

Internal Regulations of Governance

Amended by Legislative Council 2024-04-18

Ratified by the Board of Directors 2024-05-02

[Link to Motion](#)





Association étudiante de l'Université McGill

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

Students' Society of McGill University

Located on Haudenosaunee and Anishinaabe, traditional territories.

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INTERNAL REGULATIONS OF GOVERNANCE-01: STRUCTURE, FUNCTION, INTERPRETATION AND AMENDMENT OF THE INTERNAL REGULATIONS

Part I: Interpretation

1. Applicability

Internal Regulations of Governance shall apply to all Internal Regulations unless otherwise stated.

2. Explanatory Note

The term “Internal Regulations” shall have the same meaning as the term “By-Laws” defined in the Constitution. Any reference to “By-Laws” in the Constitution shall be understood as including any “Internal Regulations”, until such time as the Constitution is amended to replace the term “By-Laws” with the term “Internal Regulations”.

3. Singular and Plural

Words in the singular include the plural, and vice versa, unless otherwise specified.

4. Conflict of Provisions

Two provisions are in conflict if the application of one provision goes against the purpose or the objective of another or if the application of one provision renders impossible or illogical the application of another.

5. Precedence

5.1. In the event of a conflict between the Constitution and the Internal Regulations, the Constitution shall prevail.

5.2. In the event of a conflict between the Internal Regulations, the following order of priority shall apply:



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1. Internal Regulations of Governance;
2. Internal Regulations of Finances;
3. Internal Regulations of Sustainability and Operations;
4. Internal Regulations of Elections and Referenda;
5. Internal Regulations of Representation and Advocacy;
6. Internal Regulations of Student Groups.

6. Partial Invalidity

Each provision of the Internal Regulations is distinct and separate. Any decision by a court of law or opinion of the Judicial Board that is ratified by the Board of Directors where a provision of the Internal Regulations is declared null, invalid, or unenforceable shall in no way affect the validity, nature, or enforceability of any other provision.

7. Illegal Provisions

Provisions that are illegal shall be null.

Part II: Amendment and Interim Provisions

8. Amendment

8.1. General

The Internal Regulations may be amended by a resolution adopted by a two-thirds (2/3) vote of the Legislative Council or by a Referendum.

8.2. Availability of Amendments

The existing wording of the Internal Regulation in question and the proposed amendment shall be provided in advance:

- a. In the case of a resolution to be passed by the Legislative Council, there shall be two (2) meetings pertaining to the motion. The first meeting shall present to motion for consideration, and the second meeting shall revisit the motion, this time for approval.
- b. In the case of a Referendum, two (2) weeks prior to the start of the Polling Period.



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8.3. Numbering

Previous versions of the Internal Regulations or the Constitution may be used as a reference where the Internal Regulations refer to an out-dated section.

9. Interim Provisions

9.1. General

An Interim Provision may be adopted where a change or supplement to the Internal Regulations is necessary to provide for the proper functioning of the Society, and where the notice requirement is prohibitive or where the measure is temporary. In such cases, any member of the Legislative Council, Board of Directors, or the Chief Electoral Officer may make a motion to introduce an Interim Provision.

9.2. Adoption

An Interim Provision may only be adopted by a resolution passed by a two-thirds (2/3) vote of the Legislative Council or a two-thirds (2/3) vote of the Board of Directors.

9.3. Force and Effect

Once adopted, an Interim Provision shall have the same force and effect as an Internal Regulation for the duration of its validity.

9.4. Period of Validity

An Interim Provision shall remain valid only for the period provided for in the relevant motion and in any case shall not be valid for a period of more than one (1) year. The period of validity of an Interim Provision may be extended by a resolution passed by a two-thirds (2/3) vote of the Legislative Council, but may not be extended for a period of more than one (1) year.

Part III: Definitions

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

- a. "Board of Directors"
- b. "Chief Electoral Officer"
- c. "Constitution"



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- d. “Councillor”
- e. “Director”
- f. “Executive Committee”
- g. “External Policy”
- h. “General Assembly”
- i. “General Manager”
- j. “Internal Regulation”
- k. “Judicial Board”
- l. “Legislative Council”
- m. “Member”
- n. “Nominating Committee”
- o. “Officer”
- p. “Policy”
- q. “Referendum”
- r. “Simple Majority”
- s. “The Society” and “SSMU”
- t. “Speaker”

In the Internal Regulations of Governance and in all other Internal Regulations, unless otherwise indicated:

- a. “**Academic Year**” shall mean the two (2) consecutive terms (Fall, Winter) beginning in September and ending in April during which students attend the University.
- b. “**Affiliated Student Association**” shall mean the student associations that are officially recognized as affiliates of the Student Society of McGill University
- u. “**Ancillary Fee**” shall mean University-wide mandatory fees, other than tuition fees, that must be paid to apply to, enroll in, and/or attend the University.
- v. “**Base Fee**” shall mean the membership fee of the Society that is charged by the University in addition to tuition on behalf of the Society.
- w. “**Campaigning**” shall mean any activity that encourages Members to vote for or against a candidate or a referendum question.
- x. “**Chief Justice**” shall mean the primary authority over the conduct and proceedings of the Judicial Board.



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- y. “**Club**” shall refer to a formal and accredited organization which has been recognized by the Society as a Full-Status Club or as an Interim-Status Club in accordance with the Internal Regulations of the Clubs and Services Portfolio.
- z. “**Commissioner**” shall mean any staff member of the Society who is responsible for chairing a committee along with their other employee responsibilities.
- aa. “**Confidential Session**” shall mean a meeting in which all or part of the proceedings and content are not publicly disclosed and attendees are expected to maintain confidentiality.
- bb. “**Course Fee**” shall refer to Faculty-, program-, and course-related fees collected for materials, supplies, services, or use of off-site facilities used in concert with or in direct support of the academic course offering.
- cc. “**Day**” shall include weekends but not holidays (civic and academic). Academic holidays shall include the Senate-approved Calendar of Academic Dates of the University.
- dd. “**Dais**” shall refer to a group of Governance staff that consists of the Deputy Speaker, the Parliamentarian and the Speaker of Council.
- ee. “**Deputy Speaker**” shall refer to the secondary individual who may be called upon by the Speaker for assistance or automatically becomes the Chair in the event the Chair is absent or has a conflict of interest.
- ff. “**Election**” shall include the processes through which Officers, Executive Members of the First Year Council, Senators, Undergraduate Representatives to the CKUT, Representatives of the Society’s Clubs, and Representatives of the Society’s Services are elected.
- gg. “**Elections SSMU**” shall refer to the body of the Society that is solely responsible for the administration of the Society’s Elections and Referenda and is overseen by the Chief Electoral Officer.
- hh. “**Electoral Officer**” shall mean the persons appointed by the Society to administer the Society’s Elections and Referenda, including the Chief Electoral Officer, the Deputy Electoral Officer, and the Elections Coordinator(s).
- ii. “**Employee Manual**” shall mean the official document that provides all guidelines, rules and procedures for Society Staff.



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- jj. “**External Body**” shall refer to University governance bodies (including, but not limited to, the Board of Governors, the McGill Alumni Association and Senate) and organizations that are legally distinct from the Society and persons who are not Members. Organizations (other than University governance bodies) that are legally distinct from the Society shall not be considered External Bodies where:
- i) all the members of the organization are Members;
 - ii) the organization has at least one representative on the Legislative Council; or
 - iii) the organization holds status with the Society as an Independent Student Group;
- kk. “**Fee**” shall mean a fee paid by individual Members that is used to generate a stock of capital each year for a particular purpose, such as funding a Service, Affiliate Student Society (as defined in the Memorandum of Agreement between the SSMU and McGill University), or other Society initiative.
- ll. “**Governance Documents**” shall refer to the Constitution and Internal Regulations of the Society.
- mm. “**Governance Manager**” shall refer to the Governance Manager of the Society.
- nn. “**Independent Student Group**” shall refer to a student-based organization that is not a Service or Club but that provides some benefit to Members and that is accredited by the Society as an Independent Student Group, in accordance with the Internal Regulations of the Clubs and Services Portfolio.
- oo. “**Interim Provision**” shall mean a temporary provision that is enacted in accordance with the Internal Regulations of Governance-01 and that has the same force and effect as Internal Regulations for the duration of its validity.
- pp. “**Land Acknowledgment**” shall mean a statement recognizing the Aboriginal people as the traditional stewards of the land.
- qq. “**Line of Succession**” shall mean the predetermined order of who will take over the responsibilities of a position following its vacancy.
- rr. “**Minutes**” shall mean a list of attendance and decisions made at a meeting.
- ss. “**Non-voting**” shall refer to any party who attends a meeting of a Governing Body, but is not granted voting rights from the document governing that Governing Body and its meetings.



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- tt. **“Parliamentarian”** shall mean the person appointed by the Society to assist the Speaker in their duties.
- uu. **“Plan”** shall mean a multi-year project or framework that is created by the Society.
- vv. **“Robert’s Rules of Order”** shall mean the book titled Robert’s Rules of Order Newly Revised in its most recent edition, according to which meetings of the Legislative Council, meetings of Committees, meetings of the Board of Directors and General Assemblies shall be conducted.
- ww. **“Senate”** shall refer to the governing body that is tasked with general control and supervision over the academic matters of the University.
- xx. **“Senate Caucus”** shall refer to the body of the Society composed of the Undergraduate Senators and other Members of the Senate Caucus.
- yy. **“Service”** shall mean a formal and accredited organization that has been recognized by the Society as a Service in accordance with the Internal Regulations of the Clubs and Services Portfolio.
- zz. **“Society Staff”** shall refer to all the paid employees of the Society, excluding Officers.
- aaa. **“Special General Assembly”** shall mean a General Assembly that is not regularly scheduled and is not a Strike General Assembly.
- bbb. **“Standing Rules”** shall mean the rules of procedure as drafted by the Speaker, in collaboration with the Steering Committee. The Standing Rules shall be approved and amended by the Legislative Council, in accordance with the Constitution, which governs the procedures of the Legislative Council and General Assemblies.
- ccc. **“Steering Committee”** shall mean the committee of the Society created by the Legislative Council to be responsible for all matters relating to the operation and management of the Legislative Council’s business.
- ddd. **“Strike General Assembly”** shall mean any General Assembly that is not normally scheduled and is considering a motion to strike.
- eee. **“Student Association”** shall mean the faculty or school level student associations composed of elected student executives, defined by programmes of study at the University and whose members are Members, including but not limited to, the student associations of



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the Faculty of Arts, Faculty of Dentistry, Faculty of Education, Faculty of Engineering, Faculty of Law, Desautels Faculty of Management, Faculty of Medicine, School of Environment, Schulich School of Music, Faculty of Religious Studies, and Faculty of Science.

fff. “**Vacancy**” shall mean any absence from an official position during which the responsibilities of said position are severely neglected or entirely abandoned. Vacancies can be considered:

- i. “**Permanent**” in the event there is no individual officially associated with the title and responsibilities of the position; or
- ii. “**Temporary**” in the event there is an individual who is officially associated with the title and responsibilities of the position.

ggg. “**University**” shall mean the Royal Institution for the Advancement of Learning/McGill University.



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INTERNAL REGULATIONS OF GOVERNANCE-02: ADMINISTRATION OF THE SOCIETY

Part I: Bodies of the Society

1. General

1.1. Availability of Governing Documents

The Constitution and the Internal Regulations shall be made public on the Society's website in French and English. In the case of a conflict between the French and English version of Internal Regulations of Governance, the French version shall supersede the English version.

1.2. Precedence Between Governing Documents

The Board of Directors, the Executive Committee, the Legislative Council, and, where applicable, other bodies of the Society shall abide by the Society's governing documents in the following order of priority:

1. The Constitution;
2. Any Interim Provisions;
3. The Internal Regulations; and
4. Policies, Plans, and resolutions.

2. Executive Committee

2.1. Responsibility for Resolutions of the Legislative Council

The Executive Committee shall be responsible for enacting the resolutions of the Legislative Council, subject to the restrictions outlined in the Constitution.

2.2. Reports to the Legislative Council

The Executive Committee shall submit to the first regular Legislative Council meeting of the month a report on all political matters, portfolio updates and additional information as requested since the previous report to the Legislative Council.



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3. First Year Council

3.1. Definition

The First Year Council shall be a body of the Society, as described in Section 04, responsible for the provision of services, representation, and programming to first year students, in accordance with the Internal Regulations contained herein.

4. Student Associations

4.1. General

Granting of Affiliated Student Association status shall proceed as outlined in the Memorandum of Agreement between the Society and the University.

4.2. Other Services Provided by the Society

The Society may choose to offer other services as it sees fit. The nature and terms of these services shall be defined in an agreement governing the relationship between the Affiliated Student Association and the Society.

5. Responsibilities of SSMU actors

All actors, employees, or representatives of SSMU are expected to act in accordance with the Constitution, the Internal Regulations, and the policies of the Society. This responsibility extends to the Board of Directors, the Legislative Council, the Judicial Board, all Committees, and any other body with authority granted by the Society.

6. Representation of Values

6.1. Expression of Values

Only those individuals occupying a position within the Executive team or those selected by the Officers may convey or express the values, interests, or opinions of the Society. The only format through which the Society or its representatives can make such statements is via a written statement released from official SSMU channels. However, a position within the Society does not prohibit individuals or groups from expressing their values, interests, or



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opinions so long as they do not contradict their explicit duties and responsibilities under SSMU.

6.1.1. Any official statements made on behalf of SSMU must either find its origin in SSMU policies and positions or be approved by the Legislative Council, and in both cases must consult groups with appropriate knowledge of the topic of the statement.

6.2. Misrepresentation of Values

Should an individual claim to represent SSMU or is believed to represent SSMU, but their conduct or statements misrepresent SSMU's values, interests, or opinions, then the Society may take appropriate action to correct the misrepresentation through official SSMU accounts/channels.

6.3. Media Relationships

The Society shall, to the best of its ability, respond to media requests by providing a statement on the relevant issue or question. All media statements identifying individuals by name or providing personal information may only be conducted with the explicit approval of that individual or committee.

6.3.1. Media invitations are considered automatically extended for all public governance sessions unless otherwise specified or there is a concern for safety or space. If media representatives are Members of the Society, they must explicitly state their desire to be included or excluded from Quorum or they will be assumed to be excluded.

6.3.2. The Society reserves the right to refuse a partnership with media representation if the media representation is acting inappropriately, posing a significant disruption to internal procedures, or the partnership threatens the privacy or safety of any Member.

Part II: Employees

7. General

7.1. Employee Manual

The Society shall have an Employee Manual for all Society Staff and Officers. The Employee Manual shall be maintained by the General Manager and all amendments of the Employment Manual shall require the approval of the Board of Directors.



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7.2. Commissioners

All Commissioners of the Society are student staff who are responsible for chairing a committee. Commissioners must report at least once per year to the Legislative Council.

Part III: Continuity of Society Business

8. Orientation

8.1. Orientation of Officers

The Officers shall undergo a one (1) month period of training, from May first (1st) to May thirty-first (31st) of the year in which they are elected. During this time, they shall be entitled to sit without voting powers on all of the Society's committees on which their incumbents sit. It shall be the responsibility of the General Manager and Governance Manager to ensure that all Officers receive sufficient orientation to the Society's activities, finances, Governance Documents, and processes in order to be able to fulfill their role to the best of their abilities.

8.2. Orientation of Councillors

It shall be the responsibility of the Governance Manager in collaboration with the President and Speaker, to ensure that all Councillors receive sufficient orientation to the Society's activities, Governance Documents, and processes in order to be able to fulfill their role to the best of their abilities. This orientation shall include, but not be limited to, the following:

- a. a Councillor guidebook shall be updated annually and provided to all Councillors before participating in their first meeting of the Legislative Council;
- b. the Governance Manager, President, and Speaker, shall coordinate an orientation retreat for incoming Councillors to be held at the beginning of the term; and
- c. the Governance Manager, President, and Speaker shall coordinate orientation for Councillors whose mandates begin after the orientation retreat.

8.3. Orientation of Directors

It shall be the responsibility of the Governance Manager, in collaboration with the General Manager and the President, to ensure that all Directors receive sufficient orientation to the Society's activities, finances, Governance Documents, and processes in order to be able to fulfill their role to the best of their abilities. These shall include, but not be limited to, the following:



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- a. A Director guidebook which shall be updated annually and provided to all Directors.
- b. A legal workshop about the duties of Directors, facilitated by the Society's legal counsel and the General Manager.
- c. An introduction meeting with the Society's management and Executive team, and any other relevant staff.
- d. Any other training as required.

8.4. Orientation of Student Senators

It shall be the responsibility of the Vice-President (University Affairs) to ensure that all student Senators receive sufficient orientation to the Senate, the Society, and their position in order to fulfill their role to the best of their abilities. Orientation activities organized by McGill University are strongly recommended for all Student Senators.

9. Records and Reports

9.1. Availability of Reports

The Executive Committee shall produce summary reports of the Society's activities and business at least once during the summer (May-August) and at the end of each Fall and Winter semester. They shall be made publicly available on the Society's website.

9.2. Responsibility of Reports

It shall be the responsibility of the President to oversee the creation of semesterly reports. It shall be the responsibility of the Vice-President (Internal Affairs) to inform Members of the opportunity to read such reports.

9.3. Officer Exit Reports

Each Officer shall provide their successor with a detailed exit report providing facts and advice concerning all responsibilities of the portfolio, a summary of the major successes and challenges of the portfolio under their leadership, and recommendations for the subsequent academic year. Exit reports shall be confidential to the Executive Committee and shall be completed by each Officer by April 30 of each year.

9.4. Public Nature of Documents

All minutes and documents of the Society shall be public documents, except for Officer Exit Reports, Executive Committee minutes and documents of confidential sessions. All minutes of the Society, once approved by the appropriate body (i.e. Board of Directors, General Assembly,



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Legislative Council and Executive Committee), must be reviewed and signed by the President, prior to being uploaded to the website. The Governance Manager shall be responsible for ensuring that the public minutes and documents are accessible to Members.

9.4.1. Any confidential documents that are to be made public or available to bodies outside of the Society will require approval from the Board of Directors before they are released. Confidential documents that contain personal information of Members or Staff may only be released in the event of legal matters or request from a higher authority.

Part IV: Society Representative to the Board of Governors

10. General

10.1. President as the Representative to the McGill Board of Governors

In accordance with the Constitution, the President shall be the Society's representative to the Board of Governors.

10.2. Inability to Serve as Representative

Should the President be unable to serve in this capacity, the Society's Executive Committee shall elect a representative until the appropriate protocol for Presidential Replacement has been enacted.

11. Duties of SSMU Representatives to the Board of Governors

The Society's representative to the Board of Governors shall:

- a. Attend meetings of the Board of Governors and of the Senate Caucus.
- b. Attend subcommittees of the Board of Governors when applicable.
- c. Inform Members on issues before the Board of Governors, within the limits of confidentiality imposed by that body on its membership.



INTERNAL REGULATIONS OF GOVERNANCE-03: JUDICIAL BOARD

Part I: Powers and Responsibilities

1. Jurisdiction of the Judicial Board

1.1. General Jurisdiction

The Judicial Board is a body of the Board of Directors which shall have the authority to render official opinions on matters which the Constitution or Internal Regulations specify, including:

- a. The interpretation of the Constitution, Internal Regulations, Policies, and Plans of the Society and the resolution of conflicts between provisions of the Internal Regulations, in accordance with the provisions relating to interpretation set out in the Internal Regulations of Governance-01.
- b. The interpretation of all motions and resolutions passed by the Legislative Council, including the authority to declare invalid any act of the Legislative Council or the Executive Committee which violates the Constitution or Internal Regulations.
- c. The interpretation of all procedures, questions and results of all Elections and Referenda, including the authority to declare invalid any Referenda or Election that violates the Constitution or Internal Regulations and to order the placing of a Referendum question on a ballot in cases of undue procedural delay.
- d. The interpretation of the constitutions of Clubs and Services of the Society, including the authority to declare invalid any act of a Club or Service which violates the Constitution or Internal Regulations or its own constitution.
- e. The interpretation of any other Governance Documents of Clubs and Services of the Society as requested.

1.2. Equity Jurisdiction

In accordance with the Equity Policy, the Judicial Board shall also have jurisdiction over:

- a. Equity Complaints that are referred to it by the Equity Complaints Committee; and
- b. Appeals of decisions rendered by the Equity Complaints Committee.

1.2.1. When conducting Equity Complaints or Appeals of Equity Complaints, the Judicial Board shall follow the procedures outlined in the Equity Policy.



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1.3. Limitations in Jurisdiction

The Judicial Board shall not have the authority to bind the Board of Directors.

2. Administration of the Judicial Board

2.1. Rules of Practice

The Judicial Board may establish additional rules of practice, subject to ratification by the Legislative Council and the Board of Directors, and must file such rules with the Governance Manager and make such rules publicly available to the Members. The rules of practice should be reviewed by legal counsel before their implementation.

Part II: Procedure

3. Hearing Procedures

3.1. Preliminary Decisions

Where necessary, the Judicial Board may rule on matters related to the central issue in the form of a preliminary decision. Any party to the proceedings may request a preliminary decision prior to the hearing, or by way of a motion at the hearing itself. The Judicial Board shall also have the authority to issue a preliminary decision if it deems it necessary.

3.2. Written Reasons

The Judicial Board shall provide written reasons for its opinions to the Board of Directors and the parties within two (2) weeks of the hearing. Written reasons must be accompanied by any preliminary decisions rendered. In the case where the Judicial Board is unable to render a decision within two (2) weeks of the hearing, the Chief Justice or Presiding Justice shall notify the Board of Directors in writing.

4. Opinions

4.1. Retroactivity of Opinions

Where an opinion of the Judicial Board results in a provision of the Internal Regulations being declared null, it shall be presumed that prior action taken under that provision remains valid.



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Where the Judicial Board deems it appropriate for an opinion respecting nullity to be retroactive, it shall explicitly provide for such retroactivity in its opinion.

4.2. Non-Binding Nature of Opinions

Opinions of the Judicial Board shall not have the effect of binding judgment until ratified by the Board of Directors.

4.3. Re-Examination of Precedents

4.3.1. The Judicial Board may re-examine its precedents upon request by a party involved in the proceedings.

4.3.2. Overturning a precedent may be appropriate to correctly take into account a new issue which arises due to:

- a. Non-consideration of available legal arguments in prior cases;
- b. Changes in legal doctrine such that aspects of a prior law were not addressed;
- or
- c. Changes in the circumstances or evidence.

4.3.3. Overturning a precedent may also be appropriate when facts and arguments remain similar, but the precedent has emerged as a mistaken decision.

4.4. Considerations in Deliberation

Compelling reasons are required for the overturning, after weighing the value of:

- a. Validity of consistent outcomes.
- b. Correctness and integrity of the Society's system, including the costs of maintaining a misguided decision.

4.5. Guidelines in Overturning an Opinion

Without forbidding this possibility, generally, more compelling reasons will be needed to overturn:

- a. A precedent decided by a strong majority of justices or unanimously, as opposed to by a divided Judicial Board.
- b. A recent precedent, as opposed to an older one.



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5. Appeal Procedure

5.1. Jurisdiction of the Judicial Board

The Board of Directors remains the final authority of the Society. It may, at its discretion or at the request of a party to the proceedings, receive a written appeal of the Judicial Board's opinion. Preliminary decisions may be considered in the context of an appeal of the final opinion, but may not be appealed independently or before the final opinion has been released by the Judicial Board.

5.2. Deadline for Appeals

The appeal, complete with all relevant documentation, must be filed with the Speaker no more than seven (7) days after the parties receive the written reasons.

5.3. Final Decisions

After reviewing the Judicial Board's opinion and considering any appeals, the Board of Directors may:

- a. Pass a resolution ratifying the Judicial Board's opinion.
- b. Pass a resolution to send the opinion back to the Judicial Board, along with the appeal and a written rationale for its decision, at which point the Judicial Board shall have twenty-one (21) days to issue a response either upholding its original opinion or presenting a new opinion for consideration by the Board of Directors.
- c. Pass a resolution overturning the opinion of the Judicial Board if it concludes that the opinion of the Judicial Board was manifestly unreasonable or was motivated by factors including, but not limited to, procedural unfairness, racism, sexism, collusion, bribery, homophobia, or conflict of interest – such a resolution shall require a four-fifths (4/5) majority; or
- d. Pass a resolution to amend the sanctions recommended by the Judicial Board if it concludes them to be excessively punitive or the process to be procedurally unfair.

5.4. Opinion Ratified

Where the Board of Directors ratifies the Judicial Board's opinion, it shall have the force of a binding judgment and shall take immediate effect.



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5.5. Opinions Overturned

Where the Board of Directors overturns the Judicial Board's opinion, the opinion shall be considered of no further effect and shall not be subject to further appeal.



INTERNAL REGULATIONS OF GOVERNANCE-04: FIRST YEAR COUNCIL

Part I: General

1. Function

1.1. Definition

The First Year Council is a body of the Society housed within the Internal Affairs portfolio which shall have the following functions:

- a. The representation of the interests of first year students both within the Society and to the University.
- b. The provision of programming, events, and initiatives for first year students.
- c. The development of programming and resources targeting first year students living off campus.

2. Composition

2.1. All Executive Members of the First Year Council shall be elected to their roles, in accordance with the Internal Regulations of Elections and Referenda, to one-year terms beginning October 10 in the year of election and extending until October 9 of the following year.

- a. All students enrolled in their first year in an undergraduate academic programme at the downtown campus of McGill University shall be eligible to stand for election.

2.2. The Vice-President (Internal Affairs) shall be responsible for the identification of the roles to be elected and shall be responsible for the development of job descriptions for the positions to be elected in advance of the commencement of the electoral timeline for the First Year Council elections.

- a. The Vice-President (Internal Affairs) must identify and create job descriptions for at least five (5) positions to be elected.
- b. One job description must include the responsibility of acting as the First Year Representative on the Legislative Council and must include the time commitment for this responsibility in the position description.

2.3. The First Year Council may strike working groups as needed.



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- a. The First Year Undergraduate Network shall be a standing working group of the First Year Council intended to build partnerships and facilitate collaboration between first year groups on campus.
 - i. The composition of the First Year Undergraduate Network shall be the elected members of the First Year Council, a representative from all first year councils affiliated with a faculty association, a representative from residences, and the Vice-President (Internal Affairs).

3. Supervision

3.1. The First Year Council shall operate under the guidance of the Vice-President (Internal Affairs).

- a. The Vice-President (Internal Affairs) shall be responsible for the provision of resources and support to the First Year Council.
- b. The Vice-President (Internal Affairs) shall hold all Signing Officer responsibilities for the First Year Council, in accordance with the Internal Regulations of Finances.

3.2. The Vice-President (Internal Affairs) shall hold an ex-officio seat on the First Year Council as a non-voting and advisory Member.



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INTERNAL REGULATIONS OF GOVERNANCE-05: LEGISLATIVE COUNCIL

Part I: General

1. Function of the Legislative Council

1.1. Effects of Resolutions

Resolutions passed by the Legislative Council shall take effect upon subsequent ratification by the Board of Directors.

1.1.1. A resolution of the Legislative Council shall not have an effect if it is sent back to the Legislative Council for consideration, or overturned by the Board of Directors.

1.2. Legislative Accountability of Executives

In an instance where an executive's actions in their role as an executive negatively impact the Society, the Legislative Council can act in the interim by means of an electronic motion that intermittently suspends the action(s) of an executive. An electronic motion of this nature must specify the details of the suspension and receive approval from one-half of the Legislative Council in accordance with the foregoing sections before being interimsly adopted.

1.2.1. Debate

Interim motions passed electronically for this purpose shall return to the Legislative Council following the passage of the electronic motion where a formal question period, debate, and vote on the motion will occur during a session of Legislative Council.

2. Members of the Legislative Council

2.1. General Functions

Members of the Legislative Council may make motions and vote on resolutions at the Legislative Council, in accordance with the Constitution and the Internal Regulations.



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2.2. Restrictions and Special Circumstances

- a. Members of the Legislative Council may vote by way of a Proxy under special circumstances, as stated in the Constitution.
- b. Members of the Legislative Council shall not exercise their voting rights while impaired by drugs or alcohol.
- c. Members of the Legislative Council shall be prohibited from the exercise of their duties unless they have signed and agreed to all documents stipulated by the Board of Directors.
 - i. The Governance Manager shall be responsible for distributing and collecting the documents.

3. Councillors

3.1. Responsibilities of Councillors

Councillors shall:

- a. Attend all meetings of the Legislative Council.
- b. Attend all General Assemblies.
- c. Sit on at least one (1) committee of the Legislative Council or participate in at least one (1) other University organization whose terms of reference require the participation of one (1) or more Councillors.
- d. Submit a report of their activities to members of Dais once per semester to the Legislative Council, as specified by the Reporting Schedule, created and distributed by the Speaker.

3.2. Attendance of Legislative Council Meetings

All meetings of the Legislative Council are mandatory for Councillors. If a Councillor has an unavoidable personal, academic, or other conflict that prevents them from attending a meeting of the Legislative Council, they must send regrets to the Speaker before the meeting begins, through the means specified by the Speaker.

3.3. Withdrawal from Meetings

When a Councillor wishes to withdraw from a meeting of the Legislative Council before its adjournment, they must request permission from the Speaker. Such permission shall normally be granted except in instances where said withdrawal would result in a loss of quorum.



3.4. Failure to Notify in Absence

Failure to send regrets to the Speaker for two (2) meetings, even if they are not consecutive, may result in automatic suspension.

3.5. Suspension of Councillors

While suspended, a Councillor's seat shall be considered temporarily vacant and shall not be counted for the purposes of quorum.

3.6. Notice of Suspension

Notice of a Councillor's suspension shall be sent to the relevant constituency's Executive or supervisor, which elected the Councillor in question.

3.7. Reinstatement of Councillors

A suspended Councillor shall have two (2) weeks to apply to the Steering Committee for reinstatement.

- a. Where the Steering Committee recommends reinstatement, it shall also consider and determine appropriate disciplinary measures (if any). The recommendation of the Steering Committee must be ratified by a resolution passed by a two-thirds (2/3) vote of the Legislative Council at the following meeting.
- b. Where the Steering Committee does not recommend reinstatement, or where the Councillor fails to apply for reinstatement within the two (2) weeks allotted, the Steering Committee shall make a motion that the Councillor be required to resign. If the resolution is passed by a two-thirds (2/3) vote of the Legislative Council, the Councillor shall be required to resign in accordance with the Constitution. If the Councillor refuses to resign, steps for their removal shall be taken in accordance with the Constitution.
- c. Where the two-thirds (2/3) vote of the Legislative Council fails, the Councillor shall not be required to resign. In this instance, the Steering Committee must reconsider reinstatement of the Councillor, or the Councillor must be provided an additional two (2) weeks to apply for reinstatement.

3.8. Committee Members-at-Large

Councillors may sit on Committees of the Legislative Council as Members-at-Large if:

- a. The process of Councillor committee allocations has already taken place.
- b. The Member-at-Large seat is left vacant following the general recruitment process.



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- c. The seat does not count towards the minimum Councillor committee requirement.

4. Speaker

4.1. Responsibilities of the Speaker

The Speaker shall, among the responsibilities listed in the Governance Documents, enforce the rules under which the Legislative Council and General Assemblies meet, including Robert's Rules of Order and the Standing Rules.

4.2. President to Act as Speaker

Should the Speaker or Deputy Speaker be unavailable for a meeting, the President shall act as Speaker for the duration of the meeting. Should the President act as Speaker, they are not entitled to vote.

4.3. Removal of Speaker

A Speaker may be removed from office for any of the following reasons:

- a. Impropriety;
- b. Violation of the Constitution or the Internal Regulations;
- c. Delinquency of duties; and/or
- d. Misappropriation of Society funds.

4.4. Procedure for Removal

A Speaker may be removed by a resolution passed by a two-thirds (2/3) vote of the Legislative Council. The resolution must be ratified by a resolution passed by a two-thirds (2/3) vote of the Board of Directors.

4.5. Notification of Removal

The Speaker against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the meeting of the Legislative Council calling for the removal within the same time frame provided by the Constitution for the calling of such meeting. Such Speaker shall have the right to attend and to address the meeting or, in a written statement read by the acting Speaker, to put forth the reasons why such Speaker opposes the proposed removal from office.



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Part II: Procedure

5. General

5.1. Limitations on Question Period

There shall be a maximum of thirty (30) minutes allotted to each question period. A maximum of five (5) minutes per question and answer will be allowed. This period may be extended upon request through motion or at the discretion of the Speaker following a request.

5.2. Presentation of Reports

Committee reports must be presented by a member of the Committee. Each Officer shall present their own report.

5.3. Questions

The Speaker shall allow questions to the presenter of each report. Such questions are only in order if they address matters contained in the report or directly relating to it.

5.4. Approval of Committee Reports

Committee reports must be approved by way of a resolution if they include decisions regarding financial allocations, interest group status, nominations, business of the Legislative Council or any other matters as may be prescribed by the Internal Regulations. Should the resolution fail, the decisions shall be null and void.

5.5. Equality in Speaking Opportunity

It shall be the Speaker's responsibility to ensure that no Councillor, Officer or member of the gallery speak more than twice before all other members have been given the opportunity to speak, except if they are asked to provide information during the debate. It shall be the Speaker's responsibility to steward the atmosphere of collegial discourse, in which no constituency or demographic unfairly dominates debate.



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6. Standing Rules

6.1. Usage

Meetings of the Legislative Council shall be conducted according to the newest edition of Robert's Rules of Order, except for the Standing Rules mentioned herein.

6.2. Creation of Standing Rules

The Speaker, in collaboration with the Steering Committee and in accordance with the newest edition of Robert's Rules of Order, shall be responsible for drafting, submitting and publicizing the Standing Rules one (1) week in advance of the first Legislative Council meeting of the academic year.

6.3. Adoption of Standing Rules

The Standing Rules shall be adopted at the first Legislative Council meeting of the year. The Standing Rules may be adopted by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council. Once adopted by the Legislative Council, the Standing Rules shall supersede those rules contained in Robert's Rules of Order. The adopted Standing Rules will only be considered to be in effect for the academic year in which they were approved.

6.4. Suspension of Standing Rules

Standing Rules adopted by the Legislative Council may be suspended by a three-fourths (3/4) vote of the Legislative Council.

6.5. Amendment of Standing Rules

The Standing Rules may be amended by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

7. Bilingualism at Meetings

7.1. General

All members of the Legislative Council and members of the gallery are entitled to participate in business of the Legislative Council in French and/or English. An attendee will be available to act as translator and shall repeat any statement in French or English at the request of any



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Member. At all meetings of the Legislative Council, Whisper translation in French and in English shall be available.

7.2. Reports and Questions

- a. All Councillors and Officers are strongly encouraged to respond to questions in the language in which they were posed, which shall also be reflected in the Minutes. In the event that this is not immediately possible, a translation of the response must be provided as soon as possible during the same meeting.
- b. Councillors, Officers and Committees must make a version of their report available in the other language upon the request of any SSMU Member within 30 days from the date of the request.
- c. Any member of the Legislative Council may request that any decision on a matter dealing with a report be postponed until a translation is available.

7.3. Note of Encouragement

All Councillors shall be encouraged by the Speaker to speak French at some point during every meeting. Officers shall be particularly encouraged by the Speaker to express a part of their oral summary of their reports in French.

8. Agenda

8.1. Order of Business

The order of business for any regular meeting of the Legislative Council shall be as follows:

- a. Call to Order;
- b. Land Acknowledgement;
- c. Attendance;
- d. Approval of Minutes;
- e. Adoption of the Agenda;
- f. Report of the Steering Committee;
- g. Presentations;
- h. Announcements;
- i. Question Period;
- j. Recess, Consent Items;
- k. Old Business;
- l. New Business;
- m. Reports by Committees;
- n. Reports by Councillors;



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- o. Executive Reports;
- p. Confidential Session; and
- q. Adjournment.

9. Question Period

9.1. Allowance of Questions

All Members, including Councillors, shall be allowed to ask questions during the question period. The Speaker shall announce this to the gallery.

9.2. Submission of Questions

Any Member may submit a question to the Speaker, addressed to any Councillor or Officer, which shall be entered on the agenda of the next meeting. The Speaker shall transmit the question to the Councillor or Officer to whom it is addressed. Questions received by the Councillor or Officer three (3) days before a meeting of the Legislative Council shall be answered by the Councillor or Officer at that meeting.

9.3. Deferral of Answers

Answers to oral questions or written questions that are received by the Councillor or Officer less than three (3) days before the meeting of the Legislative Council may be deferred to the next regular meeting of the Legislative Council. In such cases, the Speaker shall inform the Councillor or Officer of their right to defer their answer.

10. Reports of Officers and Committees

10.1. Availability of Reports

The reports of all Officers and of all committees shall be provided to the Legislative Council electronically. Reports shall be made available for the public within one (1) week following the Legislative Council meeting.



11. Motions and Resolutions

11.1. Deadline for Motions

All motions to adopt a particular resolution shall be made in writing and forwarded to members of Dais by 11:59 PM EST, a week before the relevant meeting of the Legislative Council.

11.2. Restrictions on Resolutions

No resolution which has not been distributed to Councillors at least two (2) days in advance of the meeting at which it is to be debated may be placed before the Legislative Council. This requirement may only be waived by a two-thirds vote of the Legislative Council, following a report by the Steering Committee detailing the urgent and pressing reasons for which suspension of the usual delay is sought.

11.2.1. Whenever a motion is adopted by the Legislative Council after having waived the requirement of a two day advance notice, the Executive Committee must present a report at the following regular meeting of the Legislative Council describing all the actions undertaken in response to the urgent and pressing issues identified by the report of the Steering Committee at the time of the motion's introduction.

11.2.2. In the event a resolution is presented to the meeting's agenda from the floor, the Speaker shall call a recess and review the motion to ensure compliance with the Governance Documents. If the Speaker finds the motion is in line with existing SSMU standards, it shall exceptionally be accepted by the Legislative Council.

11.3. Voting on Motions

For main motions, an electronically recorded vote will be considered the default voting method. Another form of vote may be prescribed by the Speaker or requested by Councillors at their discretion.

11.4. Request for Roll Call

A member of the Legislative Council may request a roll call vote for any motion at any time. If this occurs, the Speaker may not override the request by waiving the requirement for a roll call. This motion must be approved by a simple majority of the Legislative Council.



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11.5. Tabulation of Votes

The Speaker shall be responsible for tabulating the votes collected. Only members of Dais may access the Councillors' votes before the final vote is tallied and declared. The Speaker shall declare a resolution to have been passed when a Simple Majority of Councillors have approved the motion, unless the context requires a different specific supermajority, in which case the Speaker shall declare a resolution to have been passed if the required majority of Councillors have approved the motion.

11.6. Public Voting Record

The voting record shall be public and included with all motions for which a vote is recorded on the Society's website. The voting record must set forth the total number of votes in favour, in opposition, and abstentions, as well as indicate the vote of each Councillor on each included motion. The voting record shall be created and uploaded by the Speaker, no later than two (2) business days following that Legislative Council meeting.

12. Debate

12.1. Opportunity for Debate

Councillors must be given the opportunity to debate a resolution for a minimum of five (5) minutes, including time for opposing arguments, before a motion to call the previous question can be entertained by the Speaker.

12.1.1. In the event that thirty (30) seconds of silence passes in which no debate is initiated or continued, the Speaker may choose to end the debate period to allow for the continuation of the meeting.

12.2. Decorum in Debate

Councillors and Officers shall address the Speaker and shall confine themselves to the topic of debate. Individuals' whose interventions are not confined to the topic of debate will be struck out of order by the Speaker.

12.3. Participation of Members

Members of the gallery may address the Legislative Council when recognized by the Speaker, provided that such individuals shall be subject to Robert's Rules of Order and the Standing Rules.



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13. Confidential Sessions

13.1. Attendance in Confidential Sessions

Only members of the Legislative Council shall be permitted to attend confidential sessions, except if an individual can provide important advice or information relevant to the agenda of the confidential session and their presence is approved by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

13.2. Confidentiality Agreement

All individuals present at a confidential session must have signed a confidentiality agreement prior to attending, as distributed and collected by the Governance Manager.

13.3. Agenda

At the beginning of the confidential session, the Speaker shall, on behalf of the Steering Committee, submit a confidential agenda and attached documentation. All confidential documents shall be collected before the close of the confidential session.

13.4. Violations

Violation of a confidentiality agreement shall be considered a violation of the Internal Regulations. Councillors or Officers who breach the confidentiality of the session are subject to sanction, in accordance with the Constitution.

13.4.1. The Office of the General Manager, in consultation with the Governance Manager, shall be responsible for reviewing where there may be a violation of the confidentiality agreement.

14. Electronic Motions

14.1. General

Resolutions may be passed electronically in accordance with the Internal Regulations when reasonably required. The Speaker shall be provided with the electronic mail addresses of all Councillors.



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14.2. Distribution

A member of Dais shall electronically distribute motions to the members of the Legislative Council for approval.

14.3. Vote

Members of the Legislative Council may vote in favour, in opposition, or abstain, in electronic motions by personal electronic communication. Votes shall be returned to the Speaker by a date predetermined by the Speaker, which shall not be less than twenty-four (24) hours from the electronic distribution of the motion.

14.4. Tabulation

The Speaker shall be responsible for tabulating the votes collected. Members of Dais may access the Councillors' votes before the final vote is tallied and declared. The Speaker shall declare a resolution to have been passed when a Simple Majority of Councillors have approved the motion, unless the context requires a different specific supermajority, in which case the Speaker shall declare a resolution to have been passed if the required majority of Councillors have approved the motion.

14.5. Announcement

The Speaker shall inform Councillors of the result by electronic communication. The result of such electronic motions shall be recorded in the minutes for approval at the next regular meeting of the Legislative Council.



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INTERNAL REGULATIONS OF GOVERNANCE-06: BOARD OF DIRECTORS

Part I: General

1. Function

1.1. Jurisdiction

The Board of Directors is a body primarily responsible for the human resources, legal, financial, and operational affairs of the Society.

1.2. Ratification of Council Resolutions

All resolutions passed at a meeting of the Legislative Council shall be considered for ratification at the next regular meeting of the Board of Directors, or at a special meeting called for that purpose. The Board of Directors may not amend a resolution of the Legislative Council prior to ratifying it. All resolutions, unless otherwise stipulated, require a simple majority of the Board of Directors in order to be ratified.

1.3. Resolution Referred to Legislative Council

In the event that the Board of Directors resolves to refer a resolution back to the Legislative Council for further review or to address amendments proposed by the Board of Directors, the Board of Directors shall submit to the Legislative Council any concerns or proposed amendments to the resolution.

1.3.1. The Speaker, on behalf of the Board of Directors, shall compile any concerns or proposed amendments, to be presented at the next Legislative Council meeting where this resolution will be presented for consideration or further review.

1.3.2. The Speaker, on behalf of the Board of Directors, shall notify the authors of the resolution of the referral back to the Legislative Council, as well as any concerns or proposed amendments from the Board of Directors.



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1.4. Council Resolution Overturned

The Board of Directors should only exercise its power to overturn resolutions of the Legislative Council to protect the legal, financial, or operational well-being of the Society.

1.5. Consideration of Council Resolutions in Public Session

The Board of Directors shall not consider the ratification of resolutions of the Legislative Council in confidential session, with the exception of resolutions passed by the Legislative Council in confidential session.

1.6. Recommendation to Initiate Referendum Question

The Board of Directors may, by way of resolution, recommend to the Legislative Council the initiation of a Referendum question. Notwithstanding the regular requirements for placing such a motion before the Legislative Council, the Legislative Council shall consider the Referendum question at its next regular meeting.

1.7. Exceptional Interim Provision

Notwithstanding the regular requirements for the adoption of Interim Provisions, the Board of Directors may, by way of resolution passed by a two-thirds ($\frac{2}{3}$) vote, adopt an Interim Provision, which shall take effect immediately. The Legislative Council shall consider such an Interim Provision at its next regular meeting. If the Interim Provision is confirmed, or confirmed as amended, by the Legislative Council, in accordance with the procedures regularly required for the adoption of Interim Provisions, the Interim Provision shall remain in effect with the period of validity set by the Legislative Council. Otherwise, the Interim Provision shall cease to have effect.

1.8. Report to General Assembly

The President, on behalf of the Board of Directors, shall report to each regular General Assembly on all public matters, if any, with which the Board of Directors has dealt since the previous regular meeting of the General Assembly.

1.9. Ratification of General Assembly or Referendum Resolutions

All non-fee-related resolutions passed during a General Assembly or through a Referendum shall be considered for ratification at the next regular meeting of the Board of Directors, or at a special meeting called for that purpose. The Board of Directors may not amend a resolution



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prior to ratifying it. All resolutions, unless otherwise stipulated, require a simple majority of the Board of Directors in order to be ratified.

2. Members of the Board of Directors

2.1. Chair

The Chair of the Board of Directors shall be a non-voting member of the Board. They shall not have the right to vote and shall not be counted towards the quorum at meetings of the Board of Directors.

2.1.1. If the President is a non-voting member of the Board of Directors, the President shall be the Chair of the Board of Directors.

2.1.2. If the President is a voting member of the Board of Directors, the Speaker shall be the Chair of the Board of Directors.

2.1.3. If the Speaker is unable to fulfill the responsibilities of the Chair, the Deputy Speaker shall be the Chair of the Board of Directors.

2.1.4. In the absence of the Chair, the Board of Directors shall select a Chair from among its non-voting members. The member acting as Chair shall only exercise their vote in the case of a tie.

2.2. Responsibilities of the Chair

The Chair shall preside over the meetings of the Board of Directors and enforce the rules of procedure.

2.3. Responsibilities of Directors

Members of the Board of Directors shall:

- a. Attend all meetings of the Board of Directors.
- b. Attend all General Assemblies.
- c. Sit on at least one (1) committee that requires the participation of a Director.

2.4. Attendance

If a Director has an unavoidable personal, academic, or other conflict that prevents them from attending a meeting of the Board of Directors, they must send regrets to the Chair or Governance Manager before the meeting begins.



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2.5. Failure to Notify in Absence

Failure to send regrets to the Chair or Governance Manager for two (2) meetings, even if they are not consecutive, shall be considered delinquency of duties and shall be grounds for removal in accordance with the Constitution.

2.6. Exercise of Voting Rights

Directors may not vote in absence, except in the case of a resolution in writing outside of a meeting or where they participate in a meeting of the Board of Directors by way of technical means in accordance with the Constitution.

2.6.1. Directors may not transfer their voting rights to any other person or body.

2.6.2. Directors shall not exercise their voting rights while impaired by drugs or alcohol.

2.7. Alumni Representatives

Subject to ratification by the Board of Directors, the Nominating Committee shall solicit, through an application process, and nominate two (2) alumni representatives to the Board of Directors. The alumni representatives may, at the invitation of the Board of Directors, attend meetings of the Board of Directors in an advisory role. The alumni representatives shall not have the right to vote or be counted for the purposes of establishing quorum at meetings of the Board of Directors; the alumni representatives are not Directors, but may sit on committees under the Board of Directors.

3. Meetings of the Board of Directors

3.1. Calling of Regular Meetings

The Board of Directors shall meet at least as often as monthly during the academic year. Meetings shall be called in accordance with the Constitution, by the President or any four (4) Directors. Members of Dais, in collaboration with the President and the Governance Manager, shall prepare the agenda for any regular meeting of the Board of Directors. Notice of the meetings shall be publicized for all Members at the beginning of the Fall and Winter semesters, except in the case of emergency.



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3.1.1. Failure to provide notice through error or omission for any meetings of Directors shall not invalidate the meeting during or after, nor make void the proceedings, decisions, or votes that take place during such meeting.

3.2. Standing Rules

The Board of Directors may, by a two-thirds (2/3) vote, adopt, amend, or repeal standing rules to supplement standard procedural rules.

3.2.1. Any changes in advance to the Standing Rules shall be done at least one (1) week in advance of the first meeting of the Board of Directors for the academic year.

3.3. Request for Roll Call

The vote on any substantive motion must be taken by roll call at the request of a single member of the Board of Directors, unless the Board of Directors resolves to take the vote by ballot.

3.3.1. The voting record for any vote taken by roll call shall be included in the minutes.

3.4. Confidential Session

The Board of Directors may, by a two-thirds ($\frac{2}{3}$) vote, resolve to enter an otherwise unscheduled confidential session. No individual who is not a member of the Board of Directors may be present during a confidential session, unless the Board of Directors approves of their presence by a two-thirds ($\frac{2}{3}$) vote and the individual has signed a confidentiality agreement.

3.5. Participation of Members

Any Member shall have the right to attend a meeting of the Board of Directors as a member of the gallery, with the exception of confidential sessions.

3.5.1. Unless the Board of Directors decides otherwise by majority vote, members of the gallery may address the Board of Directors when recognized by the Chair, but may not speak more than twice to the same question.

3.5.2. Executive Officers mandated to attend the Board of Directors meetings will do so in a non-voting capacity.



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3.6. Bilingualism

All members of the Board of Directors and members of the gallery may participate in business of the Board of Directors in French or English.

3.7. Resolution in Writing Outside of Meetings

To be valid, a resolution in writing considered outside of a meeting of the Board of Directors shall require the approval and signature, physical or electronic, of two-thirds (2/3) of all Directors before the next regular meeting of the Board of Directors.

3.8. Minutes and Documents

The agenda and minutes of all Board of Director meetings shall be drafted in accordance with expectations of due clarity and propriety. The agenda for all meetings shall be made publicly available at least 72 hours in advance. All minutes and documents of the Board of Directors shall be public documents, except for minutes and documents of confidential sessions, and shall be made available to the Members within two (2) weeks of the meeting.

3.8.1. Format of Minutes

The minutes for all Board of Director meetings may be written either verbatim or in summary form, but must include all information presented and actions undertaken during the meeting to promote transparency and accessibility.

3.8.2. Responsibility of Minute-Taking

The Recording Secretary shall be responsible for taking minutes and amending the agendas for all Board of Director meetings. The agenda and minutes of each meeting must be provided to the President of the Board and Governance Manager within five (5) business days of the meeting's conclusion.

3.8.3. Secretary for the Board of Directors

The Recording Secretary shall occupy a non-voting role and be responsible for the administrative duties associated with the Board of Directors.

3.9. Accessibility

All Board of Director meetings shall be conducted in such a manner to ensure their accessibility to all Members at minimum to the established standards of SSMU.



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All meetings of the Board of Directors will be held in a building on or near the downtown campus. Meetings should be held in a room which is physically accessible, and any necessary accommodations should be made for any Member to be able to participate in the meeting, including Sign Language interpretation, upon request. Meetings may also be held via teleconference, as required, and Members will be capable of joining via teleconference for the duration of all public sessions.

A designated translator shall repeat any statement in French or English at the request of any Member. Whisper translation in French and in English shall be available at all Board of Directors meetings.

3.9.3. Accessibility Accommodation Requests

It is the responsibility of SSMU to ensure that all Members are informed of their accessibility rights ahead of time and are provided the opportunity to request accessibility accommodations through a standardized means circulated as a part of regular advertisement and preparation correspondence.

Part II: Protocols

1. Vacancies

In the event that a vacancy exceeds 60 days or is permanent, the position on the Board of Directors will be considered abandoned and the replacement protocol will be initiated.

2. Resignation or Removal

2.1. Removal

A Director, exempting Officers, may be removed from their position for impropriety, violation of the provisions of the Constitution or its Internal Regulations, delinquency of duties or misappropriation of Society funds. If these conditions are determined to have occurred based on an investigation by the appropriate body, the Director may be removed via two-thirds ($\frac{2}{3}$) vote of the Directors present.

In these circumstances, the Director in question has the right to be notified of these proceedings, including the date, time and location of the meeting, and will be given a reasonable opportunity to address the meeting's attendees either through a written statement read by the Speaker or in attendance at the meeting in person or virtually. This address should focus on the reasons why the Director in question disagrees with the conclusion of the



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investigation or denies allegations of misconduct, with reasonable length and respecting the privacy of others by sharing only necessary details of other individuals.

If a Director is not provided with reasonable notice, reasonable accommodations for attendance, or is not provided with an opportunity to submit an address or attend the meeting, then the meeting and its proceedings shall be considered void and a new meeting shall be convened to consider the Director's removal.

It is the onus of the Society to abide by the procedure for removal as outlined in this document and the Constitution, but it is the onus of the Director for whom the removal request applies to provide proof of misconduct by the Board of Directors to nullify their removal.

2.2. Resignation

Any Director may submit their resignation from their position by forwarding a letter of resignation to the head office of the Society via electronic mail, courier or by registered mail. The resignation shall become effective on the date when the letter of resignation is sent to the Society or on such other date as may be specified in the letter. Verbal or third-party notifications shall not be recognised as a form of resignation.

3. Replacement Protocol

Board of Director positions shall be filled in the process as outlined in the Constitution.



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INTERNAL REGULATIONS OF GOVERNANCE-07: GENERAL ASSEMBLY

Part I: General Assemblies

This section shall apply to General Assemblies that are not considered Special General Assemblies or Strike General Assemblies, unless the procedures for Special and Strike General Assemblies remain the same. In the case of a conflict between General Assembly and Special/Strike Assembly procedure, the Special/Strike procedure shall only apply for such meetings that fit the definition of Strike General Assembly or Special General Assembly.

1. Order of Business

1.1. General

The order of business for any regular General Assembly of the Society shall be as follows:

- a. Call to Order;
- b. Land Acknowledgement;
- c. Approval of Minutes;
- d. Adoption of the Agenda;
- e. Question Period;
- f. New Business, which shall include, when necessary:
 - i. Ratification of Nominations of the Auditors; and
 - ii. Presentation of the Audited Financial Statements;
- g. Report of the Board of Directors;
- h. Report of the Executive Committee;
- i. Officer Reports;
- j. Adjournment.

1.2. Report of the Executive Committee

The report of the Executive Committee to the regular General Assemblies shall include, but is not limited to, any actions undertaken by the Executive Committee as a result of resolutions passed at the previous General Assembly. The report shall be made available to Members on the Society's website no less than one (1) week in advance of the General Assembly.



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1.3. Deadline

The Speaker shall receive items for the agenda up to two (2) weeks in advance of the General Assembly in question and receive motions from the floor up to the day of the General Assembly.

2. Publicity

2.1. General

It shall be the responsibility of the President, in collaboration with the Governance Manager and Speaker, to publicize and organize the logistics of General Assemblies.

2.2. Minutes

Following any General Assembly, a copy of the minutes and a written summary of the decisions made shall be made available on the Society's website, within two (2) weeks of any General Assembly.

2.2.1. Responsibility of Minute-Taking

The Recording Secretary shall be responsible for taking minutes and amending the agendas for all General Assembly meetings. The agenda and minutes of each meeting must be provided to the Governance Manager within 24 hours of the meeting's conclusion.

Part II: Procedure

3. General

3.1. Speaker

The Speaker shall be responsible for coordinating and chairing General Assemblies.

3.2. Audiovisual Recording

All reasonable efforts shall be made to live-stream and film the General Assembly. Resulting footage of the General Assembly shall be made available on the Society's website. If any motion is sent to an online vote, all reasonable efforts shall be made to place a link to the



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relevant section of footage on the online ballot, so that interested students may view the debate before voting.

3.3. General Accessibility

All General Assembly meetings shall be conducted in such a manner to ensure their accessibility to all Members at minimum to the established standards of SSMU.

All General Assemblies will be held in a building on or near the downtown campus which at minimum meets quorum, which all Members may independently access for the duration of all public sessions. Meetings should be held in a room which is physically accessible, and any necessary accommodations should be made for any Member to be able to participate in the meeting, including and Sign Language interpretation, upon request.

A designated translator shall repeat any statement in French or English at the request of any Member. Whisper translation in French and in English shall be available at all General Assemblies.

3.3.1. General Assemblies may be held via teleconference. If this is the case, the Members will be notified of the digital platform, date and time of the meeting.

3.4. Requested Accessibility

In addition to the abovementioned, other accommodations will be provided upon request with five (5) days notice, including but not limited to Sign Language interpretation.

3.4.1. Accessibility Accommodation Requests

It is the responsibility of SSMU to ensure that all Members are informed of their accessibility rights ahead of time and are provided the opportunity to request accessibility accommodations through a standardized means circulated as a part of regular advertisement and preparation correspondence.

4. Standing Rules

4.1 General

The Steering Committee shall be responsible for drafting and approving the Standing Rules at least one (1) week in advance of the General Assembly. The Standing Rules should be drafted in collaboration with the Speaker and should facilitate an effective and accessible process.



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4.2. Publicity

The Standing Rules for the General Assembly must be publicized to the Members at least five (5) calendar days in advance of the General Assembly.

5. Motions

5.1. Motions in Advance

Items for the agenda shall require either the signatures of one hundred (100) Members or the signatures of four (4) Councillors or Officers, with Members from at least four (4) faculties and no more than fifty percent (50%) of signatures coming from any one (1) faculty. Petitions to place items on the agenda shall require the name, signature, faculty, and student number of all Members signing the petition in support of placing the motion on the agenda. These motions will be subsequently translated and publicized in both English and French.

5.2. Deadline

Motions in advance must be submitted to the Speaker at least two (2) weeks in advance of the General Assembly.

5.3. Late Motions

Main motions may be submitted to the Speaker late, up until 72 hours before the General Assembly begins. The Speaker shall be responsible for reviewing the late motions to ensure compliance with the Governance Documents. The Speaker may request assistance from Elections SSMU or other relevant persons. Late motions will be considered if two-thirds (2/3) of the General Assembly votes to do so.

5.3.1. Individuals submitting the late motions are strongly encouraged to provide at minimum a preliminary translation of the documents being submitted into French and English. All reasonable efforts will be made to translate late motions in both French and English. If the late motion is not translated prior to the meeting of the General Assembly, then the Speaker shall read the late motion aloud, so that the motion is translated via whisper translation.

5.4. Motions from the Floor

Main motions may come from the floor. In the event that this occurs, the General Assembly will automatically recess while the Speaker reviews the motion to ensure compliance with the



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Governance Documents. The Speaker may request assistance from the General Manager, Officers, or other relevant persons. Motions from the floor will be considered if three-quarters (3/4) of the General Assembly votes to do so. The Speaker shall read the motion from the floor aloud so that the motion is translated via whisper translation.

5.5. Consultations

Any motion submitted for consideration to the Steering Committee shall include a list of individuals, groups, or organizations which have been consulted prior to the drafting of the motion.

5.5.1. Restriction

Consultations must include at least one of the Policy and Advocacy Coordinator, the Governance Manager, or the Governance Coordinator.

5.6. Review of Motions

The Speaker shall, in consultation with the mover and, if requested, the Steering Committee, review and edit all motions submitted for concision and cogency.

5.7. Vote

Any motion submitted and accepted for a General Assembly shall be decided upon by a vote of the Members present at the meeting by a raising of placards, unless another voting method is requested and approved by a vote of the Members present or unless the Speaker prescribes another voting method.

5.8. Ruling on Motions

It shall be the prerogative of the Speaker to rule as to whether or not motions presented for the General Assembly are in order. This ruling shall occur within twenty-four (24) hours of receipt of the motion by the Speaker for motions submitted in advance and before the start of the General Assembly for motions submitted from the floor. Should motions come to the floor of a General Assembly that, in the Speaker's judgment, directly contravene the Governance Documents, the Speaker shall have the authority to rule these motions out of order and have them stricken. Such a decision can be challenged before the Judicial Board. If the decision of the Speaker is appealed at the Judicial Board but the Judicial Board does not render its opinion in advance of the next General Assembly in question or the Board of Directors does not ratify the decision of the Judicial Board in advance of the next General Assembly, the motion shall come to the floor of the next General Assembly.



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5.9. Debate and Amendment of Motions

Members present at the General Assembly must be given reasonable opportunity to debate and amend each motion. The General Assembly may amend motions and resolutions in accordance with Robert's Rules of Order and the Standing Rules.

5.10. Online Vote

A motion to hold an online vote on a main motion shall be in order at any time when a main motion is pending. Any Member present at the General Assembly, other than members of Dais, can move or second this motion. The online vote shall be open to all Members. A main motion may be moved to an online vote by a motion passed by a two-thirds (2/3) vote of the General Assembly. The online vote shall be held no more than forty-eight (48) hours following the close of the General Assembly. It shall be open for a period of forty-eight (48) hours, and no campaigning shall be allowed on the motions in question. Minutes from the General Assembly shall be made available during the voting period. The Speaker shall have the discretion to rule a motion for an online vote out of order if the motion is made or used in a disruptive manner.

6. Online Ratification

6.1. General

All resolutions adopted at the General Assembly must be submitted to an online vote for ratification, in accordance with the Constitution. This does not include motions for which a motion to hold an online vote is made successfully.

6.2. Quorum

Quorum for all General Assembly ratifications shall be ten percent (10%) of the Members.

6.3. Procedure

Within seven (7) days of the General Assembly, Elections SSMU shall distribute the electronic ballot to ratify resolutions adopted at the General Assembly. The voting period will last a minimum of three (3) days. Elections SSMU will announce the results by electronic mail sent to all Members.

6.4. Ballot

Wherever possible, the ballot shall contain the following:



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- a. The vote at the General Assembly including the number of “Yes”, “No”, and “Abstain” votes; and
- b. A video recording or transcript of the question and debate periods.

7. Consultative Forums

7.1. General

A consultative forum shall be established when any General Assembly fails to reach quorum or loses quorum at any point. A consultative forum may revert to a General Assembly if and when quorum is reached.

7.2. Motions at Consultative Forum

Motions debated at a consultative forum shall be added to the agenda of the next General Assembly or, at the discretion of the Speaker and with the consent of the movers, upon the agenda of the next meeting of Legislative Council or the following meeting of the Legislative Council.

7.3. Voting

Voting shall take place in a consultative forum, but the decision shall not be binding. A vote count shall be taken for all main motions and recorded in the minutes.

7.4. Minutes from Consultative Forum

The minutes from a consultative forum shall be circulated to the Legislative Council and uploaded to the Society's website before the meeting of the Legislative Council designated to consider matters of the General Assembly. Minutes should be circulated in any case within two (2) weeks of the General Assembly.

Part III: Special and Strike General Assemblies

8. Special General Assembly

8.1. Definition

A Special General Assembly shall be a General Assembly other than the required regular General Assembly or a Strike General Assembly.



8.2 Initiation

A Special General Assembly can be initiated by the Legislative Council through a resolution directed to the Speaker or by Members of the Society in writing asking the Speaker to call a Special General Assembly.

8.2.1. Initiation by Legislative Council

The Legislative Council shall pass a resolution asking for the Speaker to call a Special General Assembly. This resolution should include:

- a. A draft of the motion to be presented at the Special General Assembly.
- b. All relevant information pertaining to the motion.
- c. An explicit goal of the Legislative Council in calling for a Special General Assembly.
- d. The selection of a primary member to act as a representative of the Legislative Council during the review process conducted by the Speaker and the Steering Committee.

8.2.2. Initiation by Members

A Special General Assembly can be called by Members of the Society by accruing signatures from at least fifty (50) Members of the Society from at least four (4) different faculties or schools with no more than fifty percent (50%) being from any one faculty or school.

To obtain these signatures an open letter should be published clearly explaining the motivation and goal of the Special General Assembly and a form or sheet should be attached where students can submit their signatures. Once sufficient signatures are obtained, the list of signatures should be presented to the Speaker along with a motion to be ratified at the Special General Assembly.

The motion shall include all necessary information for the Speaker, in collaboration with the Steering Committee, to assess the soundness of the information contained within and the validity of the motion's presentation.

- a. A draft of the motion to be presented at the Special General Assembly.
- b. All relevant information pertaining to the motion.
- c. An explicit goal of the Members of the Society in calling for a Special General Assembly.
- d. The selection of a primary writer to act as a representative during the review process conducted by the Speaker and the Steering Committee.



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Any Member of the Society can ask to have their signature removed up until the calling of the Special General Assembly and a signature does not bind an individual to attend, vote in favour of or support the motion that follows. Any signatures found to have been obtained through deceit, manipulation, or compensation will be considered void.

8.3. Calling of Special General Assemblies

The Speaker shall call any Special General Assembly up to three (3) weeks after receipt of a petition for a Special General Assembly. This period should be used for the Speaker and the Steering Committee to conduct a review of the motion presented for the Special General Assembly.

- a. Should the three (3) week requirement place the Special General Assembly in a mid-semester holiday, the Speaker shall schedule the Special General Assembly for the next available regular academic day.
- b. Should the three (3) week requirement place the Special General Assembly in either a holiday (at the end of the semester) or an exam period, the Special General Assembly shall be called for a date in the first two (2) weeks of the next semester.

8.3.1. Exceptions

Where a Special General Assembly is called for the purpose of removing a Councillor or Director, the Speaker shall call the Special General Assembly one (1) week after receipt of the petition for the Special General Assembly.

If the Speaker, in collaboration with the Steering Committee, determines the motion is inappropriate, lacks vital information, or requires further review, the calling of the Special General Assembly may be delayed by two (2) weeks to allow the motion to be amended by its original writers based on the feedback of the Steering Committee.

If, following this extension, the motion is still deemed inappropriate or insufficient for the calling of a Special General Assembly, it will be denied through a written explanation and no Special General Assembly will be called.

8.4. Order of Business

The Speaker, in consultation with the Steering Committee, shall prepare the order of business for Special General Assemblies based on the relevant motion and supporting documents.



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8.5. Promotion at Special General Assemblies

Members petitioning for a Special General Assembly must provide at least ten (10) Members to act as volunteers to promote the General Assembly, where applicable.

8.6. Procedures Not Specified

All procedures not specified within this section shall be assumed to follow the standards of General Assemblies as outlined above. In the event that the circumstances of a Special Assembly interfere with expectations of procedure, the Speaker shall consult with the Steering Committee to determine the appropriate adaptations.

9. Strike General Assembly

9.1. Definition

A Strike General Assembly shall be any General Assembly considering a motion to strike.

9.2. Quorum

The quorum of Strike General Assemblies shall be 500 members. The quorum for a Strike General Assembly applies only to the motion to strike and not to any other agenda items.

9.3. Order of Business

The Speaker, in consultation with the Steering Committee, shall prepare the order of business for Strike General Assemblies based on the relevant motion and supporting documents.

9.4. Procedures Not Specified

All procedures not specified within this section shall be assumed to follow the standards of General Assemblies as outlined above. In the event that the circumstances of a Special Assembly interfere with expectations of procedure, the Speaker will consult with the Steering Committee to determine the appropriate adaptations.



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INTERNAL REGULATIONS OF GOVERNANCE-08: RESOLUTIONS, POSITIONS, POLICIES AND PLANS

Part I: Resolutions

1. Definition

1.1. General

Resolutions are not equivalent to Policies or Plans of the Society and they must not conflict with any Governance Documents of the Society. However, a resolution may amend an existing Policy or adopt a new position.

1.2. Contents

A resolution may contain:

- a. A call to action for the Society to undertake;
- b. Arguments which have a restricted and immediate time frame;
- c. A stance on a specific issue or event; or
- d. A change in the operating procedures of the Society.

1.3. Resolution Amending Governance Documents

Any Governance Document amended or adopted via a resolution shall continue to have effect after the expiry of the initial resolution.

2. Adoption

2.1. General

Resolutions may be adopted, amended, or repealed by Referendum, a General Assembly, the Legislative Council, or another body of the Society as defined herein. The procedure for the adoption of resolutions shall be pursuant to the applicable procedures of each body set out in the Constitution, Internal Regulations and Policies.



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2.2. Labelling

Resolutions shall be labelled as such before being presented to the body voting on the resolution in question.

2.3. Format

Resolutions shall abide by the format prescribed by the Steering Committee in its most recent version.

2.4. Duration of Validity

Resolutions of the Legislative Council shall be valid for no longer than one (1) academic-year from the date of enactment, but can be re-enacted by Referendum, General Assembly, or Legislative Council once expired.

3. Resolution Book

3.1. General

There shall be a compilation of resolutions passed by the Legislative Council called the Resolution Book, which includes all resolutions passed by the Legislative Council since the beginning of the academic year and shall be made available on the Society's website in French and English.

3.2. Management

The Governance Manager shall maintain and make available an archive of all past and adopted resolutions of the Society.

4. Positions Book

4.1. General

There shall be a compilation of all stances taken by the Society called the Positions Book, which includes all positions adopted by the Society by way of resolution. These positions do not expire, but can be removed or superseded by way of resolution.



Part II: Policies and Plans

5. Policies of the Society

5.1. Definition

Policies contain principles that direct the operating procedures of the Society. Further they shall:

- a. Be expressed in broad and guiding terms.
- b. Be relevant to the Society and relate to its mission.
- c. Be visionary and proactive in essence.
- d. Be subject to the Constitution, Internal Regulations and extant Policies of the Society.
- e. Be mandated to the Legislative Council or the Board of Directors.
- f. Contain an expiry date not longer than five (5) years from the date of adoption.

6. Plans of the Society

6.1. Definition

Plans are multi-year projects and frameworks that aim to fulfill the goals of the Society.

Further, they shall:

- a. Contain actionable items which bind the Society to an undertaking;
- b. Be relevant to the Society and relate to its mission.
- c. Be visionary and proactive in essence.
- d. Be subject to the Constitution, Internal Regulations, and extant Policies of the Society.
- e. Be valid for a period of up to ten (10) years.

6.2. Format

Plans must clearly identify:

- a. A specific Officer to oversee the progress and implementation of the Plan.
- b. Specific responsibilities for Officers, staff and committees of bodies of the Society.
- c. A timeline for the completion of multi-year projects.
- d. The over-arching goals of the plan.



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7. Adoption of Policies and Plans

7.1. Power to Adopt

Policies and Plans may be adopted, amended, or rescinded by the Legislative Council, the General Assembly, or a Referendum.

7.2. Two Readings Required

The adoption of a Policy or a Plan by the Legislative Council shall require two (2) readings, as shall be detailed in the Standing Rules adopted by the Legislative Council.

7.3. Expiry Dates

Policies and plans shall be structured with an expiry date of the policy or plan ending on either January 1st or May 1st within the maximum duration of the policy or plan.

7.4. Mandate to Discuss Expiring Policies and Plans

Any policy or plan that is set to expire in the current semester shall be brought to the Legislative Council by the Officer under whose portfolio it falls to discuss its renewal or non-renewal.

8. Policy and Plan Books

8.1. Policy Books

There shall be two separate compilations of Policies called the Policy Books, which shall include all policies currently in effect and shall be made available on the Society's website in French and English. Policies will be divided according to the body of the Society overseeing them.

8.2. Plan Manual

There shall be a compilation of Plans called the Plan Manual, which shall include all plans currently in effect and shall be made available on the Society's website in French and English.



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8.3. Management

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INTERNAL REGULATIONS OF GOVERNANCE-09: EXECUTIVE COMMITTEE

Part I: General

1. Function

The function and powers of the Executive Committee shall be as outlined in the Constitution.

2. Meetings of the Executive Committee

2.1. Resolution in Writing Outside of Meeting

To be valid, a resolution in writing considered outside of a meeting of the Executive Committee shall require the approval and signature, physical or electronic, of at least (4) Officers.

2.1.1. Temporary Veto Power

Any Officer may prevent a resolution in writing considered outside of a meeting of the Executive Committee from coming into effect by communicating their “veto” to the other Officers by written or electronic means. This veto shall only be in effect until the next Executive Committee meeting, where the resolution shall be considered.

2.2. Chair

The Chair of Executive Committee meetings shall be the President. In the event that the President is unable to fulfill this duty, the Executive Committee shall select an acting Chair for any given meeting.



Part II: Protocols

3. Resignation or Removal

3.1. Officer Removal

Executive Officers may be removed from their position for impropriety, violation of the provisions of the Constitution or its Internal Regulations, delinquency of duties or misappropriation of Society funds. If these conditions are determined to have occurred based on an investigation by the appropriate body, the Officer may either be removed through;

- a. A special General Assembly called for the express purpose of the removal shall pass a resolution by two-thirds ($\frac{2}{3}$) of Members present.
- b. The Board of Directors shall pass a resolution by two-thirds ($\frac{2}{3}$) of the Board of Directors, which shall then be presented to Members via a special General Assembly to vote. The process for a special General Assembly as above will then be initiated.

In both circumstances, the Officer in question has the right to be notified of these proceedings, including the date, time and location of the meeting, and will be given a reasonable opportunity to address the meeting's attendees either through a written statement read by the Speaker or in attendance at the meeting in person or virtually. This address should focus on the reasons why the Officer in question disagrees with the resolution or denies allegations of misconduct, with reasonable length and respecting the privacy of others by sharing only necessary details of other individuals.

If an Officer is not provided with reasonable notice, reasonable accommodations for attendance, or is not provided with an opportunity to submit an address or attend the meeting, then the meeting and its proceedings shall be considered void and a new meeting shall be convened to consider the Officer's removal.

It is the onus of the Society to abide by the procedure for removal as outlined in this document and the Constitution, but it is the onus of the Officer for whom the removal request applies to provide proof of misconduct by the Board of Directors to nullify their removal.

3.2. Officer Resignation

Any Officer may submit their resignation from their position by forwarding a letter of resignation to the immediate supervisor and the Human Resources Department via electronic mail, courier or by registered mail. The resignation shall become effective on the date when



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the letter of resignation is sent to the Society or on such other date as may be specified in the letter. Verbal or third-party notifications shall not be recognised as a form of resignation.

4. Replacement

4.1. Presidential Replacement

The replacement of the role of President shall be initiated following the abandonment or removal from the position. If the position is considered permanently vacant during the academic year, the Society must make a reasonable effort to ensure the position is filled at the discretion of the Board of Directors keeping in mind situational limitations. If the position is considered permanently vacant outside of the academic year, then the Society shall adequately prepare to fill the position at the commencement of the following academic year.

4.1.1. Temporary Authority

In the event that there is a major Presidential duty or responsibility that requires immediate intervention but there is considered inadequate time to replace the President or a vacancy is determined to be temporary in nature, the Board of Directors may authorize other individuals to fulfill the necessary duties and responsibilities to maintain the Society.

The individuals authorized by the Board of Directors shall be those best equipped to manage the Presidential duty in question, however they may provide alternative recommendations to the Board of Directors.

4.2. Executive Officer Replacement

The Society shall make a reasonable effort to fill non-Presidential Officer vacancies at the discretion of the Board of Directors via the Society's Election procedure.

4.2.1. Fulfilment of Duties and Responsibilities

In the event that the vacant position has duties or responsibilities that require maintenance or immediate action, the duties of the vacant Officer shall be delegated to the most appropriate and willing Executives or Staff within the Society. No one individual shall overtake the full responsibilities of an Executive position without the consent of the individual and fair compensation (in line with current SSMU values for fair pay) for their labour.



5. Following By-Elections

5.1. Post-Election

The elected individual shall be considered as occupying the Executive Officer position immediately following the ratification of the By-Elections results, but must receive onboarding before taking over the complete responsibilities outlined in the portfolio of the role.

5.2. Onboarding

Any Executive Officer elected through a By-Election will begin the onboarding process within 7 days of the ratification. In the event that this period encompasses a holiday, that day shall not be counted towards the total days between the ratification and commencement of onboarding. Once all onboarding material has been completed, the Executive Officer will be recognized as the responsible party in all manner pertaining to their portfolio.

5.2.1. Onboarding Material

All Executive Officers will receive the following onboarding materials within 7 days of their ratification;

- a. the Employee Manual;
- b. the Executive Manual;
- c. the position's Training checklist;
- d. the two (2) most recent exit reports for their position, where applicable; and
- e. all necessary HR documentation related to contracts and pay.

5.2.2. Mandatory Training

Executive Officers are expected to complete training on Mental Health, Sustainability, Gendered and Sexual Violence, and Equity before commencing their collaboration or supervision of any SSMU staff or Member. All Executive Officers may request additional training/documentation on any topic related to their role during the onboarding process, which should be completed within a reasonable timeframe.

5.3. Timeline

For HR and Legal purposes, any Executive Officer elected through by-election will be considered an employee of SSMU immediately following the completion of all necessary contracts by both the Officer and HR. The onboarding process cannot be initiated until these documents have been signed and HR has approved of the Officer's standing as an employee.