

# Internal Regulations of Representation and Advocacy

Updated as of 2025-05-04





## 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.*

(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

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# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-01: SSMU REPRESENTATION ON UNIVERSITY COMMITTEES

## 1. Appointment

### 1.1. Authority

The Vice-President (University Affairs) appoints students to University committees, and any ad hoc working groups, advisory boards, or other bodies created by the University.

**1.1.1.** The Vice-President (University Affairs) will give preference to student Senators and those most impacted by the subject matter of the University committee, if applicable.

**1.1.2.** The Vice-President (University Affairs) will consider diversity of student voices when selecting appointees to University committees.

## 2. Meeting Attendance

Student appointees should attend the majority of committee meetings, and should communicate absences to the chair of the committee.

## 3. Removal

If a student appointee is failing to meet section 2, they may be removed at the discretion of the Vice-President (University Affairs).

## 4. Reporting

### 4.1. Accountability

The Vice-President (University Affairs) will solicit an end-of-year report from student appointees after March 1st and at least a month before the end of the academic term.

### 4.2. Request for Reports

Student appointees may be asked to present the committee's work to a meeting of the Senate Caucus.



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# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-02: ACADEMIC RIGHTS

## 1. Responsibilities

The Vice-President (University Affairs) will:

- a) solicit academic concerns from SSMU members and will advocate for their interests to the University.
- b) consult regularly with faculty associations on academic concerns.
- c) Answer questions about University academic policies.

### 1.1. 'Know Your Rights' Campaign

In collaboration with the Student Rights Researcher and Advocacy Commissioner, the Vice-President (University Affairs) will hold a semesterly 'Know Your Rights' campaign with a goal to increase awareness of academic rights and McGill governing documents among the undergraduate body.

# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-03: SENATE

## 1. Voting Privileges

The Student Senators will be the voting members of the Senate Caucus.

## 2. Communication to McGill University

The Vice-President (University Affairs) will give the names and emails of student senators to the McGill Senate.



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# INTERNAL REGULATIONS OF REPRESENTATION AND ADVOCACY-04: SENATE CAUCUS

## 1. Purpose

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

## 2. Responsibilities

### 2.1. Student Senators

Student Senators will solicit the opinions of their faculty or school association on academic matters, and will communicate these to the Senate Caucus.

### 2.2. Committee Participation

Barring exceptional circumstances, Student Senators will sit on at least one University Committee.

## 3. Membership

The membership of the Senate Caucus shall consist of: thirteen (13) Student Senators; the University Affairs Secretary General (non-voting); and the Macdonald Campus Student Society (MCSS) student Senator (non-voting).

### 3.1. Faculty Senators

The SSMU will solicit two student senators from the Arts Undergraduate Society, and one student senator from each undergraduate society representing the following faculties or schools: Science, Engineering, Management, Education, Medicine, Law, Arts and Science, Nursing, and Music.

### 3.2. Chair

The Vice-President (University Affairs) is chair of the Senate Caucus, the President is the vice-chair, and the University Affairs Secretary General is the secretary.



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### **3.3. Communication**

The term of Senators is from June 1st to May 31st. Appointments from each faculty must be made by writing to [ua@ssmu.ca](mailto:ua@ssmu.ca) by June 1st, or the seat will be declared vacant.

### **3.4. Publication**

The Vice-President (University Affairs) shall publish the list of Senators and student appointees for committees.

## **4. Procedures**

### **4.1. Resignation**

A member of the Senate Caucus may resign by informing the Secretary, or in the absence of a Secretary, the Chair, in writing.

### **4.2. Removal**

A member of the Senate Caucus may be removed by majority vote of the Caucus.

### **4.3. Replacement**

When a seat is vacant, the relevant faculty undergraduate society will be informed in writing and will have 30 days to appoint a replacement. In the event that no name is received, the SSMU will appoint a replacement, coming from any faculty.

## **5. Meetings**

Meetings of the Senate Caucus shall take place at least every second (2nd) week, including each week preceding meetings of the Senate and Joint Senate-Board meetings, and shall be open to the public except in the case of confidential sessions.