

Internal Regulations of Sustainability and Operations

Amended on 2024-11-26





TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-01: Background	5
Part I: General	5
1. Applicability	5
2. Explanatory Note	5
3. Singular and Plural	5
4. Conflict of Provisions	5
5. Precedence	5
6. Headings	6
7. Partial Invalidity	6
8. Illegal Provisions	6
Part II: Definitions	6
INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-02: SSMU Operations	9
Part I: Building Management	9
1. University Centre (3480 Rue McTavish)	9
1.1. Purpose	9
1.2. Responsible Parties	9
2. 3501 Rue Peel Building	9
2.1. Purpose	9
2.2. Responsible Parties	10
3. Tenancy	10
3.1. Priority of Student Services	10
3.2. Space Agreements	10
3.3. External Tenants	11
Part II: Revenue-Generating Operations	11
1. Gerts Student Bar/Café	11
1.1. Purpose	11
1.2. Responsible Parties	11
1.3. Day-to-Day Operations	12
1.4. External Partnerships	12
1.5. Financial Procedures	13



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1.6. Long-Term Planning	13
2. MiniCourses	14
2.1. Responsible Parties	14
2.2. Fees	14
2.2.1. Refund Policy	14
2.3. Excess Funds	14
2.4. Accessibility	15
3. Space and Equipment Rentals	15
3.1. Room Bookings	15
3.2. Pricing	15
3.2.1. SSMU Affiliated Groups	16
3.2.2. McGill Community	16
3.2.4. Indigenous Student Groups	16
3.3. Equipment	16
3.4. Contract Creation and Maintenance	17
3.5. Alcohol	17
3.6. External Security	18
Part III: Building and Operations Committee	18
1. Function	18
3. Additional Committees	18
INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-03: Sustainability	19
Part I: Accessibility	19
1. Accessibility of Physical Spaces	19
1.1. Bilingualism in Signage/Postering	19
1.2. Disability Consciousness	19
1.3. Renovations	19
1.4. Cosmetic Needs	20
2. Advocacy of Accessibility	20
2.1. Advocacy to the University	20
3. Assessments and Updates	20
3.1. Reports	20
3.2. Staff Updates	21
Part II: Environmental Sustainability	21
1. Waste Reduction	21
1.1. Waste Reduction Tactics	21



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1.2. Paper Reduction	22
1.3. Waste Disposal	22
1.3. Food	22
2. Event Planning	22
2.1. Certification of Sustainability	22
2.2. Sustainability Incentives	23
3. Assessments and Updates	23
3.1. Annual Assessment	23
3.2. Workplace Certification	23
Part III: Equity Initiatives	24
1. Equity Triage	24
1.1. Purpose	24
1.2. Implementation	24
1.3. Application	24
1.4. Prioritization of Equity	25
2. Indigenous Presence in Physical Spaces	25
3.1 Definition	25
3.2. Responsible Parties	25
3.3. Sourcing of Indigenous Art	25
3. SSMU as a Workplace	25
4.1. Mandatory Training	25
4.2. Optional Training	26



INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-01: Background

Part I: General

1. Applicability

Internal Regulations of Sustainability and Operations shall apply to all SSMU policies and provisions 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:

1. Internal Regulations of Governance.



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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. Headings

The headings used in the Internal Regulations are for reference purposes only. They shall not be considered in the interpretation of the words or provisions in the Internal Regulations.

7. 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.

8. Illegal Provisions

Provisions that are illegal shall be null.

Part II: Definitions

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

- a. “Board of Directors”
- b. “Constitution”
- c. “Executive Committee”
- d. “General Assembly”
- e. “General Manager”
- f. “Internal Regulation”
- g. “Legislative Council”
- h. “Member”
- i. “Nominating Committee”
- j. “Officer”
- k. “Policy”
- l. “The Society” and “SSMU”



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

- m. **“Accessibility”** shall mean the ability for everyone, regardless of disability or differences in needs, to access, use, and benefit from everything within their environment. As a practice, it aims to facilitate the full participation of individuals with disabilities in SSMU.
- n. **“Cosmetic Needs”** shall refer to all elements of the building which aid in its usage, accessibility, and appearance, but are not fundamental to its structure or existence. This includes lighting, signage, seating arrangements, sound systems, control systems, etc.
- o. **“Day”** shall include weekends but not holidays (civic and academic). Academic holidays shall include the Senate-approved Calendar of Academic Dates of the University.
- p. **“External”** shall refer to University bodies (including, but not limited to, the Board of Governors, the McGill Alumni Association and Senate), as well as individuals 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;
- q. **“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.
- r. **“General Manager”** shall refer to the individual responsible for overseeing SSMU’s administration, governance, corporate obligations, accounting, human resources, business operations, and legal affairs.
- s. **“Gerts Manager”** shall refer to the individual in charge of ensuring effective day-to-day operations of Gerts bar, and will work in collaboration with the Clubs and Services Manager generating revenue, as well as, coordinating events and catering, with the understanding that they are non-profit student operations.



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- t. **“Harm Reduction”** shall refer to the holistic practices and policies enacted by SSMU and its actors to lessen the negative impact of human behaviors. These can include, but are not limited to, physical, legal, emotional, and social impacts.
- u. **“Indigenous”** shall refer to any person who self-identifies as First Nations (status or non-status), Inuit, Metis, American Indian, Alaskan Natives and Native Hawaiians.
- v. **“Land Acknowledgment”** shall mean a statement recognizing the Aboriginal people as the traditional stewards of the land.
- w. **“Overdose”** shall mean a toxic quantity or combination of drugs or stimulants that overwhelms the body’s usual function and causes serious health issues (such as heart failure or a stroke).
- x. **“Plan”** shall mean a multi-year project or framework that is created by the Society.
- y. **“Reasonable Accommodation”** shall refer to a necessary and appropriate modification or adjustment which can be requested by any person, at any time, to make fair an inaccessible system and ensure that all individuals can access, use, and benefit from everything within their environment on an equal basis with all others.
- z. **“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.
- aa. **“Society Staff”** shall refer to all the paid employees of the Society, excluding Officers.
- bb. **“Sustainability”** shall mean the approach or practices that allows present generations to meet their needs without compromising the needs of future generations, and includes environmental, social and economic considerations.
- cc. **“University”** shall mean the Royal Institution for the Advancement of Learning/McGill University.
- dd. **“Workplace”** shall refer to SSMU’s role as an employer and the physical space that is used by the SSMU staff and Officers to complete their responsibilities as employees.



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INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-02: SSMU Operations

Part I: Building Management

1. University Centre (3480 Rue McTavish)

1.1. Purpose

The University Centre, located at 3480 Rue McTavish, Montreal, Quebec, H3A 0E7 , is the main building used for SSMU operations and services. This building provides students with access to study spots, the Gerts Cafe and Bar, and bookable spaces. Officers have offices accessible via the University Centre within 3600 Rue McTavish Montreal, Quebec, H3A 0G3, while the fourth floor of the University Centre is primarily dedicated to providing offices to SSMU clubs and services. The purpose of the University Centre is to create an accessible space for gathering on campus and provide exemplary services and opportunities to SSMU's membership.

1.2. Responsible Parties

The Vice-President (Sustainability and Operations) is responsible for all decisions relating to the operations of the University Centre, including space allocation, renovations, and determining long-term goals for space utilization in collaboration with the General Manager. The Building Director is responsible for the day-to-day operations of the University Centre, and in executing strategy developed by and under the supervision of the Vice-President (Sustainability and Operations) and the General Manager.

2. 3501 Rue Peel Building

2.1. Purpose

The building located at 3501 Rue Peel is a secondary building owned by the SSMU for the purpose of expanding the Society's operations and services. 3501 Rue Peel is used at the discretion of Vice-President (Sustainability and Operations) and, with approval from the Board of Directors, can be leased to external bodies (such as McGill Services) that prioritize providing SSMU members with services or support across various facets of student life.



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2.2. Responsible Parties

The Vice-President (Sustainability and Operations) is responsible for all major decisions relating to the operations of 3501 Rue Peel, including approving tenants, overseeing renovations, and determining long-term goals for space utilization in collaboration with the General Manager and with approval from the Board of Directors. The General Manager also acts as a representative for the SSMU in all contracts and leasing agreements within the space. The Building Director is responsible for the day-to-day operations of 3501 Rue Peel under the supervision of the Vice-President (Sustainability and Operations) and the General Manager.

3. Tenancy

3.1. Priority of Student Services

Tenancy within the University Centre shall prioritize giving adequate space to Student Services that operate under the jurisdiction of the SSMU.

4.1.1. The violation of the Constitution or Internal Regulations of Student Groups constitutes adequate grounds for the reclamation and reassignment of spaces provided to student groups or services.

3.2. Space Agreements

All space agreements between the Society and tenants of Society property shall follow a standardized format as decided by the Vice-President (Sustainability and Operations) in collaboration with the General Manager. These agreements shall include a description of the intended use of the space and a list of rules applicable to the tenants while occupying the space.

3.2.1. The term of these agreements shall typically be from June 1st for a period of 12 months. Negotiations for renewal shall usually occur in the month of May.

3.2.2. Space agreements are only applicable to the original parties who signed the contract and cannot be extended or transferred. Changes in the utilization of the space must be approved by the Vice-President (Sustainability and Operations) and will require a re-signing of the contract.



3.3. External Tenants

Approval for external tenancy shall only be granted following an assessment of their alignment with SSMU values and the benefit of their tenancy to the student body. The evaluation of external tenants will be conducted by Vice-President (Sustainability and Operations), in collaboration with the General Manager, who will describe the viability of the partnership to the Board of Directors to allow them to make the final decision.

3.2.1. Students must be granted the opportunity to provide feedback on the proposed usage of Society property by tenants external to SSMU through surveys.

3.2.2 Any University-managed tenants (i.e Student Housing and Hospitality Services (SHHS)) must be also be approved by the Legislative Council

Part II: Revenue-Generating Operations

1. Gerts Student Bar/Café

1.1. Purpose

Gerts is an operation under the authority of the SSMU that aims to balance revenue generation with community representation by students. This balance allows Gerts to conduct itself as a business while prioritizing the experiences and opportunities for the student body. While Gerts Student Bar and Cafe is considered a 'revenue-generation operation' under SSMU, it is still bound by SSMU's values of service, representation, leadership, and sustainability which should be prioritized above profitability.

1.2. Responsible Parties

The Vice-President (Sustainability and Operations) is responsible for ensuring Gerts Student Bar and Cafe represents and encourages the core values of SSMU in their day-to-day operations, and acts as the final authority on all decisions. The General Manager is responsible for the training and oversight of the Gerts Manager, to ensure continued functionality of Gerts. The Gerts Manager is responsible for overseeing the day-to-day (i.e. functionality of) operations at Gerts, including business development and external partnerships.



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The Vice-President (Sustainability and Operations) has final authority and discretion over revenue generation, and is responsible for providing clear instructions to the General Manager and Gerts Manager about prioritization within Gerts operations.

1.3. Day-to-Day Operations

1.3.1. Hours of Operations

The hours of operations for the Gerts Bar and Gerts Cafe will be determined by the Gerts Manager and General Manager, with approval from the VP Sustainability and Operations. Temporary changes to the hours of operations will be publicized on the appropriate SSMU channels, while permanent changes will be communicated over email to the appropriate parties for advertising.

In the event of extenuating circumstances, such as an interruption to normal functions or in the absence of the Gerts Manager, the General Manager with the approval of VP Sustainability and Operations reserves the right to temporarily alter or suspend the hours of operations.

1.3.2. Space Allocation

The allocation of space for Gerts operations shall be designated by the Vice-President (Sustainability and Operations) and the daily usage of this space shall be determined by the Gerts Manager in line with existing SSMU policies. The usage of space allocated to Gerts will prioritize SSMU initiatives and groups, with consideration of financial implications for its operations.

1.4. External Partnerships

The Gerts Manager may propose external partnerships, but will require permission from the Vice-President (Sustainability and Operations) to establish a partnership with a new external group.

1.4.1. Values in Partnerships

It is the responsibility of the Vice-President (Sustainability and Operations) to advise the Gerts Manager and General Manager on conduct and the selection of external partnerships, including the prioritization of SSMU values in negotiation and implementation.



1.5. Financial Procedures

As a revenue-generating operation, Gerts utilizes different financial procedures from other Society departments. In the event a financial procedure is not included below, the standard procedures will be followed.

1.5.1. Signing Authority

Signing authority for day-to-day operations, including regular inventory replenishments and minor repairs under \$500, shall be given to the Gerts Manager to ensure efficient conduct of Gerts as a revenue-generation operation. Signing authority for major financial transactions, such as those that exceed established spending limits or initiate a new external partnership, will require the approval of the Vice-President Finance, the Vice-President (Sustainability and Operations) and the General Manager. In the absence of the General Manager, the Comptroller will assume signing authority as stated in the Internal Regulations of Finance.

1.5.2. Event Bookings

It is the responsibility of the Gerts Manager to receive, negotiate and finalize all Event bookings within the Gerts space. All event bookings will require a signature from the Gerts Manager and the Vice-President (Sustainability and Operations). In the absence of the Vice-President (Sustainability and Operations), the second signatory will be the General Manager. Exceptionally, if the event bookings will provide Gerts with more than \$500 (per booking) or will exceed an additional purchasing limit of \$500, it will also require consultation and approval by the Vice-President Finance.

1.5.3. Purchasing Limits

Gerts may exceptionally receive pre-approval for a period of one year for purchases from regular suppliers that exceed \$500 up to an amount determined by the Vice-President (Sustainability and Operations). In the event that purchasing exceeds that yearly established amount or is not purchased from a regular supplier, purchasing will require the approval of the Executive Committee.

1.6. Long-Term Planning

Long-term planning for Gerts Student Cafe/Bar is the responsibility of the Vice-President (Sustainability and Operations), who should be receptive to and prioritize the feedback of the student body, the General Manager and the Gerts Manager about the efficacy and satisfaction from customers of Gerts.



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2. MiniCourses

MiniCourses are a program dedicated to expanding the learning opportunities for students beyond the classroom through workshops and extracurricular courses.

2.1. Responsible Parties

The planning and execution of MiniCourses shall be the responsibility of the Community Partnerships and Learning Coordinator (formerly known as MiniCourses Coordinator) under the direction of the Vice-President (Sustainability and Operations) and the Student Life Operations Director. The selection of topics for MiniCourses will be based on a combination of student interests, funding availability, and Society capacity.

2.2. Fees

Minicourses are partially supported by the SSMU Student Academic Support Services fee. This fee is to be assessed every 3 years taking into consideration the salaries of instructors and the cost of operations. Individual course fees are to be set at the start of each semester by Community Partnerships and Learning Coordinator in collaboration with Vice President Sustainability and Operations. The determination of these individual course fees shall prioritize low cost for students while achieving a “break-even” point. Any profits/surplus made from MiniCourses are to be kept within the department to be reinvested in the improvement of the MiniCourses program.

2.2.1. Refund Policy

Refunds may be requested within 48 hours at the discretion of the Community Partnerships and Learning Coordinator for exceptional circumstances. It is the onus of the individual requesting a refund to provide documentation supporting their request for review.

2.3. Excess Funds

All funds collected from fees for the express purpose of providing MiniCourses may only be used for the planning and execution of MiniCourses. Excess funds must be used to support the future implementation of MiniCourses or expand the current number of MiniCourses available.



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2.4. Accessibility

Minicourses shall adhere to the accessibility standards of SSMU. This includes, but is not limited to, ensuring that they are hosted in a physically accessible location with audio and visual components that are shared with attendees following the event. Description of the physical space, along with directions and clear posted signage, will be available for all attendees. All attendees must be provided with the opportunity for voluntary disclosure and request of additional accommodations, and all reasonable accommodations will be made to ensure Members have equal access to MiniCourses events.

3. Space and Equipment Rentals

3.1. Room Bookings

Spaces within the University Centre shall be allocated in such a way to prioritize the Society's student groups and services. The reservation of allotted spaces shall be handled by the Student Life Operations Department under the supervision of the Vice-President (Sustainability and Operations). Once sufficient opportunity has been provided to the Society's student groups and services, external booking may be processed with further prioritization of groups that reflect SSMU's mission and value.

Spaces within the University Centre are primarily dedicated to the Society's student groups. This booking process is handled by the Student Life Operations Department under the supervision of the Vice-President Operations and Sustainability. External bookings are permissible after sufficient priority has been given to the Society's student groups.

3.2. Pricing

The allocation of all reduced-price or free room bookings shall be established each year by the Vice-President (Sustainability and Operations). Established prices will not include additional costs beyond base amount, including but not limited to external security hiring, catering, and supplies.

Discounted and complimentary room bookings are not applicable to reservations outside of operating hours, including weekends and holidays when the facility is closed, and will incur full charges.



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3.2.1. SSMU Affiliated Groups

The hours of free room bookings allocated per student group are to be established each year by the Vice-President Student Life and the Vice-President Operations and Sustainability.

The hours of free room bookings allocated per year to SSMU affiliated political campaigns are to be established each year by the Vice-President Operations and Sustainability alongside the Vice-President External Affairs.

For all groups affiliated with SSMU or its campaigns, once the allocation of free hours has been exhausted, additional bookings will be charged with a 50% discount.

3.2.2. McGill Community

Faculties and their associations are permitted to book spaces within the University Centre with a 50% discount. The faculty or student association must remain the main organizer for the discount to apply. Booking on behalf of third parties shall not be permitted and may result in sanctions.

3.2.3. Montreal Community and Beyond

Organizations or individuals that contradict positions detailed in the SSMU positions book are not eligible to book our spaces. Exceptions shall be made for the following fiscal year in the event that SSMU has a deficit of more than \$200,000 at the end of the current year.

Political parties will not be considered for any bookings unless there is equal representation across all political parties/groups

3.2.4. Indigenous Student Groups

In recognition of barriers in the creation of SSMU affiliated Indigenous Groups, all Indigenous Student Groups that are primarily composed of students will be allocated the same number of free room booking hours as Full Status clubs are. Faculties and External organizations leading Indigenous initiatives are excluded.

3.3. Equipment

The Society maintains a number of equipment to support student activity on campus. Pricing of equipment will be determined by the Student Life Operations Director and the Vice-President (Operations and Sustainability). It is the responsibility of the Vice-President



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(Operations and Sustainability) to ensure student groups are regularly consulted through the Vice-President (Student Life)(i.e. through club workshops) in equipment needs and respond appropriately to equipment requests through the expansion of inventory. The Vice-President (Operations and Sustainability) is tasked with regularly consulting relevant groups to determine the viability of utilizing existing equipment of sufficient quality for reuse by SSMU. This initiative aims to reduce unnecessary purchases and minimize material waste.

A review of available material from external sources must be conducted before the purchase of new equipment. The Vice-President (Operations and Sustainability) will provide inventory update reports through the Executive Committee.

3.4. Contract Creation and Maintenance

All negotiations and drafting of contracts concerning room bookings, equipment rental, or short-term space usage will be primarily managed by the Student Life Operations Director in accordance with established SSMU processes for contracts and invoicing. These contracts will then be forwarded to the Vice-President Operations and Sustainability for approval, who will sign the contract. Any new or revised versions of the contract template should be submitted for legal review to verify that the modifications do not pose any legal issues.

Contracts seeking renegotiation beyond the established terms should seek consultation with the Vice-President (Operations and Sustainability). The Vice-President Operations and Sustainability has final authority on all contractual decisions, including approval, denial, or altering the terms of the contract ahead of signatures.

3.5. Alcohol

All events hosted by the SSMU that involve alcohol must be reviewed by the Student Life Operations Director and, if organized by an Officer or their portfolio staff, approved by the Executive Committee. Approved events shall be managed by the Student Life Operations Director and the Building Director (if said event is in the University Centre) to ensure the event's safety, security, and smooth functioning. At events where alcohol is available, no event organizer or Executive Officer may participate in the consumption of alcohol before or during the event. No illicit substances may be brought into the event by organizers or attendees, and all alcohol provision must abide by Quebec regulations surrounding permitting and serving.

At events where alcohol is available, all servers must be trained in harm reduction principles, which may be overseen by the Equity and Policy Specialist. Even where alcohol consumption



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is permitted, it will not be mandated or encouraged by event organizers or the individuals administering alcohol.

3.6. External Security

External Security may be used in special circumstances where the event is deemed to be 'high risk' for illicit or harmful activities or will have a large number of attendees (>150). High risk events may include those that include alcohol, host a high-profile outside speaker, are centered around unusual activities or equipment, and/or involve expense(s)/revenue(s) in excess of \$1,000. This external security shall be selected by the Vice-President Operations and Sustainability based on SSMU's principle of harm reduction prioritization, focusing on companies that align with SSMU's values. The process for hiring and using external security will be created and regularly updated by Vice-President Operations and Sustainability in collaboration with the Building Director and General Manager.

Part III: Building and Operations Committee

1. Function

The Building and Operations Committee shall be an internal committee under the jurisdiction of the Board of Directors. The Vice President Operations and Sustainability is the chair of the committee responsible for representing it at Executive Committee meetings.

The primary responsibilities of the Building and Operations committee shall be to manage the improvement of SSMU buildings and spaces using the 85% portion of the Space Fee allocated to the committee, and to suggest long-term objectives and goals for building management and revenue-generating operations of the Society. They should also act as a consultative body in all property acquisition decisions.

3. Additional Committees

The Vice-President (Sustainability and Operations) may advocate for additional committees as necessary to ensure that students' concerns related to housing, equity, safety, and sustainability are addressed by the Society.



INTERNAL REGULATIONS OF SUSTAINABILITY AND OPERATIONS-03: Sustainability

Part I: Accessibility

1. Accessibility of Physical Spaces

The Vice-President (Sustainability and Operations) shall be responsible for overseeing, maintaining, and updating the accessibility of physical spaces managed by the Society. The Building and Operations Committee, the General Manager, the Accessibility Coordinator, and the Building Director are responsible for providing regular consultations on the accessibility and continued sustainability of SSMU-run spaces.

1.1. Bilingualism in Signage/Postering

All signage/postering located on SSMU property shall abide by the provincial law standards of bilingualism.

1.2.1. Languages other than English and French shall be permitted on all signage/postering and are encouraged to receive equal priority when possible.

1.2. Disability Consciousness

SSMU shall be responsible for ensuring all physical spaces prioritize accessibility for all peoples with disabilities, taking into consideration the core tenets of Universal Design. This shall include;

- a. Regular maintenance of existing accessible structures to ensure their continued functionality.
- b. Prioritizing the purchase of materials and accessories that are designed to maximize accessibility for peoples with disabilities.

1.3. Renovations

Renovations must be initiated within SSMU spaces with consideration of the impact the renovations will have on the regular functionality and accessibility of SSMU physical spaces. Renovations will require at least one consultation with the Accessibility Commissioner, the



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Student Accessibility and Achievement office or an external group specializing in the Accessibility of physical spaces. All temporary changes to physical spaces that occur due to renovations must be clearly communicated and minimize the risk to those navigating the space.

1.3.1. Any renovation of SSMU spaces must either maintain or increase accessibility of the space, and no renovation may be initiated that would limit accessibility.

1.4. Cosmetic Needs

The Building Director, on behalf of the Society, is responsible for ensuring that all cosmetic needs within the University Centre are addressed in a timely, but strategic manner. The cosmetic needs of all other SSMU spaces shall be the responsibility of the General Manager, on behalf of the Society, and may be delegated as needed to ensure they are efficiently and effectively managed.

1.4.1. The replacement of cosmetic elements of the physical space must be done to prioritize the accessibility of the space and SSMU resources.

2. Advocacy of Accessibility

2.1. Advocacy to the University

The Vice-President of Sustainability and Operations, on behalf of SSMU, shall utilize the pre-existing relationship between the Society and McGill University to leverage funding, partnerships, and resource allocation to promote universal access within University spaces with the goal of all individuals having the opportunity for full participation in the University.

2.1.1. No funding from SSMU can be provided for renovations or changes to a physical space unless there is clear agreement that renovations or changes will not impact the accessibility of the space.

3. Assessments and Updates

3.1. Reports

The following reports shall be presented to the Legislative Council on an annual basis to ensure accountability under various initiatives of the Society;



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- a. The Vice-President of Sustainability and Operations shall, as a part of their annual report, consider their involvement in any initiatives that fall within the parameters of this Internal Regulations. This shall include equity, sustainability, and accessibility actions or changes, and suggestions for actionable items in the future.
- b. The Accessibility Committee shall present a summary of all accessibility-related affairs, as well as suggestions for further improvement of accessibility by SSMU.
- c. The Office of the Indigenous Affairs Commissioner shall present on the status of the Society's mandates involving Indigenous affairs.
- d. The Sustainability Commissioners, in collaboration with the Vice President of Sustainability and Operations, shall present a summary of all sustainability-related affairs, as well as suggestions for further improvement of sustainability by SSMU.

All reports, including those provided to the Legislative council, exit reports, or other internal documents, should consider the individual's actions related to accessibility, equity, and sustainability as it relates to their specific portfolio.

3.2. Staff Updates

All staff members of the Society shall be encouraged to include accessibility, equity and sustainability items in their updates and internal reviews. This inclusion shall be enforced by the staff member's direct supervisor wherever possible.

Part II: Environmental Sustainability

1. Waste Reduction

1.1. Waste Reduction Tactics

SSMU will minimize waste through the materials purchased and used by the Society. Priority will be given to products which;

- a. Can be used multiple times or have multiple uses.
- b. Are created using eco-friendly, compostable or recyclable materials as defined by the City of Montreal's capacity and definition of recyclability and compostability.
- c. Whose purchase aids in a sustainability initiative or supports a company that displays a strong commitment to sustainability.
- d. Have a high product-to-packaging ratio.



1.2. Paper Reduction

The Vice-President of Sustainability and Operations shall be responsible for encouraging and implementing sustainability practices aimed at reducing paper waste. These practices include;

- a. Conducting business through digital means wherever possible.
- b. Encouraging and utilizing mindful poster practices, where egregious use of resources will be addressed and may result in disciplinary actions.
- c. Using whiteboard/chalkboard signs in advertising.
- d. Physically accessible recycling areas.

1.3. Waste Disposal

There shall be a minimum of three bins required in all general use areas managed by SSMU: Composting, Recycling, and Garbage. All areas designated for food consumption or sale shall have compost options available and clearly displayed, as well as signage educating consumers about waste disposal options, particularly the differences between and examples for each option. This shall include services or clubs providing food in private spaces.

Waste disposal shall be managed by the Building Director in collaboration with Facilities Management and Ancillary Services office at McGill, who will regularly negotiate the expansion of sustainable waste disposal options available in SSMU spaces.

1.3. Food

Food provided at SSMU events shall be, when available, ethically sourced as per guidelines set in the Sustainability Policy. Additionally, food provided at SSMU events shall have vegan, vegetarian, gluten free, and halal options available. All food and beverages provided will be accompanied by clear signage indicating possible allergens and at least one member of Staff will be present to observe the handling of food, whether it is self-catering or professionally catered.

2. Event Planning

2.1. Certification of Sustainability

All events and services hosted by SSMU shall qualify to receive at minimum a bronze certification in sustainability by the McGill Office of Sustainability. It shall be the responsibility of the Vice-President (Sustainability and Operations) to have this certification verified for at



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least five (5) SSMU-run events every semester and engage with the feedback provided in the certification process.

2.2. Sustainability Incentives

The Vice-President (Sustainability and Operations) will be responsible for designing and implementing incentives to encourage sustainability within student groups and services. These incentives will include;

- a. The establishment of a 'Greenest Group of the Year' award to be presented to the SSMU club or service that has shown the strongest commitment to sustainability goals or has provided the most avenues for sustainability practices among the student body as defined in the Sustainability Policy.
- b. Incentive funding opportunities in collaboration with the Vice President Finance, the Vice President Student Life and the Sustainability Commissioner.
- c. A discount on equipment rentals who demonstrate a strong commitment to sustainability during events/activities or whose use of the equipment is designed to encourage sustainability.

3. Assessments and Updates

3.1. Annual Assessment

The Vice-President (Sustainability and Operations) is tasked with designing and updating an assessment in collaboration with the Sustainability Commissioner, which will be applied to SSMU across its various functions to assess and provide feedback on sustainability initiatives. This assessment will be conducted once per Academic year and a report will be drafted to be presented to the last General Assembly of each year and the subsequent Legislative Council meeting. This report shall include;

- a. A summary of sustainability initiatives at SSMU, including upcoming changes and waste reduction/energy consumption amounts.
- b. Suggestions in how to improve sustainability and proposal(s) of new initiatives.
- c. A rank or symbol that indicates SSMU's success at implementing sustainability goals, either created internally or following an existing scale.

3.2. Workplace Certification

SSMU shall aim to achieve at minimum a bronze certification in workplace sustainability granted by the McGill Office of Sustainability. SSMU is expected to continuously improve its



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operation's sustainability and reapply for at minimum bronze certification or equivalent every two years. The General Manager shall represent SSMU for the certification process and is the party responsible for maintaining accountability on workplace sustainability standards.

Part III: Equity Initiatives

1. Equity Triage

1.1. Purpose

Equity Triage emphasizes the prioritization of marginalized groups and their representatives to combat the internalized biases that inhibit their participation in regular opportunities in SSMU. This framework will strive to provide equity-seeking Student Groups with expedited access to operational services offered to student groups by the SSMU.

1.2. Implementation

Equity Triage will gradually replace existing operational procedures throughout SSMU under the direction of the Vice-President of Sustainability and Operations and Vice-President Student Life, who will coordinate with Officers, as well as the relevant Department heads or staff members. The development of Equity Triage systems should coincide with the regular updating of departmental or operational procedures to minimize risk of any reduction in the quality of SSMU operations.

1.2.1. The Human Resources Department is exempt from Equity Triage in all matters relating to complaints, investigations, disciplinary actions, hiring, documentation, or training as due process cannot be superseded.

1.3. Application

Equity Triage shall ensure that equity-supporting/seeking student groups or services, or student groups or services who primarily serve marginalized communities, will be provided with expedited access to, or prioritized in the provision of resources by, SSMU operational services.

1.2.1. The Vice-President of Sustainability and Operations shall act as an advocate for these groups in obtaining operational resources or services.



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1.4. Prioritization of Equity

The Society shall prioritize the values of Equity, inclusion and diversity over revenue generating operations, especially in physical spaces or resource allocation that can be utilized to foster community representation or remove barriers. The valuation of Equity should be practiced by all SSMU actors, but it is the responsibility of the Vice-President (Sustainability and Operations) to enforce this prioritization in SSMU operations.

2. Indigenous Presence in Physical Spaces

3.1 Definition

An 'Indigenous presence' shall refer to a purposeful allocation of physical space towards Indigenous identity expression. This allocation may include art displays produced by Indigenous artists, room and building naming, and creating or modifying spaces to accommodate cultural activities, such as smudging.

3.2. Responsible Parties

The Vice-President (Sustainability and Operations) shall be responsible for ensuring an adequate Indigenous presence in SSMU-run physical spaces.

3.3. Sourcing of Indigenous Art

All Indigenous art and materials displayed in SSMU spaces should be acquired through fair compensation to the artist. All art displays must include signage that credits the artist for their work and recognizes their Indigenous background.

3. SSMU as a Workplace

4.1. Mandatory Training

All building staff will be required to receive mandatory training as a part of their onboarding that addresses topics related to equity, GSVP, workplace safety, and sustainability at SSMU. All SSMU clubs and services members will receive similar training as outlined in the Internal Regulations of Student Groups under the portfolio of the Vice-President (Student Life).

Partnerships between the Society and external entities should be conditional upon the understanding and agreement to SSMU's values for the extent of the partnership.



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4.2. Optional Training

All Society staff shall be provided with the opportunity to enrich their knowledge through participation in any workshops hosted by the Society. Suggestions made by staff members will be taken into account in the planning and creation of free workshops by SSMU.

The Society may also, at the discretion of the Vice-President (Sustainability and Operations) and the Sustainability Commissioners, subsidize the certification or secondary education through workshops hosted by the sustainability portfolio of all its employees so long as the staff can demonstrate the vitality of the knowledge to SSMU or their role as it relates to building safety, and sustainability.