPONSIBILITIES. The Ad-Hoc Fall Reading Break Committee shall:

- (a) review and evaluate past actions undertaken by the SSMU to bring about a Fall Reading Break;
- (b) investigate and find solutions to the scheduling conflicts arising from the introduction of a Fall Reading Break;
- (c) conduct consultations with the student body to determine what students are looking for in a Fall Reading Break and what they are willing to compromise for it;
- (d) propose a Fall Reading Break structure that would best benefit students;
- (e) submit a report to the Legislative Council by the end of February 2019 detailing the actions taken in the course of business of this committee, complete with a list of recommendations in order to bring about the implementation of a Fall Reading Break;
- (f) present this report to the SSMU membership as a referendum question in the 2019 Winter Referendum period for acceptance or rejection.

1.4 MEMBERSHIP. The Ad-Hoc Fall Reading Break Committee shall consist of:

- (a) the President [Advisory, voting];
- (b) the Vice-President (University Affairs) [Advisory, voting];
- (c) sixteen (16) representatives:
 - (i) Senate Caucus Representative (1)
 - (ii) Arts (1)
 - (iii) Arts & Science (1)
 - (iv) Dentistry (1)
 - (v) Education (1)
 - (vi) Engineering (1)
 - (vii) First Year Council (1)
 - (viii) Inter-Residence Council (1)



- (ix) Law (1)
 - (x) Management (1)
 - (xi) Medicine (1)
 - (xii) Music (1)
 - (xiii) Nursing (1)
 - (xiv) PT/OT (1)
 - (xv) Science (1)
 - (xvi) Social Work (1)
- (d) two (2) Members-at-Large.

1.5 MEETINGS. The Ad-Hoc Fall Reading Break Committee shall meet every 2 weeks, unless an additional meeting is approved by a simple majority of the Members. Committee Members will be provided a tentative schedule at the second meeting.

1.6 QUORUM. Quorum for the Ad-Hoc Fall Reading Break Committee shall be a simple majority of members.

1.7 REPORTING. The Ad-Hoc Fall Reading Break Committee shall report its proceedings and progress in its work at the first Legislative Council meeting of each month. The Committee shall submit its final report to the Legislative Council by the February 28, 2019 meeting.

1.8 COMMITTEE SPECIFIC.

1.8.1 CHAIR. The Committee Chair shall be selected by an internal vote of the Committee.

1.8.2. SECRETARY. The Committee Secretary shall be selected by an internal vote of the Committee. The Committee Secretary must take detailed meeting minutes at each meeting of the Committee.

1.8.2 MEMBERS-AT-LARGE. The Committee Chair, in consultation with the other Members of the Committee, shall have the power to appoint Members-at-Large of the Committee.

1.8.3 DISMISSAL OF MEMBERS. The following is the criteria for the dismissal of Members:

- a) It is up to the Chair's discretion to dismiss a Member if a Member misses two or more meetings unexcused or without valid medical or emergency notice.
- b) It is up to the Chair's discretion to place Members first on probation and dismiss Members if their behavior warrants removal from the Committee.



- c) A $\frac{2}{3}$ majority vote of Members can empower the Committee to exercise the same powers as the Chair with regards to probation or dismissal of Members.
- d) The Legislative Council will be notified at the next Legislative Council meeting of the removal of Members from the Committee and will recommend a replacement.
- e) A Councillor that is removed from the Committee should first be replaced by another Councillor of the same constituency, then by a Member-at-Large of the same constituency.

1.8.4 VOTING RIGHTS. Each Member of the Committee shall have one vote each. In the event that a Member is unable to attend a meeting, they may send a proxy to vote on their behalf. All voting shall be conducted by simple majority unless decided otherwise by a consensus of the Members.

APPROVED