

INTERNAL REGULATIONS OF STUDENT GROUPS

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INTERNAL REGULATIONS OF STUDENT GROUPS–01: INTERPRETATION

PART I: INTERPRETATION

1. APPLICABILITY

1.1 The Internal Regulations of Governance–01 shall apply to all Internal Regulations outlined hereinafter unless otherwise stated.

2. DEFINITIONS

The following terms used in the Internal Regulations of Student Groups shall have the same definition as that given to the same terms used in the Constitution.

- a) “**Constitution**”
- b) “**General Manager**”
- c) “**Legislative Council**”
- d) “**Member**”
- e) “**Referendum**”
- f) “**Society**” and “**SSMU**”

The following terms used in the Internal Regulations of Student Groups shall have the same definition as that given to the same terms used in the Internal Regulations of Governance.

- g) “**Club**”
- h) “**Fee**”
- i) “**Service**”

In the Internal Regulations of Student Groups:

- j) “**Academic Month**” shall refer to the following: the months of September, October, November, January, February, and March shall be considered full Academic Months. The months of December and April shall both be considered to be half an Academic Month. The months of May, June, July, and August shall not be considered Academic Months.



- k) **“Active”** shall refer to a Society-Accredited Group that has met the requirements to retain their accreditation status;
- l) **“Affiliated Political Campaign”** shall refer to those campaigns which have received a mandate from either the Legislative Council, a Referendum, or a General Assembly and which address matters beyond the scope of the objects of the Society as set out in the Governance Documents;
- m) **“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;
- n) **“Full Status Club”** shall refer to a group which holds Full Club Status;
- o) **“Inactive”** shall refer to a Society-Accredited Group that has not met the requirements to retain their accreditation status;
- p) **“Independent Political Campaign”** shall refer to Political Campaigns which have not received a Mandate;
- q) **“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;
- r) **“Interim Club Status”** shall refer to an accreditation status that may be granted to groups in accordance with these Internal Regulations;
- s) **“Interim Status Club”** shall refer to a group which holds Interim Club Status;
- t) **“Political Campaign”** shall refer to a series of advocacy and mobilization activities with the goal of forwarding a particular political or social goal.
- u) **“Political Campaigns Department”** shall refer to the Department where expenses and revenues for Political Campaigns and Independent Political Campaigns are recorded, as provided for in the Internal Regulations of the External Affairs Portfolio and the Internal Regulations of Finances.



- v) **“Memorandum of Agreement”** shall mean a document outlining an agreement between the Society and another specified party;
- w) **“Service Status”** shall refer to an accreditation status that may be granted in accordance with these Internal Regulations;
- x) **“Society-Accredited Groups”** shall refer to all Clubs, Services, and Independent Student Groups.

INTERNAL REGULATIONS OF STUDENT GROUPS–02: ADMINISTRATION

PART I: GENERAL RESPONSIBILITIES

1. IMPLEMENTATION OF MEMORANDA OF AGREEMENT

- 1.1 **IMPLEMENTATION.** It shall be the responsibility of the Vice-President (Student Life) to implement any clauses affecting student groups or committees in the Student Life portfolio as outlined in Memoranda of Agreement signed by the Society.

2. ADMINISTRATION OF SOCIETY-ACCREDITED GROUPS

- 2.1 **OVERSIGHT.** The Vice-President (Student Life) shall be responsible for overseeing, managing, administrating, and maintaining relations with all Society-Accredited Groups.
 - 2.1.1 **MEMBERSHIP.** The Vice-President (Student Life) shall hold an ex-officio seat on the executive or coordinating body of all Clubs and Services.
 - 2.1.2 **TRANSFER OF LEADERSHIP.** The Vice-President (Student Life) may transfer the leadership of a Club or Service to other Members of the Society where necessary.
- 2.2 **PROMOTION.** The Vice-President (Student Life) shall be responsible for the organization of promotional opportunities for accredited student groups, including the planning of an annual Activities Night.



- 2.3 **MEDIATION.** The Vice-President (Student Life) shall be responsible for mediating and resolving any issues or conflicts that arise within or between any Clubs and Services.
- 2.4 **ELECTIONS.** The Vice-President (Student Life) retains the right to act as the chief electoral officer for any Club or Service elections at their discretion.

INTERNAL REGULATIONS OF STUDENT GROUPS–03: ACCREDITED GROUPS OF THE STUDENTS' SOCIETY OF MCGILL UNIVERSITY

PART I: CLUBS

1. COMPOSITION

- 1.1 **PURPOSE.** Clubs shall be student-run organizations dedicated to a particular interest or activity.
- 1.2 **OVERSIGHT.** Clubs shall be considered to be under the legal oversight of the Society. Clubs may not be under the legal oversight of another organization that is external to the Society.
- 1.3 **MEMBERSHIP.** Club membership must be open to all Members of the Society.
- i. Should a club wish to have a distinction, exclusion, or preference in membership or in the eligibility of executive officers, it must be included in the group's constitution and ratified by the Legislative Council. No such distinction may violate any part of the Society's Constitution, Internal Regulations, or Policies.
- 1.4 **VOTING RIGHTS.** Only Members of the Society shall be eligible to hold voting rights and sit in executive or collective member roles in a Club, except where otherwise outlined in a Memorandum of Agreement signed by the Society.



- 1.5 **RESTRICTION.** Organizations whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Policies shall not be eligible for accreditation as a Club.

2. ACCREDITATION OF CLUB STATUS

2.1 INTERIM STATUS ACCREDITATION

- a) **PROCEDURE.** The organization must submit a completed Interim Status Club application form for accreditation as an Interim Status Club to the Club Committee.
- i. Applications must include the submission of a Club Constitution, a member list including the names of at least ten (10) Members of the Society, and an affiliation letter in the event that the proposed club is to be affiliated with an organization that is External to the Society. In exceptional circumstances, the submission of a member list or an affiliation may be waived by the Club Committee with a two-thirds (2/3) vote.
 - ii. Other application criteria shall be developed by the Vice-President (Student Life) and shall take into account the following criteria in its assessment:
 - 1) The uniqueness and feasibility of the proposed mandate of the Club, taking into account any mandate overlap with existing Society-Accredited Groups.
 - 2) The institutional sustainability of the proposed Club, as determined by interest of Members and the potential to attract a wide member base.
 - 3) The financial sustainability of the proposed Club and the ability of the Club to support its activities;
 - 4) Other criteria as determined by the Vice-President (Student Life) or the Club Committee.
 - iii. The Club Committee will review the content of the application, and must be satisfied that the proposed Club will provide a significant benefit to Members of the Society. The Club Committee shall then present a recommendation to the Legislative Council, which may grant Interim Club Status with a simple majority vote.
 - 1) Interim Club Status is granted for a maximum period of five (5) Academic Months from the date of approval by the Legislative Council unless otherwise extended by the Legislative Council. After this period, Interim Club Status automatically expires.

2.2 FULL STATUS ACCREDITATION



- a) **ELIGIBILITY.** Any group seeking accreditation as a Full Status Club must currently hold, and have held for a minimum of three (3) Academic Months prior, Interim Club Status at the time of application.
 - b) **PROCEDURE.** The organization must submit a completed Full Status Club application form for accreditation as a Full Status Club to the Club Committee.
 - i. Applications must include the submission of an annual budget, documentation confirming that the Club has hosted at least three (3) events or activities during its Interim Status Period, and a member list including the names of at least twenty-five (25) Members of the Society. In exceptional circumstances, the submission of one or more of these requirements may be waived by the Club Committee with a two-thirds (2/3) vote.
 - ii. Other application criteria shall be developed by the Vice-President (Student Life) and shall take into account the following criteria in its assessment:
 - 1) The Club's fulfillment of its mandate during its Interim Status Period;
 - 2) The long-term sustainability of the Club, as determined by interest of Members and the potential to attract a wide member base;
 - 3) The financial sustainability and responsibility of the Club and the demonstrated ability of the Club to support its activities;
 - 4) Other criteria as determined by the Vice-President (Student Life) or the Club Committee.
 - iii. The Club Committee will review the content of the application, and must be satisfied that the organization will be of significant benefit to Members of the Society. The Club Committee shall then present a recommendation to the Legislative Council, which will review the recommendation and may grant Full Club Status with a simple majority vote.
 - 1) Clubs rejected for Full Status shall cease to hold any accreditation status.
- 2.3 **REVOCATION.** Club accreditation may be revoked by the Legislative Council by a simple majority vote.
- a) The Legislative Council must give the Club seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to the Legislative Council.
 - b) Club accreditation may be revoked by the Legislative Council for the following reasons:
 - i. Violation of the SSMU Constitution, Internal Regulations, or Policies;
 - ii. Failure of the Club to adhere to its own constitution;
 - iii. Failure of the Club to meet the accreditation criteria outlined in these Internal Regulations;
 - iv. Other stated causes as determined by the Vice-President (Student Life) or the Legislative Council.



3. MAINTENANCE OF CLUB STATUS

3.1 **ACTIVITY.** Clubs must fulfill all requirements as determined by these Internal Regulations and the Vice-President (Student Life) to prove that they are operational in order to be considered Active for the academic year.

- a) Inactive Clubs may not receive any privileges afforded to Clubs.
- b) Should a Club be considered Inactive for two (2) consecutive academic years, its Club status shall automatically expire.

3.2 **REQUIREMENTS.** Clubs must adhere to the following requirements to maintain their Club Status. Failure to comply with any of the below requirements shall result in the Club being considered Inactive.

- i. **CONSTITUTION.** All Clubs must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life).
 - 1) Any modification to the constitution or other governing document of a Club must be submitted to the Club Committee, which will review all proposed amendments and make a recommendation to the Legislative Council, which may ratify amendments by a simple majority vote
- ii. **CONTACT INFORMATION.** Clubs must provide the Vice-President (Student Life) with an up-to-date list of the contact information of all members of the Club which occupy executive or collective positions by September 15th, as well as any changes that occur to this list throughout the academic year.
- iii. **TRAINING.** Clubs must send one (1) representative to a Club Workshop in each academic year.
- iv. **AUDITING.** Clubs must submit an audit of their financial activity each semester.
- v. **INSURANCE.** Clubs are required to submit information about their activities and events in order to be covered by the Society's general liability insurance coverage.

4. RESTRICTIONS IMPOSED ON CLUBS

4.1 **FINANCES.** Clubs must conduct all financial business through a bank account under the authority of the SSMU and supervised by the Vice-President (Student Life).

- a) Each Club with a bank account must designate a minimum of two (2), and up to a maximum of three (3), members to act as signing officers on the account.
- b) Should a Club lose its accreditation status, the Vice-President (Student Life) shall close the Club's bank account and redirect all funds to the Club Fund.



- c) Should a Club be in financial debt, the Vice-President (Student Life) reserves the right to seize funds from the Club's bank account to offset the debt.
- 4.2 **FEE LEVY.** No Clubs may create a dedicated Fee to fund their operations.
- 4.3 **CONTRACTS.** Clubs may not sign or otherwise engage themselves or the Society into any contractual agreement.
- 4.4 **STAFF.** Clubs shall submit all potential contracts to the Vice-President (Student Life) for evaluation and signature of the contract.
- 4.5 **PERSONAL BENEFIT.** Individual members of a Club may not receive remuneration for their involvement in the Club. Non-monetary volunteer appreciation shall be limited to twenty-five dollar (\$25) value per student per semester.

5. SANCTIONS APPLICABLE TO CLUBS

- 5.1 **SANCTIONS.** The Vice-President (Student Life) may issue sanctions to Clubs in response to failure to abide by the Internal Regulations, the Constitution, Policies, Plans, the constitution of the Society-Accredited Group in question, or other stated causes.
- 5.2 **DURATION OF SANCTIONS.** Sanctions with a duration period exceeding one (1) academic year may be only be issued by the Vice-President (Student Life) with the approval of the Legislative Council.
- 5.3 **EXAMPLES.** Sanctions may include the denial of any privileges associated with Club accreditation, including but not limited to the loss of eligibility for the Club Fund, the loss of room booking privileges, and the suspension or revocation of Club Status.

PART II: SERVICES

6. COMPOSITION

- 6.1 **PURPOSE.** Services shall be student-run organizations which extend the Society's provision of services to Members of the Society.
- 6.2 **OVERSIGHT.** Services shall be considered to be under the legal oversight of the Society. Services may not be under the legal oversight of another organization that is external to the Society.



- 6.3 **SERVICE PROVISION.** Receipt of services must be available to all students and should not be contingent upon, or tied to, membership or the holding of an executive office in the organization
- i. **SERVICE PROVISION – EXCEPTION.** The provision of services may be contingent on 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 with specific needs, including but not limited to, those that are disadvantaged due to race, national or ethnic origin, color, religion, sex, age, mental or physical disability, sexual orientation or social class.
- 6.4 **VOTING RIGHTS.** Only Members of the Society shall be eligible to hold voting rights and sit in executive or collective member roles for a Service, except where otherwise provided in a Memorandum of Agreement signed by the Society.
- 6.5 **RESTRICTION.** Student groups whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Policies shall not be eligible for accreditation as a Service.

7. ACCREDITATION OF SERVICE STATUS

- 7.1 **ELIGIBILITY.** The following criteria shall be required of any organization seeking accreditation as a Service.
- The organization's mandate must not include the provision of services otherwise provided by the Society;
 - The organization's mandate must be to provide resources and/or support to Members. Services may also provide referral, awareness, education, or advocacy services in addition to their provision of resources and/or support.
 - The provision of resources and/or support must be available free of charge to Members.
- 7.2 **PROCEDURE.** The organization must submit a completed application for accreditation as a Service to the Services Review Committee.
- Applications must include the submission of a Service Constitution and an annual budget for the proposed Service.
 - Other application criteria shall be developed by the Vice-President (Student Life) and shall take into account the following criteria in its assessment:
 - The resource or support services that will be available to Members upon the organization's accreditation as a Service;
 - The benefits to Members of the group's accreditation as a Service;
 - Other criteria as determined by the Vice-President (Student Life).



- iii. If the Vice-President (Student Life) is satisfied that the criteria are met, the Services Review Committee will review the content of the application, and must be satisfied that the organization will be of significant benefit to Members of the Society. The Services Review Committee shall then present a recommendation to the Legislative Council to approve or reject the application.
 - iv. The Legislative Council will review the recommendation of the Services Review Committee, and may grant Service status by a two-thirds (2/3) majority vote.
- 7.3 **REVIEW.** The Services Review Committee must review a Service's accreditation at least once per academic year to ensure that its provision of services meets the needs of students and continues to meet the eligibility criteria outlined for Services. Following a review, the Services Review Committee must report its findings to the Legislative Council, and may recommend a course of action to be taken.
- a) The Services Review Committee may review the Service on factors which include but are not limited to:
 - i. Adherence of the Service to the SSMU Constitution, the Internal Regulations, the accreditation criteria, and the Service's constitution;
 - ii. The provision of services provided by the Service;
 - iii. The financial management of the Service;
 - iv. The long-term sustainability of the Service;
 - v. Complaints lodged against the Service;
 - vi. Other reasons as determined by the Vice-President (Student Life).
 - b) In the event the Services Review Committee determines that a Service is not in good standing, that Service shall be considered to have failed the review.
 - i. The Services Review Committee must immediately inform the Service of the reasons for failing the review.
 - ii. The Service will be granted one (1) Academic Month, as of the date they are notified of failing the review, to rectify the concerns of the Services Review Committee.
 - 1) A Service may choose to waive this time period.
 - iii. If a Service fails to rectify the concerns of the Services Review Committee in the allotted time frame, the Services Review Committee may choose to:
 - 1) Grant an extension for the Service to rectify the situation by a simple majority vote of the Legislative Council;
 - 2) Sanction the Service as permitted in these Internal Regulations;
 - 3) Revoke the Service status of the Service;



- c) The Vice-President (Student Life) and the General Manager shall be responsible for retaining a copy of each Service review, which must be made available to any Member of the Society upon request.

7.4 **REVOCATION.** Service accreditation may be revoked by the Legislative Council by a two-thirds (2/3) vote.

- a) The Legislative Council must give the Service seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to the Legislative Council.
- b) Service accreditation may be revoked by the Legislative Council for the following reasons:
 - i. Violation of the SSMU Constitution, Internal Regulations, or Policies;
 - ii. Failure of the Service to adhere to its own constitution;
 - iii. Failure of the Service to meet the accreditation criteria outlined in these Internal Regulations;
 - iv. Lack of interest or participation by Members of the Society;
 - v. Other stated causes as determined by the Vice-President (Student Life).
- c) Upon revocation of Service status, the organization may be reclassified and granted a different affiliation status.

8. MAINTENANCE OF SERVICE STATUS

8.1 **ACTIVITY.** Services must fulfill all requirements as determined by these Internal Regulations and the Vice-President (Student Life) to prove that they are operational in order to be considered Active for the academic year.

- a) Inactive Services may not receive any of the privileges afforded to Services unless otherwise approved by the Vice-President (Student Life).
- b) Should a Service be considered Inactive for two (2) consecutive academic years, its Service status shall automatically expire.

8.2 **REQUIREMENTS.** Services must adhere to the following requirements to maintain their Service Status. Failure to comply with any of the below requirements shall result in the Service being considered Inactive.

- i. **CONSTITUTION.** All Services must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life).
 - 1) Any modification to the constitution, or other governing document, of any Service must be submitted in writing to the Services Review Committee. The Services Review Committee will review all proposed amendments and make a recommendation to the Legislative Council, which may ratify amendments by a simple majority vote.



- ii. **CONTACT INFORMATION.** Services must provide the Vice-President (Student Life) with an up-to-date list of the contact information of all members of the Service which occupy executive or collective positions by September 15th, as well as any changes that occur to this list throughout the academic year.
- iii. **TRAINING.** Service must send two (2) representative to the Services Summit training session each academic year unless otherwise approved by the Vice-President (Student Life).
- iv. **FINANCIAL PROCEDURES.** All Services must coordinate the development of their budget with the Vice-President (Finance) in advance of budget revisions.
- v. **INSURANCE.** Services are required to submit information about their activities and events in order to be covered by the Society's general liability insurance coverage

9. RESTRICTIONS IMPOSED ON SERVICES

- 9.1 **FINANCES.** Services must conduct all financial business through the SSMU under the supervision of the Vice-President (Student Life) and the Vice-President (Finance).
- a) Services may not run Referenda to create, abolish, or otherwise amend a Fee for the purpose of dedicated funding for the Service without the consent of both the Vice-President (Student Life) and the Vice-President (Finance).
 - b) Services, including Services that receive their own Fee, may only make expenses within their defined mandate as determined by the Vice-President (Student Life).
 - c) Services are further subject to the financial guidelines outlined in the Internal Regulations of Finances and other accounting procedures employed by the Society.
 - a. The Vice-President (Finance) must be satisfied that the Service has appropriately budgeted for the expense.
 - d) Subsidized Services may not issue discretionary or sponsorship funding. Fee-funded Services may not issue discretionary or sponsorship funding unless the description of the Fee as voted by students explicitly includes sponsorship as a use of the Fee and notes the maximum percentage of the Fee to be used for discretionary funding purposes, up to a twenty percent (20%) maximum.
- 9.2 **HUMAN RESOURCES.** Services may not hire staff without the approval of the Vice-President (Student Life). All hiring on casual student staff on behalf of Services must be conducted through the Society's Human Resources Department in accordance with hiring policies set out for Services and applicable employment laws.
- 9.3 **CONTRACTS.** Services may not sign or otherwise engage themselves or the Society into any contractual agreement.



- i. Services shall submit all potential contracts to the Vice-President (Student Life) for evaluation and signature of the contract.
- 9.4 **PERSONAL BENEFIT.** Individual members of a Service may not receive remuneration for their involvement in the Service unless contractually employed by the Service in accordance with the Society's human resources procedures and these Internal Regulations. Non-monetary volunteer appreciation shall be limited to a twenty-five dollar (\$25) value per student per semester, unless otherwise approved by the Vice-President (Student Life).
- 9.5 **ALCOHOL.** Alcohol may only be purchased within a reasonable limit, as determined by the Vice-President (Student Life) and must receive prior approval of the Vice-President (Student Life) before the expense or any request for reimbursement is made.

10. SANCTIONS APPLICABLE TO SERVICES

- 10.1 **SANCTIONS.** The Vice-President (Student Life) may issue sanctions to Services in response to failure to abide by the Internal Regulations, the Constitution, Policies, Plans, the constitution of the Service in question, or other stated causes.
- 10.2 **DURATION OF SANCTIONS.** Sanctions with a duration period exceeding one (1) academic year may be only be issued by the Vice-President (Student Life) with the approval of the Legislative Council.
- 10.3 **EXAMPLES.** Sanctions may include the denial of any privileges associated with Service accreditation, including but not limited to the loss of space in the University Centre, the loss of room booking privileges, and the suspension or revocation of Service Status.

PART III: INDEPENDENT STUDENT GROUPS

11. COMPOSITION

- 11.1 **PURPOSE.** Independent Student Groups shall be organizations that exist independently and outside the framework of the Society but who shall be recognized and affiliated with the Society for their involvement on campus.
- 11.2 **OVERSIGHT.** Independent Student Groups shall not be considered to be under the legal oversight of the Society.



- 11.3 **RESTRICTION.** Student groups whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Polices shall not be eligible for accreditation as an Independent Student Group.

12. ACCREDITATION OF INDEPENDENT STUDENT GROUP STATUS

- 12.1 **ELIGIBILITY.** The following criteria shall be required of any organization seeking accreditation as an Independent Student Group.

- a) The organization must provide some desirable benefit to McGill undergraduate students.
 - i. The benefits provided must not be those that would overlap with any services offered by the Society or by a Society-Accredited Group.
- b) The organization must be primarily student-run.
- c) The organization must be legally incorporated as a not-for-profit organization.
- d) The Board of Directors of the organization must include a seat dedicated to McGill undergraduate student representation.

- 12.2 **PROCEDURE.** The organization must submit an application for accreditation as an Independent Student Group to the Vice-President (Student Life).

- i. Applications must include the submission of the organization's constitution, a copy of the current fiscal year budget of the organization, and a member list including the names of at least fifty (50) Members of the Society that are active members of the organization.
- ii. Other application criteria shall be developed by the Vice-President (Student Life) and shall take into account the following criteria in its assessment:
 - 1) The benefits to Members of the organization's accreditation as an Independent Student Group;
 - 2) Other criteria as determined by the Vice-President (Student Life).
- iii. If the Vice-President (Student Life) is satisfied that the criteria are met, they will forward a recommendation to the Legislative Council, which will review the recommendation and may grant Independent Student Group status with a two-thirds (2/3) vote.

- 12.3 **REVOCATION.** Independent Student Group accreditation may be revoked by the Legislative Council by a two-thirds (2/3) vote.

- a) The Legislative Council must give the Independent Student Group seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to Legislative Council.



- b) Independent Student Group status may be revoked by the Legislative Council for the following reasons:
 - i. Violation of the SSMU Constitution, Internal Regulations, or Policies;
 - ii. Failure of the Independent Student Group to adhere to its own constitution;
 - iii. Failure of the Independent Student Group to meet the accreditation criteria;
 - iv. Lack of interest or participation by Members of the Society;
 - v. Other stated causes as determined by the Vice-President (Student Life).

13. RESPONSIBILITIES OF INDEPENDENT STUDENT GROUPS

13.1 **ACTIVITY.** Independent Student Groups must fulfill all requirements as determined by these Internal Regulations and the Vice-President (Student Life) to prove that they are operational in order to be considered Active for the academic year.

- a) Inactive Independent Student Groups may not receive any of the privileges afforded to Independent Student Groups.
- b) Should an Independent Student Group be considered Inactive for one (1) academic year, its Independent Student Group status shall automatically expire.

13.2 **REQUIREMENTS.** Independent Student Groups must adhere to the following requirements to maintain their Independent Student Group Status. Failure to comply with any of the below requirements shall result in the Independent Student Group being considered Inactive.

- i. **CONSTITUTION.** All Independent Student Groups must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life).
 - 1) Following any modification to the constitution or other governing document of an Independent Student Group the revised document must be submitted in writing to the Vice-President (Student Life).
- ii. **CONTACT INFORMATION.** Independent Student Groups must provide the Vice-President (Student Life) with an up-to-date list of the contact information of at least one organizer to act as the contact person for the Society by September 15th, as well as any changes that occur to this list throughout the academic year.



INTERNAL REGULATIONS OF STUDENT GROUPS-04: 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 Governance Documents. 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 for which the Society has received a Mandate through Political Campaigns.

2. MANDATES

- 2.1 **GENERAL.** Political Campaigns must be given a Mandate in order to benefit from the privileges outlined in these Internal Regulations. Independent Political Campaigns may also benefit from these 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 in accordance with the procedures for motions before those bodies. The motion must include a description of the goals of the campaign and the benefits to Members of supporting the Political Campaign.
- 2.3 **MANDATE ADOPTION.** If the Society adopts a Mandate for the Political Campaign, the campaign formally becomes an Affiliated Political Campaign. In the event that a motion of support for a Political Campaign fails, that Political Campaign shall remain an Independent Political Campaign.



PART II: PRIVILEGES AFFORDED TO POLITICAL CAMPAIGNS

3. FINANCIAL SUPPORT

- 3.1 **POLITICAL CAMPAIGNS DEPARTMENT.** Financial support for Political Campaigns shall be allocated from the Society's Operating Fund and recorded in the Political Campaigns Department.
- 3.2 **FINANCIAL SUPPORT.** Financial support shall be subject to the Internal Regulations of Finances and may include:
 - a) reimbursement of expenses;
 - b) payment of expenses; and
 - c) the ability to deposit funds with the Society to be earmarked for the future use by that Political Campaign subject to the Internal Regulations of Finances.
- 3.3 **APPROVAL.** The Vice-President (External Affairs) shall have discretion in awarding financial support from the Political Campaigns Budget subject to the approval of the Vice-President (Finance) and in accordance with the Internal Regulations of Finances.
- 3.4 **LIMITATION.** The reimbursement or payment of a Political Campaign's expenses greater than five hundred dollars (\$500) must be reported to the Executive Committee.
- 3.5 **BUDGET REQUIREMENT.** Members running Independent Political Campaigns must submit a budget proposal to the Vice-President (External Affairs) in order to receive financial support. Affiliated Political Campaigns need not submit formal requests for financial support.

4. NON-FINANCIAL SUPPORT

- 4.1 **GENERAL.** Affiliated Political Campaigns may require non-financial support or privileges which are not generally available other than to Officers, Society staff or its Clubs and Services. Requests for non-financial support may include but are not limited to:
 - a) publicity; and
 - b) room bookings.
- 4.2 **REQUESTS.** Members running Affiliated Political Campaigns may submit their request for non-financial support from the Society to the Vice-President (External Affairs).



4.3 **APPROVAL.** A request for non-financial support shall be considered by the Vice-President (External Affairs) and any other Officer whose permission is deemed necessary depending on the nature of the request, in accordance with relevant Internal Regulations.

4.4 **DISAGREEMENT.** When the approval of an Officer in addition to the Vice-President (External Affairs) is required, as is the case for publicity and room bookings, and when the Vice-President (External Affairs and the other relevant Officer do not agree on whether or not to allocate the non-financial support, the decision will be made by the Executive Committee.

PART III: MOBILIZATION AROUND POLITICAL CAMPAIGNS

5. RESPONSIBILITY

5.1 **GENERAL.** The Vice-President (External Affairs) shall be responsible for mobilizing Members around Affiliated Political Campaigns.

6. MOBILIZATION

6.1 **GENERAL.** Mobilization of the Members around an Affiliated Political Campaign may include:

- a) publicity;
- b) hosting related events;
- c) providing logistical support for events; and
- d) the development of an External Policy.

6.2 **PUBLICITY.** Publicity may include, where appropriate:

- a) printing promotional materials;
- b) hosting, developing and/or maintaining a website;
- c) facilitating promotional campaigns on social media; and
- d) Consideration of submissions to the Society's listserv as internal submissions.

6.3 **EXTERNAL POLICY.** For Affiliated Political Campaigns that are likely to extend beyond one (1) academic year, the development of an External Policy may be considered. This shall be accomplished in consultation with Members and the Legislative Council or the General Assembly.