

# Internal Regulations of Student Groups

Updated as of 2023-03-09





## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

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# INTERNAL REGULATIONS OF STUDENT GROUPS-01: INTERPRETATION

## Part I: Interpretation

### 1. Applicability

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.



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- 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;



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- w. “**Service Status**” shall refer to an accreditation status that may be granted in accordance with these Internal Regulations; and
- x. “**Society-Accredited Groups**” shall refer to all Clubs, Services, and Independent Student Groups.





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# 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, supporting, and maintaining relations with all Society-Accredited Groups.

##### 2.1.1. Membership

The Vice-President (Student Life) shall be permanently invited to attend all meetings of the executive or coordinating bodies of all Clubs and Services.

##### 2.1.2. Transfer of Leadership

The Vice-President (Student Life) may, through a Resolution adopted by the Legislative Council for this purpose, transfer the leadership of a Club or Service to other Members of the Society where necessary, for a period of time not exceeding one month, while respecting the existing policies concerning the removal of individuals from leadership positions.



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## **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 bi-annual Activities Night.

## **2.3. Mediation**

The Vice-President (Student Life) shall be responsible to facilitate the mediation and resolution of conflicts that may arise within or between any Clubs, and Services, or leadership thereof, at the request of any party implicated in such conflict.

**2.3.1.** Notwithstanding, conflicts that fall under the scope of dedicated policies including, but not limited to, conflicts relating to equity, human resources, and sexual and gendered violence, shall be resolved according to the procedures outlined in such policies.

## **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.



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# 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 McGill University Students.

**1.3.1.** 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.



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### 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

#### 2.1.1. Procedure

The organization must submit a completed Interim Status Club application form for accreditation as an Interim Status Club to the Club Committee.

**2.1.1.1.** Applications must include the submission of a Cover Letter, Proposed Budget, 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 ( $\frac{2}{3}$ ) vote.

**2.1.1.2.** Should a vote of the Committee fail to achieve a simple majority, the proposed changes shall be referred to Legislative Council where they can be approved by a simple majority, and shall take into account the following criteria in its assessment:

- i. The uniqueness and feasibility of the proposed mandate of the Club, taking into account any mandate overlap with existing Society-Accredited Groups.
- ii. The institutional sustainability of the proposed Club, as determined by interest of Members and the potential to attract a wide member base.
- iii. The financial sustainability of the proposed Club and the ability of the Club to support its activities;

**2.1.1.3.** 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.



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**2.1.1.4.** 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 and the group would have to reapply for Interim Status.

## 2.2. Full Status Accreditation

### 2.2.1. 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.

### 2.2.2. Procedure

The organization must submit a completed Full Status Club application form for accreditation as a Full Status Club to the Club Committee.

**2.2.2.1.** 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.

**2.2.2.2.** Should a vote of the Committee fail to achieve a simple majority, the proposed changes shall be referred to Legislative Council where they can be approved by a simple majority, and shall take into account the following criteria in its assessment:

- i. The Club's fulfillment of its mandate during its Interim Status Period;
- ii. The long-term sustainability of the Club, as determined by interest of Members and the potential to attract a wide member base;
- iii. The financial sustainability and responsibility of the Club and the demonstrated ability of the Club to support its activities;

**2.2.2.3.** 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



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recommendation to the Legislative Council, which will review the recommendation and may grant Full Club Status with a simple majority vote.

**2.2.2.4.** 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;

## 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.

#### 3.1.1. Constitution

All Clubs must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life).

**3.1.1.1.** Any modification to the constitution or other governing document of a Club must be submitted to the Club Committee, which will review all proposed



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amendments and make a recommendation to the Legislative Council, which may ratify amendments by a simple majority vote.

### 3.1.2. 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 the last day of Add/Drop Period as well as any changes that occur to this list throughout the academic year.

**3.1.2.1.** Clubs, which advocate for a political or social cause calling for the confidentiality of the identity of their membership for security reasons, may request, to the Vice-President (Student Life), that the personal contact information submitted stay confidential within the Society. In this case, only the Human Resources Director will be authorized to access the personal contact information submitted, should there be such a request. In this case, only the collective Club's contact information will be available to the rest of the Society.

**3.1.2.2.** Should the Human Resources Director be unavailable or the position vacant, the Student Life Operations Director will then be authorized to access this information.

**3.1.2.3.** Regardless of the level of confidentiality chosen by Clubs, should the Society have to disclose their information to a third party, written consent from the concerned individual(s) will be required.

### 3.1.3. Training

Clubs must send one (1) representative to each mandatory Workshop in each semester, except to the GSVP workshop where five (5) or 50% of their executives, whichever is lesser, must attend as per the GSVP Policy. Workshops must be held within the first three (3) weeks of the academic semester.

### 3.1.4 Auditing

Clubs must submit an audit of their financial activity each semester. The Vice-President (Student Life) shall send a notice of the audit deadline to all Clubs no later than four (4) weeks prior to such deadline.

### 3.1.5. 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.



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### 3.1.6. Operations

Clubs must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect. Clubs are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.

## 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 (Finance).

- 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 instruct the Vice-President (Finance) to 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 (Finance) reserves the right to seize funds from the Club's bank account to offset the debt.

### 4.2. Fees

No Clubs may create a dedicated Fee (levy) to fund their operations. This restriction applies to membership fees to fund operating expenses. Operating expenses include but are not limited to:

- a. Office materials and supplies
- b. Promotional materials
- c. External venue/room bookings
- d. Event organization or rentals

Membership fees may only be approved at the discretion of the Clubs Committee. Sufficient justification must be provided for these fees and groups must demonstrate individual benefits to club members that would be made possible through these membership fees .





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### 4.3. Contracts

No Clubs may sign any contract that creates an obligation or undertaking on behalf of the SSMU.

- a. All potential contracts and agreements must be processed by the Student Life Operations Department and must be signed by authorized SSMU Signing Officers.
- b. A contract may be entered into and signed in the name of the SSMU by:
  - i. the Vice-President Finance; and
  - ii. the Student Life Operations Director.

Signing authority is automatically vested in the individual at the next higher level of authority in the direct line of reporting. Delegated signing authority will be given to another Officer or Chief Signing Officer in their absence.

### 4.4. Staff

Clubs shall submit all potential contracts to the Student Life Operations Director for evaluation and signature of the contract.

### 4.5. Personal Benefits

Individual members of a Club may not receive remuneration for or through their involvement in the Club. Non-monetary volunteer appreciation shall be limited to fifty dollar (\$50) value per student per semester. This includes Executives from Clubs.

Monetary gains obtained collectively through a competition, donation, or a sponsorship agreement shall go entirely to the fundraising of the Club. Monetary gains obtained individually through a competition can be kept by the Club Member in question. Club's representation at a competition will be determined by Club's internal procedures.

### 4.6. Space Booking

Clubs who have Full Status as a SSMU Club are entitled to (15) hours per week of free room booking and eight (8) hours per week of free tabling in SSMU buildings. Clubs who have an Interim Status as a SSMU Club are entitled to five (5) hours per week of free room booking and two (2) hours of free tabling in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.



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## 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 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



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### 6.3.1. 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. Non-members of the Society shall be permitted to sit in executive or collective member non-voting roles.

## 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.

- a. The organization's mandate must not include the provision of services otherwise provided by the Society;
- b. 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.
- c. 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.

- a. Applications must include the submission of a Service Constitution and an annual budget for the proposed Service.
- b. The Services Review Committee shall take into account the following criteria in its assessment:



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- i. The resource or support services that will be available to Members upon the organization's accreditation as a Service;
- ii. The benefits to Members of the group's accreditation as a Service;
- c. 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.
- d. The Legislative Council will review the recommendation of the Services Review Committee, and may grant Service status by a two-thirds ( $\frac{2}{3}$ ) 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.
- 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. 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.
    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;



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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 ( $\frac{2}{3}$ ) 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;
- 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.



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#### 8.2.1. Constitution

All Services must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life).

- a. 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.

#### 8.2.2. 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 the last day of add/drop period, as well as any changes that occur to this list throughout the academic year.

- a. Services, which advocate for a political or social cause calling for the confidentiality of the identity of their membership for security reasons, may request, to the Vice-President (Student Life), that the personal contact information submitted stay confidential within the Society. In this case, only the Human Resources Director will be authorized to access the personal contact information submitted, should there be such a request. In this case, only the collective Services' contact information will be available to the rest of the Society.
- b. Should the Human Resources Director be unavailable or the position vacant, the Student Life Operations Director will then be authorized to access this information.
- c. Regardless of the level of confidentiality chosen by Services, should the Society have to disclose their information to a third-party, written permission from the concerned individual(s) will be required.

#### 8.2.3. Training

Service must send two (2) representatives to the Services Summit training session each academic year unless otherwise approved by the Vice-President (Student Life). As administered by a dedicated policy, Services must send at least five (5) or 50% of their executives/representatives, whichever is lesser, to the training on gendered and sexual violence.



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### 8.2.4. Financial Procedures

All Services must coordinate the development of their budget with the Vice-President (Finance) in advance of budget revisions.

### 8.2.5. 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.

### 8.2.6. Operations

Services must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect. Services are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.

## 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.
  - i. 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.



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- e. Fee-funded Services may not collect additional funds for their own operations without written permission from the Vice-President (Student Life) and the Vice-President (Finance).
  - i. Furthermore, upon the written approval of the Vice-President (Student Life) and the Vice-President (Finance), fee-funded Services may organize fund raising activities and external sponsorships including but not limited to food sales, limited advertising, and merchandise.
    1. These fundraising and sponsorship opportunities should not impede the functioning of the service and its ability to provide services to the membership.
    2. All of these activities are still subject for review by the Student Life Operations Department through the:
      - a. Events Declaration Form;
      - b. Independent Contractor Agreement;
      - c. Sponsorship Declaration Form; and/or
      - d. Any other supporting documentation regarding Finances for the Service's activities.

## 9.2. Human Resources

Services may not hire staff without the written 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

No Services may sign any contract that creates an obligation or undertaking on behalf of the SSMU.

- a. All potential contracts and agreements must be processed by the Student Life Operations Department and must be signed by authorized SSMU Signing Officers.
- b. A contract may be entered into and signed in the name of the SSMU by:
  - i. the Vice-President Finance; and
  - ii. the Student Life Operations Director

Signing authority is automatically vested in the individual at the next higher level of authority in the direct line of reporting. Delegated signing authority will be given to another Officer or Chief Signing Officer in their absence.





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### 9.4. Personal Benefits

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 fifty dollar (\$50) 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 written approval of the Vice-President (Student Life) before the expense or any request for reimbursement is made.

9.5.1. The Vice-President (Student Life) will approve an alcohol purchase on the basis that:

- a. At least 30% of the alcohol expense is dedicated to non-alcoholic beverages, excluding water;
- b. Water be provided and available to all at no expense;
- c. The presence of at least one of the safety services (MSERT, Walksafe, Drivesafe) is requested for all events with an expected attendance of above 100 attendees, club executives/representatives included.

### 9.6. Space Booking

Services are entitled to fifteen (15) hours per week of free room booking and eight (8) hours per week of free tabling in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.

## 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.



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### **10.2. Duration of Sanctions**

Sanctions with a duration period exceeding one (1) academic year may 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 Policies shall not be eligible for accreditation as an Independent Student Group.



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## 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 benefits 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).

- a. 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, and a MOU signed with McGill's University Deputy Provost if they wish to hold the name McGill in the group's name.
- b. The Clubs Committee and the Services Review Committee shall take into account the following criteria in its assessment:
  - i. The benefits to Members of the organization's accreditation as an Independent Student Group;
- e. If the Clubs Committee and the Services Review Committee are 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 ( $\frac{2}{3}$ ) vote.

### 12.3. Revocation

Independent Student Group accreditation may be revoked by the Legislative Council by a two-thirds ( $\frac{2}{3}$ ) vote.



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- 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 the 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;

## 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.

#### 13.2.1. 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).

- a. 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).

#### 13.2.2. 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 the last day of Add/Drop Period as well as any changes that occur to this list throughout the academic year.



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- a. Independent Student Groups, which advocate for a political or social cause calling for the confidentiality of the identity of their membership for security reasons, may request, to the Vice-President (Student Life), that the personal contact information submitted stay confidential within the Society. In this case, only the Human Resources Director will be authorized to access the personal contact information submitted, should there be such a request. In this case, only the collective Services' contact information will be available to the rest of the Society.
- b. Should the Human Resources Director be unavailable or the position vacant, the Student Life Operations Director will then be authorized to access this information.
- c. Regardless of the level of confidentiality chosen by Independent Student Groups, should the Society have to disclose their information to a third party, written consent from the concerned individual(s) will be required.

#### 13.2.3. Training

As administered by a dedicated policy, Independent Student Groups must send five (5) or 50% of their executives, whichever is lesser, to the training on Gendered and Sexual Violence.

#### 13.2.4. Operations

Independent Student Groups must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect. Independent Student Groups are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.

#### 13.2.5. Space Booking

Independent Student Groups are entitled to ten (10) hours per week of free room booking and eight (8) hours per week of free tabling in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.



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# 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.



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# 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.



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## 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. Space Booking

Affiliated Political Campaigns are entitled to eight (8) hours per week of free room booking and four (4) hours per week of free tabling in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.

### 4.3. Requests

Members running Affiliated Political Campaigns may submit their request for non-financial support from the Society to the Vice-President (External Affairs).

### 4.4. Approval

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

### 4.5. 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.





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# Part III: Mobilization Around Political Campaigns

## 5. Responsibility

### 5.1. General

The Vice-President (External Affairs) shall be responsible for mobilizing Members around 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.