

# Internal Regulations of Representation and Advocacy

Updated as of 2019-03-28





## 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 REPRESENTATION AND ADVOCACY-01: INTERPRETATION

## Part I: Application

### 1. Applicability

The Internal Regulations of Governance-01 shall apply to the Internal Regulations of Representation and Advocacy.

## Part II: Definitions

The following terms used in the Internal Regulations of Representation and Advocacy shall have the same definitions as those given to the same terms used in the Constitution.

- a. “Board of Directors”
- b. “Constitution”
- c. “Councillor”
- d. “Director”
- e. “Executive Committee”
- f. “External Policy”
- g. “General Manager”
- h. “Internal Regulations”
- i. “Judicial Board”
- j. “Legislative Council”
- k. “Member”
- l. “Nominating Committee”
- m. “Officer”
- n. “Policy”
- o. “Referendum”
- p. “Society” and “SSMU”
- q. “Speaker”
- r. “University”

The following terms used in the Internal Regulations of Representation and Advocacy shall have the same definitions as those given to the same terms used in the Internal Regulations of Governance.



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- s. “Club”
- t. “External Body”
- u. “Fee”
- v. “Governance Documents”
- w. “Independent Student Group”
- x. “Plan”
- y. “Senate”
- z. “Senate Caucus”
- aa. “Service”
- bb. “University”

The following terms used in the Internal Regulations of the External Portfolio shall have the same definitions as those given to the same terms used in the Internal Regulations of Finances.

cc. **“Department”**

In the Internal Regulations of the External Affairs Portfolio, unless otherwise indicated:

dd. **“Affiliated Student Society”** shall refer to a Student Society that is a member of a Federation;

ee. **“Federation”** shall mean a legally constituted provincial or federal university federation whose membership is composed of Student Societies and which requires those Student Societies to pay a membership fee;

ff. **“Independent Student Society”** shall mean a Student Society, that is not a member of a Federation;

gg. **“Mandate”** shall refer to a written confirmation of the support of the Society for an issue or cause, through a resolution or Policy adopted by the Legislative Council, a General Assembly, or a Referendum.

hh. **“Student Society”** shall refer to a legally constituted body, such as the Society, representing the students at an educational institution.

ii. **“Senate and Committee Secretary General”** shall mean the individual reporting to the Vice-President (University Affairs) who helps with administrative tasks, including filling vacancies on University Committees and overseeing the activities of the Senate Caucus;

jj. **“Student Association”** shall mean the provincially accredited and student groups composed of elected student members across McGill, including but not limited to the Student Associations of the Faculty of Arts, Faculty of Dentistry, Faculty of Education, Faculty of Engineering, Faculty of Law, Desautels Faculty of Management, Faculty of Medicine, Schulich



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School of Music, Faculty of Religious Studies and Faculty of Science;

- kk. “**Student Senator**” shall include the undergraduate students who serve the Society on the University’s academic governing body, and shall also include the Vice-President (University Affairs) and the Undergraduate Representative to the Board of Governors; and
- ll. “**University Committee**” shall mean a committee that is administered by the University and that is not a committee of the Legislative Council.

# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-02: UNDERGRADUATE UNIVERSITY REPRESENTATION

## Part I: Responsibility

### 1. General

The Vice-President (University Affairs) shall be responsible for ensuring adequate undergraduate representation at the University level and delegating related tasks as necessary.

## Part II: Academic Affairs

### 2. General

#### 2.1. Purpose

As part of its role in providing service and representation to Members, the Society affirms its commitment to being actively involved in the academic affairs of the University. To this end, the purpose of the undergraduate representatives to the Board of Governors, the Senate, and its bodies is to cohesively represent the opinions and aspirations of the student body to the administration of the University.



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## 2.2. Responsibility

As part of their portfolio, the Vice-President (University Affairs) shall be responsible for promoting student rights related to academic affairs at both the University and faculty levels and advancing the interests of students with respect to academic matters.

## 3. Responsibilities

### 3.1. General

The Vice-President (University Affairs) shall, as part of their responsibility for academic affairs:

- a. advocate for Members' academic rights;
- b. maintain relationships with Faculty Associations and their Vice-Presidents in charge of academics; and
- c. answer Members' questions about academic policies of the University.

### 3.2. Committees

The Vice-President (University Affairs) shall sit on the following University Committees:

- a. the Academic Policy Committee;
- b. the Senate Steering Committee; and
- c. the Senate Nominating Committee.

## Part III: Senate Caucus

## 4. General

### 4.1. Purpose

The purpose of the Senate Caucus is to serve as a forum for collaboration and consultation of the Student Senators on university affairs and issues before Senate.

### 4.2. Functions

During meetings of the Senate Caucus, the Student Senators shall:





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- a. review Senate documents;
- b. generate questions for upcoming Senate meetings;
- c. provide updates on University Committees they sit on; and
- d. discuss issues before Senate and how to move forward on them.

### 4.3. Terms of Reference

The Senate Caucus shall abide by the Society's governance documents.

## 5. Membership

- 5.1. The membership of the Senate Caucus shall consist of:
  - a. thirteen (13) Student Senators;
  - b. the Senate and Committee Secretary General (non-voting); and
  - c. the Mac Campus Student Society senator (non-voting).

## 6. Administration

### 6.1. Public Meetings

Meetings of the Senate Caucus shall be open to the public, unless a motion for an in-camera session is passed by the Senate Caucus.

### 6.2. Frequency

Meetings of the Senate Caucus shall take place at least every second (2nd) week, including each week preceding meetings of the Senate and Joint Senate-Board meetings.

### 6.3. Chair

The Vice-President (University Affairs) shall chair meetings of the Senate Caucus. If the Vice-President (University Affairs) is unable to act as chair, the Undergraduate Representative to the Board of Governors shall act as chair. If the Vice-President (University Affairs) is also acting as the Undergraduate Representative to the Board of



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Governors, the Senate Caucus shall elect a new chair to serve until such time that the Vice-President (University Affairs) is able to act as chair again.

#### 6.4. Co-Chair

The Vice-President (University Affairs) may make a motion that the Senate Caucus elect a co-chair. If elected, the co-chair shall preside over meetings and generally administer the Senate Caucus.

#### 6.5. Confidential Sessions

A member of the Senate Caucus may make a motion that the Senate Caucus adopt a resolution to hold a confidential session. Only members of the Senate Caucus shall be permitted to attend confidential sessions and must sign a confidentiality agreement as a condition of their attendance. Members of the Senate Caucus who breach the confidentiality of the session are subject to sanction, up to and including removal from office.

## Part IV: Student Senators

#### 6.6. Responsibilities

Student Senators shall:

- a. attend meetings of the Senate;
- b. attend meetings of the Senate Caucus;
- c. inform Members and Student Associations of issues before Senate on an ongoing basis;
- d. gather the opinions of their constituency and Student Association on matters before the Senate;
- e. represent the needs and opinions of their constituency, faculties, and Student Association to the Senate Caucus;
- f. represent Members' needs and opinions at the Senate; and
- g. sit on at least one (1) University Committee.

#### 6.7. Distribution

The distribution of the thirteen (13) seats allocated to the Student Senators shall be as follows:



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- a. two (2) ex officio seats, including one (1) seat for the President and one (1) seat for the Vice-President (University Affairs); and
- b. the remaining seats shall be allocated based on faculty size and shall be comprised of two (2) seats for the Faculty of Arts and one (1) seat for each representative of the Faculties of Science, Engineering, Management, Education, Medicine, Law, and Arts and Science, and one (1) seat each for the Schools of Nursing and Music.

## 7. Election

### 7.1. General

Elections for Student Senators may take place under the auspices of the Faculty Association or the Society:

- a. if a Faculty Association wishes to have the Society conduct the Election of their Student Senator for the subsequent academic year, they must submit such a request by the first (1st) of December to the Vice-President (University Affairs), who shall forward it to the Steering Committee in the form of a motion to the Legislative Council by the fifteenth (15th) of December. The Election for Student Senators shall then take place according to the rules and procedures outlined herein. The Chief Electoral Officer of Elections SSMU shall notify the Faculty Associations of this option no later than the first (1st) of November and this request shall be submitted for approval by the Legislative Council at its subsequent meeting; or
- b. if no such request is submitted or approved by the Legislative Council, the Election for Student Senators shall take place under the auspices of the Faculty Association according to their respective rules and procedures.

### 7.2. No Candidate

Any faculties who have not produced at least one candidate for their allocated seat(s) by the end of the nomination period shall have this seat declared vacant.

### 7.3. Reallocation of Vacant Seats

Seats left vacant after the end of the nomination period will be reallocated first to programs not already allocated a seat, including the Schools of Physical/Occupational Therapy and Social Work, and the Faculty of Dentistry, in descending order according



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from the program with the most students enrolled to the program with the least, then to Faculties already allocated seats, in the same fashion according to figures provided by the Registrar of McGill University.

#### 7.4. Double Representation

Should a vacant seat be re-allocated to the Schools of Physical/Occupational Therapy or Social Work, or the Faculty of Dentistry, students in these programs would not be permitted to run for seats in faculties other than the re-allocated seat.

#### 7.5. No Second Candidate

If a faculty has been allocated a second seat but does not have a second candidate, the seat shall be allocated to the next faculty with the highest enrollment per Student Senator.

#### 7.6. Maximum Seats

No faculty shall be allocated more than three (3) seats in the Senate Caucus.

### 8. Loss of Senate Seat and Resignation

#### 8.1. Resignation

Student Senators who wish to resign from their seat may do so in writing to the Vice-President (University Affairs) who shall notify the Senate Caucus and follow the procedures for reporting and filling the vacant seat contained in these Internal Regulations.

#### 8.2. Removal

Student Senators may be removed from their seats by a resolution of the Senate Caucus for the following reasons:

- a. violation of the Policies, Internal Regulations, or Constitution of the Society;  
and
- b. the recommendation or request of their Faculty Association.



### 8.3. Removal for Absence

In addition to the grounds for removal stated above, Student Senators may be deemed to have forfeited their seat by a resolution of the Senate Caucus if they are absent from:

- a. two (2) consecutive Senate meetings;
- b. three (3) consecutive meetings of the Senate Caucus;
- c. two (2) consecutive University Committee meetings; or
- d. any consecutive combination of three (3) Senate, Senate Caucus, and University Committee meetings.

### 8.4. Calculation of Absences

Absences shall be calculated and excused at the discretion of the Vice-President (University Affairs), in consultation with the Senate Caucus.

### 8.5. Restriction on Removal

Removal of a Student Senator from their seat shall be considered a last resort. Other consequences for actions that would otherwise result in removal may include censure or attaching conditions to continued service as a Student Senator. These lesser consequences may be determined and imposed by a resolution of the Senate Caucus or at the discretion of the Vice-President (University Affairs). If the Vice-President (University Affairs) deals with such an issue independently of the Senate Caucus, their decision should be reported to the Senate Caucus, barring issues of confidentiality.

### 8.6. Exception

The Vice-President (University Affairs) retains discretion not to report an absence for a vote of the Senate Caucus where the absence is due to an extenuating personal circumstance and the Student Senator requests that the reason for their absence be kept confidential. In such a circumstance, the Vice-President (University Affairs) may excuse the absence.

### 8.7. Reporting of Vacant Seats

Where a Student Senator's seat is deemed forfeited by a resolution of the Senate Caucus, it shall be considered vacant. The Vice-President (University Affairs) must report vacant seats to the Senate, the Legislative Council, and the relevant Faculty Association.



## 9. Filling of Vacant Seats

### 9.1. Faculty Responsibility

The Faculty shall be responsible for filling their vacant seat, unless they notify Senate Caucus of their inability to do so, or ask for Senate Caucus to fulfill this duty according to section 9.3. Should the Faculty fail to initiate a process to fill their vacant spot within 20 days of gaining knowledge of the vacancy, the filling of the vacant seat will automatically fall to the process outlined in 9.3, unless Senate Caucus is given proper notification of a need to extend the process.

### 9.2. Faculty Role

The Faculty whose seat has been vacated shall be given a ten (10) day nomination period in which it shall publicize this event to its constituents, followed by a by-election or through another appointment process according to its own regulations. This process will be outlined in writing and sent to Senate Caucus before the end of the nomination period. Upon the closing of the nomination period, the Faculty Association council shall send the name and contact information of the appointed senator to the Senate Caucus no later than two (2) days after the new senator is appointed.

### 9.3. Delegation of Responsibility to Senate Caucus

Should the Faculty whose seat has been vacated fail to fill it within a reasonable time, the Senate Caucus shall follow the process outlined in articles 9.3.1 through 9.3.2.

#### 9.3.1. One Application

Should there only be one (1) application, the candidate shall be deemed acclaimed.

#### 9.3.2. Several Applications

Should there be several applications, the applicants shall be interviewed at the next meeting of the Senate Caucus, and one applicant shall be selected by a simple majority vote (over 50%) of the Senate Caucus.



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### 9.4. No Application

If no candidate comes forward from the faculty, the Vice-President (University Affairs) shall reallocate the seat in accordance with the procedure for the reallocation of seats during a Senate election, outlined in these Internal Regulations.

### 9.5. Legislative Council to be Informed

Whether the seat is filled by the Faculty or the Senate Caucus, the Vice-President (University Affairs) shall inform the Legislative Council and the University of the name of the new Student Senator.

## Part V: Student Representatives to University Committees

### 10. General

#### 10.1. Note

In this Part, references to the Vice-President (University Affairs) may also refer to the incoming Vice-President (University Affairs) who has been duly elected to that position.

#### 10.2. Purpose

Student representatives to University Committees are responsible for representing the interests of Members at the University level.

#### 10.3. Responsibilities

Student representatives to University Committees shall:

- a. make every reasonable effort to attend all meetings of their respective committee(s);
- b. inform the Vice-President (University Affairs) of any committee activities that have a significant bearing on student life;
- c. submit reports to the Vice-President (University Affairs) or the Senate and Committee Secretary General as requested;
- d. meet with the Vice-President (University Affairs) and the Senate Caucus when requested; and



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- e. report upcoming absences at University Committee meetings to the Vice-President (University Affairs) or the Senate and Committee Secretary General.

#### **10.4. Removal**

Student representatives to University Committees may be removed at the discretion of the Vice-President (University Affairs), should their performance be deemed inadequate.

## 11. Application and Selection Process

#### **11.1. Priority**

Priority for seats on University Committees shall be given to Student Senators, at the discretion of the Vice-President (University Affairs). Student Senators need not submit a formal application to serve on University Committees.

#### **11.2. Advertisement**

Prior to the end of the winter term, the Vice-President (University Affairs) shall publicize the vacancy of Senate seats and the availability of membership on various University committees.

#### **11.3. Application**

Applications shall be submitted to the Society, to the attention of the Vice-President (University Affairs).

#### **11.4. Eligibility**

To apply as a student representative to a University Committee, the student must be a Member for the duration of their term on the University Committee.

#### **11.5. Multiple Committees**

A student may apply to and sit on more than one committee.





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#### 11.6. Selection

The Vice-President (University Affairs), in consultation with the Executive Committee, shall evaluate applicants and select the student representatives to University Committees.

#### 11.7. Reporting and Publication

At the beginning of the fall term, the Vice-President (University Affairs) shall submit a list of Senators and student representatives to University Committees to the Legislative Council for ratification and publish the list on the Society's website once approved.

#### 11.8. Vacancies

In the event of a resignation of the student representative to a University Committee or the creation of a new University Committee, vacant seats reserved for Members shall be filled by the Vice-President (University Affairs), subject to ratification by the Legislative Council.

# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-01: MUNICIPAL, PROVINCIAL, AND FEDERAL REPRESENTATION

## Part I: General

### 12. Collaboration

#### 12.1. Responsibility

The Vice-President (External Affairs) shall be primarily responsible for ensuring that the Society:



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- a. is active at the university, municipal, provincial and federal levels on issues related to education and social/environmental justice as determined relevant by a Mandate;
- b. maintains relations with the community at large; and
- c. actively promotes bilingualism and supports Francophone students on campus.

## 12.2. Collaborators

Depending on the nature of the issues and the Society's status as either an Independent Student Society or an Affiliated Student Society, the Vice-President (External Affairs) shall make an effort to coordinate the Society's efforts on issues determined relevant by a Mandate with:

- a. the University;
- b. other universities and colleges;
- c. community organizations;
- d. Independent Student Societies; and
- e. Federations.

## Part II: Student Federations

### 13. Student Federation Involvement

#### 13.1. Affiliated Student Society

When the Society is an Affiliated Student Society, the Vice-President (External Affairs) shall:

- a. ensure that the Society is active in that Federation's campaigns that fall in line with the established Policies or Mandates of the Society;
- b. distribute materials published by the Federation to Members on issues that fall in line with the established policies or Mandates of the Society; and
- c. attend all meetings of the Federation or send a delegate;
- d. publicize the activities of the Federation to Members.

#### 13.2. Independent Student Society

When the Society is an Independent Student Society, the Vice-President (External Affairs) shall:



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- a. determine which meetings of Federations are relevant to the Society and its mission (including central council meetings and committee meetings);
- b. make an effort to attend relevant meetings, send a delegate, or request updates from the external Federations;
- c. collaborate with Federations and Student Societies where necessary to ensure proper representation of the interests of the Members at the municipal, provincial and federal level; and
- d. recommend affiliation with an Federation to the Legislative Council and the Members where appropriate.

## 14. Affiliation with Federations

### 14.1. Eligibility

In order to be considered for affiliation, the Federation's mission and administration must comply with the Society's Governance Documents and relevant Policies.

### 14.2. Referendum

The Society may only affiliate or disaffiliate with a Federation by way of Referendum.

### 14.3. Vote on Affiliation

Any Member of the Society or the Legislative Council may initiate a Referendum question on affiliation with a Federation, in accordance with the procedures provided for the initiation of Referendum questions in the Internal Regulations of Elections and Referenda and the Internal Regulations of Finance. The Referendum question must include:

- a. the name of the Federation for which affiliation is being proposed;
- b. the amount of the Fee that would be paid by Members to fund the cost of affiliation with the Federation; and
- c. all other requirements of Fee referenda as set out in the Internal Regulations of Finance and the Internal Regulations of Elections and Referenda.



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### **14.4. Successful Vote on Affiliation**

In the event of a Simple Majority vote in favour of affiliation with a Federation, the Vice-President (External Affairs) shall ensure that the requirements for affiliation as set out by the Federation are fulfilled.

### **14.5. Unsuccessful Vote on Affiliation**

In the event of a Simple Majority vote in favour of disaffiliation with a Federation, the Vice-President (External Affairs) shall ensure that the requirements for disaffiliation as set out by the Federation are fulfilled.

## **15. Renewal of Affiliation with Federations**

### **15.1. Vote on Continued Affiliation**

When the Society is affiliated with a Federation, a Referendum shall be held at least every five (5) years to determine whether or not the Members wish to continue affiliation with the Federation. The Referendum question must include:

- a. the name of the Federation the Society is currently affiliated with;
- b. the history of the Society's affiliation with the Federation;
- c. the amount of the Fee that would be paid by Members to fund the continued cost of affiliation with the Federation.
- d. all other requirements of Fee referenda as set out in the Internal Regulations of the Finance and Operations Portfolio and the Internal Regulations of Elections and Referenda.

### **15.2. Successful Vote on Continued Affiliation**

In the event of a Simple Majority vote in favour of continued affiliation with a Federation, the Vice-President (External Affairs) shall ensure that the requirements for continued affiliation as set out by the Federation are fulfilled.

### **15.3. Unsuccessful Vote on Continued Affiliation**

In the event of a Simple Majority vote against continued affiliation with a Federation, the Vice-President (External Affairs) shall ensure that the requirements for disaffiliation as set out by the Federation are fulfilled.



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## 16. Vote on Increase of Fee

### 16.1. Referendum

In accordance with the Internal Regulations of Elections and Referenda and the Internal Regulations of Finance any increase to the Fee paid by Members as required by the Federation to fund the cost of affiliation must be approved by a Referendum.

### 16.2. Ballot

In the event of a Fee increase Referendum for a Federation, the preamble of the motion must explicitly state that a No vote would result in disaffiliation with the Federation.

### 16.3. Successful Vote on Fee Increase

Where a Referendum on a fee increase is successful as determined by a Simple Majority vote, the Vice-President (External Affairs) shall ensure that the requirements for continued affiliation as set out by the Federation are fulfilled.

### 16.4. Unsuccessful Vote on Fee Increase

Where a Referendum on a Fee increase does not receive a Simple Majority vote in favour, it shall be considered a successful vote on disaffiliation and the Vice-President (External Affairs) shall ensure that the requirements for disaffiliation as set out by the Federation are fulfilled.

## 17. Disaffiliation from Federations

### 17.1. Vote on Disaffiliation

Any Member of the Society or the Legislative Council may initiate a Referendum question on disaffiliation, in accordance with the procedures provided for the initiation of Referendum questions in the Internal Regulations of Elections and Referenda. The Referendum question must include:

- a. the name of the Federation for which disaffiliation is being recommended;
- b. the amount of the Fee that is currently paid by Members which funds the cost of affiliation with the Federation; and



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- c. an explicit recognition that a vote in favour of disaffiliation will result in the discontinuation of the Fee;

### 17.2. Successful Vote on Disaffiliation

In the event of a Simple Majority vote to disaffiliate with a Federation, the Vice-President (External Affairs) shall ensure that the requirements for disaffiliation as set out by the Federation are fulfilled.

### 17.3. Unsuccessful Vote on Disaffiliation

Where a Simple Majority of Members do not vote to disaffiliate from the Federation, the Society shall continue to be affiliated with the Federation until a successful vote on disaffiliation has taken place. An unsuccessful vote on disaffiliation does not constitute a successful vote on continued affiliation and affiliation with the Federation remains subject to the requirement to renew affiliation at least every five years.

# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-04: SOCIETY RESEARCH PROJECTS

## Part I: General

### 1. Purpose

Society Research Projects shall involve research that:

- a. addresses and advances the Society's commitment to service, representation, and leadership, as laid out in the preamble of the Constitution;
- b. addresses and advances potential or existing Policies and Plans;
- c. relates to long-term advocacy projects which have the potential to advance Members' interests; or
- d. relates to external events or movements which may require action or comment from the Society (including but not limited to the articulation of a new External Policy).