Committee Terms of Reference

Updated as of 2019-07-09
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PREFACE - POLICY ON EFFECTIVE COMMITTEES

1. In creating effective and efficient committees under SSMU, the following preface outlines the base composition of all committees under SSMU and the structure therein. All SSMU committees will have the following components for their composition:
   a. A SSMU Executive on the committee (except in situations where an executive present goes against the premise of the committee)
   b. A SSMU student staff in a leadership role on the committee
   c. At least 1 SSMU councilor (if a committee under Legislative council) or at least 1 SSMU director (if a committee under the Board of Directors)

1. SSMU committees have the following expectations during the academic year:
   a. A SSMU committee will report at least once during the year to its respective body
   b. A SSMU committee will make recommendations (if any) to its Terms of Reference at the end of the each Academic Year
   c. A SSMU committee will submit an exit report highlighting the years work for documentation purposes

In keeping with these principles, we hope to build strong committees for the Society that build year after year.
COMMITTEES OF THE LEGISLATIVE COUNCIL

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;

d. review club workshop materials and basic modules and make recommendations to the Vice President (Finance) in relation to this information; and

e. 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 (Chair, non-voting);

b. the Vice-President (Student Life);

c. The Vice-President (Finance);

d. two (2) Clubs Representatives to the Legislative Council;

e. one (1) Councillor representing the First Year Council;
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, with at least one Officer present (i.e., either the Vice-President (Student Life) or Vice-President (Finance)).

1.7. Reporting

The Clubs Administrative Coordinator shall report to the Legislative Council whenever there are changes to student group statuses that require the approval of the Legislative Council in accordance with the Internal Regulations of Student Groups.

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;
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.

2.7. Reporting

The Community Engagement Committee shall report twice per year to the 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:

a. Knowledge of Montreal community organizations and an interest in social justice

b. Functional bilingualism is a strong asset.
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;

d. communication with the McGill Office of Sustainability; and

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);

c. one (1) Councillor; and

d. a minimum of five (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 voting members.
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.

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, deconstruct this bias and oppression, and take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;

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.

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 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.
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 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 transaction (including 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);

c. three (3) councillors; and
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 Review 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 Review Committee.

5.8.3. Voting Rights

Any request by a Member to review the practices
6. Comité des affaires francophones / Francophone Affairs Committee

6.1. Oversight

The Francophone Affairs Committee should 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 Francophone Affairs Commissioner (Chair, non-voting);

b. Vice-President (External Affairs);

c. two (2) Councillors; and

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.

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.

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, (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 must 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;
f. one (1) executive from First Year Council for First Year Council Fee applications; and
g. the Club, Sustainability, Community Engagement, Mental Health, and Equity Commissioners may be invited to the Funding Committee meetings as non-voting members by the Chair, or may be present in any Funding Committee meeting with relevant applications as per their mandate, in order to consult over relevant applications.

7.8.2. Responsibilities of Members

The Members at Large and Councillors that make up the Funding Committee shall be responsible for:

a. review and assess, in accordance with the Internal Regulations of the stipulated Funds, Funding Applications assigned by the Chair; and
b. review, assess, and present on a concluding funding sum to scheduled Funding Committee meetings.

7.8.3. Dismissal of Members

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 Funding Committee and shall recommend a replacement.
c. If all Councilors are exhausted on Legislative Council, then members at large will replace Councilor seats that cannot be filled on the funding committee.
7.8.4. Voting Rights

The following members should be consulted on applications under their purview:

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;
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);

b.

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);

c. the Vice-President (University Affairs) (non-voting);

d. one (1) Councillor;

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

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
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 Fund Committee will meet at least once a month throughout the Academic Year, unless an exception is made by the Library Improvement Fund Commissioners.

a. 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 the last Legislative Council of the winter semester, unless requested to 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 ⅓ 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 allocation periods, which will be the following:
   a. Fall;
   b. Winter;

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.

9.8.4. Removal of Members
The Library Improvement Fund Commissioner shall 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.

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.
10.2.1. Long-term Plan

The Mental Health Committee shall be required to fulfill the expectations laid out in the updated Mental Health Three Year Plan, as created by the 2018-2019 Mental Health Commissioners.

10.3. Responsibilities

The Mental Health Committee shall:

a. coordinate events and programming for the promotion and destigmatization of mental health on campus; including Mental Illness Awareness Week in the Fall semester, and Mental Health Awareness Week in the Winter Semester, along with other relevant forms of outreach such as tabling;

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 with the intention of documenting long-term trends and advocate on behalf of students who have had negative experiences with available services, either in the scope of the Advisory Board meetings or on an ad hoc basis when necessary;

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. two (2) Councillors;

d. four (4) representative from each relevant student-run mental health initiative (selected from applicants representing the Peer Support Centre, Nightline, and the Sexual Assault Centre of the McGill Students’ Society), as determined by the Vice-President (Student Life)
10.5. Meetings

The Mental Health Committee will meet twice monthly, 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. The specific content of the meetings will be outlined and determined by the relative points within the SSMU Mental Health Three Year Plan.

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 Committee shall:

e. six (6) Members at Large.

The Mental Health Commissioners shall prioritize marginalized applicants in their selection process.
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 (½) 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);
d. the Services Representative to the Legislative Council;
e. two (2) Councillors; and
f. two (2) Members at Large.

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.

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. two (2) Councillors.

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 may have additional seats for Executives interested in the Committee. These Executives will serve as non-voting members of the Committee.

12.8.2. Subcommittees
The Steering Committee may, by its own resolution or by means of a resolution of the Legislative Council, create ad-hoc Subcommittees as it deems advisable. Such ad-hoc Subcommittees shall operate under the Terms of Reference of the Steering Committee, except that voting membership shall be opened to all interested Councillors, to a maximum of four (4) additional Councillors.

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;

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; and

d. nine (9) to eleven (11) Members at Large.

13.5. Meetings

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

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.

COMMITTEES OF THE BOARD OF DIRECTORS

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. Facilitate the collection of complaints, concerns, and comments from Officers, Senators, Directors and Councillors on an ongoing basis throughout the year and raise these concerns privately with the individual(s) concerned to address issues of accountability as they arise, except where the complaint falls within the purview of an existing Policy per 1.2;

b. Consult representatives from clubs, services, and other stakeholders 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, including but not limited to attendance of Legislative Council, attendance of committee meetings, and fulfilment of other activities;

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;

g. Present a report at the end of each semester to the Legislative Council and the Board of Directors on the number of complaints received and how they were addressed; and

h. 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);
1.5. **Meetings**

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 submit its written report to the Board of Directors meeting preceding the Legislative Council dates.

1.8. **Committee Specific**

1.8.1. **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;

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

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. Responsibilities

The Health and Dental Committee shall:

a. review and evaluate 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 ASEQ annual claims report.

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. the Medicine representative of Legislative Council;
   e. the Dentistry representative of Legislative Council;
   f. one (1) Councillor; and
   g. 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.

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.

5. **Human Resources (HR) Committee**

5.1. **Oversight**

The Human Resources (HR) Committee shall be a Committee of the Board of Directors.

5.2. **General**

The HR Committee shall hold Full-Time Staff accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies, Contracts, and formal mandates.

5.3. **Responsibilities**

The HR Committee shall:

- A. conduct performance evaluations for the General Manager once per academic year. Additional staff may be evaluated, as determined by the committee;
- B. consult various stakeholders from across the SSMU including Officers, Directors, Managers, Councillors, Club Executives, Service Executives and other individuals as identified by the Human Resources Committee for the purpose of performance evaluations;
- C. monitor the adherence of staff, informing them when their actions conflict with or violate their mandates or any SSMU policies or governance documents;
- D. collect complaints from Members and bring them to staff;
- E. preserve the anonymity of complainants unless this right is waived by the complainant;
- F. compile recommendations for the Board of Directors regarding the aforementioned Full-Time Staff members; and
- G. review and make recommendations to the Human Resources Committee terms of reference at the end of each year.

5.4. **Membership**

The Human Resources Committee shall consist of:
5.5. Meeting

The HR Committee will meet as needed, unless an exception is made by the committee chair.

5.6. Quorum

The quorum for the HR Committee is a simple majority of the voting members.

5.7. Reporting

a. The HR Committee will report to the Board of Directors as needed.

b. The HR Committee shall also collect quarterly reports from the Director-level staff. These reports shall include goals for the upcoming months, recommendations to the Board of Directors, as well as recent positive contributions to the Society.

5.8. Committee Specific

5.8.1. Evaluation

The process for evaluating a staff member shall consider, but not limited to considering, the employee's:

- Fulfillment of job obligations;
- Execution of articulated goals;
- Interpersonal tact and contribution to a positive environment for students;
- Embodiment of the student-centric goals and mission of the society;
- Performance reports, as written by interested parties; and
- Demonstration of strong service and interpersonal skills with members and colleagues.

5.8.2. Recruitment and Terms of Duty

The Executives on the HR Committee shall be ratified by the Board of Directors no later than the 31st of July of each year and serve until May 30th the following year.
6. Nominating Committee

6.1. Oversight

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

6.2. General

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

6.3. 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; and
b. Review and make recommendations to the Nominating Committee’s terms of reference at the end of the year.

6.4. Membership

The Nominating Committee shall consist of:

a. the Parliamentarian (Committee Chair, non-voting);
b. one (1) Equity Commissioner (non-voting), chosen at the beginning of each hiring cycle;
c. three (3) Directors; and
d. four (4) Members at Large.

a. The non-Executive Directors on the HR Committee shall be ratified by the Board of Directors no later than the 30th of November each year and serve until November 14th the following year.
6.5. Meetings

The Nominating Committee shall meet when they need to appoint a Judicial Board Justice, Director or International Representative for the Board of Directors or when called by the Parliamentarian.

6.6. Quorum

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

6.7. Reporting

The Nominating Committee will report to the Board of Directors with a timeline and plan for any upcoming hiring cycles, and with a full report immediately after any decision made by the Nominating Committee.

6.8. Committee Specific

6.8.1. Selection for Interviews

The Nominating Committee will review applications to select which applicants should be interviewed. Candidates will be shortlisted for interview by a majority vote at a meeting of the Nominating Committee. Applications are to be reviewed in the order that they were received.

6.8.2. Interviews

The Nominating Committee will interview selected applicants. Interviews can be conducted via teleconference or in person. The Equity Commissioner for a given hiring cycle may not conduct or score interviews.

6.8.3. Final Selection

After the interviews, The Nominating Committee shall recommend the candidate(s) for ratification by the Board of Directors. Any decision to recommend a candidate to the Board of Directors for ratification must be confirmed by a majority vote of the committee.
6.8.4. **Availability of Members**

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

a. **EXCEPTION:** Section 8.4 does not apply to Equity Commissioners.

6.8.5. **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.

6.8.6. **Diverse Representation**

The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors, 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.

6.8.7. **Conflicts of Interest**

Members of the Nominating Committee are obliged to disclose conflicts of interest between themselves and applicants to the Committee Chair prior to the selection of candidates for interview. Members are subject to the SSMU Conflict of Interest Policy for the purpose of defining a Conflict of Interest.

a. A member may not vote on nominations, conduct, or score interview applicants when a conflict of interest involving the member and the applicant is present.

7. **Comprehensive Governance Review Committee**

7.1. **Oversight**

The Comprehensive Governance Review Committee shall be a joint Committee of Legislative Council and the Board of Directors.
7.2. General

The Comprehensive Governance Review Committee shall review the Society's governance bodies, systems and structures with a view to making them reflective of our Mission. The Committee will devise a system that is: (a) in accordance with Quebec law, (b) as democratic and transparent as possible, (c) simple, accessible and easy for students to understand. The Committee will look to other successful systems and adapt elements to our context. The Committee will also aim to root out inconsistencies that exist within our governance practices.

7.3. Responsibilities

The Accountability Committee shall:

a. Research best practices at other student societies, union, and similar organizations;
b. Consult a wide range of student stakeholders in order to develop a governance system that best reflects students needs and realities;
c. Review the entirety of SSMU’s documents to sort out possible inconsistencies;
d. Simplify and shorten documents when possible and create guides and other resources so as to make SSMU’s governance systems more accessible and easier to understand;
e. Work in consultation with SSMU’s lawyers;
f. Recommend practices and systems for review in the future; and
g. Present a report to Council at least once a month and to Board at least once a semester.

7.4. Membership

Comprehensive Governance Review Committee shall consist of:

a. A steering committee;
b. Two Subcommittees.

The steering committee will be made up of four members of each subcommittee; it must include the SSMU President, as well as either the Speaker, Speaker on Call, or Parliamentarian. One of these four members will be the Committee's chairperson. The Steering Committee will be therefore made up of eight to ten members. In the event it is an even number the Chair will not vote. If it is an odd number, the chair will vote only in the case of a tie. Each Subcommittee will consist of twelve members, and designate its own Chair from among its members:

a. two members of the Executive, selected by the Executive, one in each subcommittee;
b. two members of Legislative Council, selected by Council, one in each subcommittee;
c. two members of the Board, selected by the Board, one in each subcommittee;
d. two member of the Judicial Board, past or present, selected by the Judicial Board, one in each subcommittee;

e. two members of Senate Caucus, selected by Senate Caucus, one in each subcommittee;

f. four Executive of Services, voted on by the Executives of all Services, two in each subcommittee;

g. four Executives of Independent Student Groups, voted on by the Executives of all ISG, two in each subcommittee;

h. one member of the Executive or Council of AUS, EUS, MUS, SUS, decided by the respective councils, one in each subcommittee;

i. two members of the Executive or Council of the other faculty associations as well as schools with current representation on SSMU Legislative Council (DSS, EdUS, LSA, MSS, MUSA, POTUS, SWSA) proposed by the faculty associations and voted on by the Presidents of each association, one in each subcommittee.

Additional members can be consulted as needed and would likely include: Equity Commissioners, Indigenous Affairs Commissioner, Sustainability Commissioners, Mental Health Commissioner, and others staff and committee members as needed.

7.5. Division of Responsibilities

7.5.1. Steering Committee

The Steering Committee will provide general direction. It will refer topics to be studied in closer detail to the subcommittees such as, for example, role and structure of the Judicial Board. The Steering Committee will provide the subcommittees with a different question each month. The Steering Committee will also be responsible for organizing consultation sessions or surveys either at the beginning of the year or spread out, for the subcommittees to then refer to. The Steering committee will be responsible for presentations at the Board and Legislative Council, making final recommendations, and engaging the broader public.

7.5.2. Subcommittees

The two subcommittees will work simultaneously and on the same questions. Each will submit recommendations to the Steering Committee, which the Steering Committee will then accept, reject, or amend.
7.6. Meetings

7.6.1. Steering Committee

Steering Committee will meet at least once a month during the Academic Year. Each month it will:

a. review recommendations of the Subcommittee,
b. report on progress to Legislative Council,
c. frame question for Subcommittee to study.

Meetings should last approximately 90 minutes.

7.6.2. Subcommittees

Subcommittee will meet twice a month and more frequently when needed. It will work on a problem submitted to it by the Steering Committee and inform itself of:

a. legal considerations,
b. best practices,
c. McGill’s particular context,
d. accessibility and feasibility of its recommendations.

When the committee has questions about legal considerations or wants to arrange stakeholder consultation, it will communicate this to the Steering Committee. Committee meetings should last no longer than 120 minutes.

7.7. Democratic, Popular Engagement

7.7.1. Consultation and Submissions

The Steering Committee will organize ample opportunity for popular engagement both in terms of in-person forums and anonymous or group online survey and submissions.

7.7.2. Popular Subcommittees

Additionally, beyond referring questions to the two subcommittees to study, the Steering Committee will make questions generally available so that members can organize their own groups and submit proposals for the Steering Committee to consider as it considers
recommendations from its subcommittees. The Steering Committee will make publicly known the date by which these recommendations must be submitted. The Steering Committee will consider anonymous, as well as attributed, submissions.

7.8. Quorum

7.8.1. Steering Committee
Quorum for the Steering Committee is two-thirds.

7.8.2. Subcommittees
Quorum for the Subcommittees will be fifty percent.

7.9. Absences

7.9.1. Unexcused Absences
An unexcused absence is any absence that is not communicated to the Chair at least 48 hours in advance. If a committee member communicates an absence with less than 48 hours notice, this is left to the Chair’s discretion. Any committee member that incurs three unexcused absences will be asked to leave, and that committee will continue working during the process to replace the member.

7.9.2. Excused Absences
An excused absence is any absence communicated to the chair with more than 48 hours notice and that the Chair deems as reasonable. After a committee member’s fourth excused absence, the Chair and committee member must find time to discuss the member’s absences in order to see if there is any way to address this for the future. After this conversation and if the Committee member misses another two meetings, the Chair may choose to request that the member resign the seat.
7.10. Recall and Suspension

7.10.1. Recall

The Committee Members’ constituency may choose to recall the member by a majority vote at any time. The constituency can then fill the seat according to the process by which it was originally filled.

7.10.2. Suspension

The Committee can vote to suspend a member with a ⅘ majority. The Committee can set a suspension for a maximum term of three months. The Committee must state the reason for suspension. Legislative Council can overturn Committee suspension with a motion to reinstate passed by simple majority.

7.11. Reporting

The Comprehensive Governance Review Committee will report to Legislative Council once a month for five to ten minutes. The Comprehensive Governance Review Committee will report to Legislative Council by its final meeting of the 2018-2019 academic year with a preliminary report of all its recommendations agreed upon by the Committee by that point in time. The Comprehensive Governance Review Committee will report to the Board of Directors at least once a semester.