

Internal Regulations of Student Groups

Updated as of 2025-08-15



TABLE OF CONTENTS

1. Interpretation	2
2. Definitions	2
3. Administration by the Society	3
4. Clubs	4
5. Services	10
6. Independent Student Groups	17
7. Student Associations	19

1. Interpretation

1.1. The Internal Regulations of Governance–01 shall apply to all Internal Regulations outlined hereinafter unless otherwise stated.

2. Definitions

2.1. The following terms used in the Internal Regulations of Student Groups shall have the same definition as that given to the same terms used in the Constitution.

- a. “Constitution”
- b. “General Manager”
- c. “Legislative Council”
- d. “Member”
- e. “Referendum”
- f. “Society” and “SSMU”

2.2. The following terms used in the Internal Regulations of Student Groups shall have the same definition as that given to the same terms used in the Internal Regulations of Governance.

- g. “Club”
- h. “Fee”
- i. “Service”

2.3. In the Internal Regulations of Student Groups:

- j. “**Academic Month**” shall refer to the following: the months of September, October, November, January, February, and March shall be considered full Academic Months.



The months of December and April shall both be considered to be half an Academic Month. The months of May, June, July, and August shall not be considered Academic Months.

- k. **“Active”** shall refer to a Society-Accredited Group that has met the requirements to retain their accreditation status.
- l. **“Full Club Status”** shall refer to an accreditation status that may be granted, in accordance with these Internal Regulations, to Interim Status Clubs which have held Interim Club Status for a minimum period of three (3) Academic Months.
- m. **“Full Status Club”** shall refer to a group which holds Full Club Status.
- n. **“Inactive”** shall refer to a Society-Accredited Group that has not met the requirements to retain their accreditation status.
- o. **“Independent Student Groups”** shall be organizations that exist independently and outside the framework of the Society but who shall be recognized and affiliated with the Society for their involvement on campus.
- p. **“Independent Student Group Status”** shall refer to an accreditation status that may be granted, in accordance with these Internal Regulations, to groups that would otherwise be considered External to the Society, but who provide a significant benefit to Members of the Society.
- q. **“Interim Club Status”** shall refer to an accreditation status that may be granted to groups in accordance with these Internal Regulations.
- r. **“Interim Status Club”** shall refer to a group which holds Interim Club Status;
- s. **“Memorandum of Agreement”** shall mean a document outlining an agreement between the Society and another specified party;
- t. **“Service Status”** shall refer to an accreditation status that may be granted in accordance with these Internal Regulations.
- u. **“Financial Officer(s)”** shall refer to the individual(s) granted the authority to manage the finances of a Service or Club, typically the Vice-President (Finance) or the equivalent position of a Service or Club.
- v. **“Society-Accredited Groups”** shall refer to all Clubs, Services, and Independent Student Groups.

3. Administration by the Society

3.1. It shall be the responsibility of the Vice-President (Clubs and Services), and the Student Groups Committee where applicable, to implement any clauses affecting student groups or committees in the Student Life portfolio.



3.1.1. The Student Groups Committee shall have two sub-committees named the Clubs Sub-Committee and the Services Sub-Committee.

3.2. The Vice-President (Clubs and Services) shall be responsible for overseeing, supporting, and maintaining relations with all Society-Accredited Groups.

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

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

3.3. The Vice-President (Clubs and Services) shall be responsible for the organization of promotional opportunities for accredited student groups, including the planning of an bi-annual Activities Night.

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

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

3.5. The Vice-President (Clubs and Services) retains the right to act as the chief electoral officer for any Club or Service elections at their discretion. All elections for Services must be conducted through Election SSMU's official electronic voting system.

4. Clubs

4.1. Clubs shall be considered to be under the legal oversight of the Society. Clubs may not be under the legal oversight of another organization that is external to the Society. Clubs found to be under the legal oversight of an external body will lose Club Status.

4.2. Student groups whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Policies shall not be eligible for Club Status.

4.2.1. Such activities may include, but are not limited to, the group and/or its representatives failing to act in good faith and against the best interests of the Society.

4.3. Club membership must be open to all McGill University Students.

4.3.1. Should a Club wish to have a distinction, exclusion, or preference in membership or in the eligibility of the Club's executive officers, it must be included in the group's constitution and ratified by the Legislative Council. No such distinction may violate any part of the Society's Constitution, Internal Regulations, or Policies.

4.4. Only Members of the Society shall be eligible to hold voting rights and sit in executive or collective member roles in a Club, except where otherwise outlined in a Memorandum of Agreement signed by the Society.

4.5. In order to receive Interim Club Status, the organization must submit a completed Interim Status Club application form for accreditation to the Club Sub-Committee.

4.5.1. Applications must include:

- a. The submission of a Cover Letter;
- b. A Proposed Budget and Club Constitution;
- c. a member list including the names and emails of the members of the Society; and
- d. an affiliation letter in the event that the proposed club is to be affiliated with an organization that is external to the Society.

4.5.2. In exceptional circumstances, the submission of a member list may be waived by the Club Sub-Committee with a two-thirds ($\frac{2}{3}$) majority.

4.5.3. Should a Club be rejected, the Clubs Sub-Committee shall be required to provide justification to the applicant.

4.5.4. The Club Sub-Committee will review the content of the application, and must be satisfied that the proposed Club will provide a significant benefit to Members of the Society. The Club Sub-Committee shall then present a recommendation to the Legislative Council, which may grant Interim Club Status with a simple majority vote.

4.5.5. Interim Club Status is granted for three (3) Academic Months from the date of approval by the Legislative Council unless otherwise extended by the Legislative Council. After this period, Interim Club Status automatically expires and the group would have to reapply for Interim Status.

4.5.6. Interim Club Status applications must be submitted to the Club Sub-Committee by the end of January each year.

4.6. Any group seeking accreditation as a Full Status Club must currently hold, and have held for three (3) Academic Months prior, Interim Club Status at the time of application.

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



4.7.1. Applications must include:

- a. the submission of an annual budget
- b. documentation confirming that the Club has hosted at least three (3) events or activities during its Interim Status Period;
- c. and a member list including the names of at least fifty (50) Members of the Society.

4.7.2. In exceptional circumstances, the submission of one or more of these requirements may be waived by the Club Sub-Committee with a two-thirds (2/3) vote.

4.7.3. Should a Club be rejected, the Club Sub-Committee shall be required to provide justification to the applicant.

4.7.4. The Club Sub-Committee will review the content of the application, and must be satisfied that the organization will be of significant benefit to Members of the Society. The Club Sub-Committee shall then present a recommendation to the Legislative Council, which will review the recommendation and may grant Full Club Status with a simple majority vote.

4.7.5. Clubs rejected for Full Status shall cease to hold any accreditation status.

4.8. Club accreditation may be revoked by the Legislative Council by a simple majority vote.

4.8.1. The Legislative Council must give the Club seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to the Legislative Council. At this meeting, the Club will be provided the opportunity to defend their Club accreditation.

4.8.2. Club accreditation may be revoked by the Legislative Council for the following reasons:

- a. Violation of the SSMU Constitution, Internal Regulations, or Policies;
- b. Failure of the Club to adhere to its own constitution;
- c. Failure of the Club to meet the accreditation criteria outlined in these Internal Regulations;
- d. Failure of the Club and/or its representatives to act in good faith and in the best interests of the Society.

4.9. Clubs must fulfill all requirements as determined by these Internal Regulations and the Vice-President (Clubs and Services) to prove that they are operational in order to be considered Active for the academic year.

4.9.1. Inactive Clubs will not receive any privileges afforded to Clubs.

4.9.2. Should a Club be considered Inactive for one (1) academic semester, its Club status shall automatically expire.

4.10. Clubs must adhere to the following requirements to maintain their Club Status. Failure to comply with any of the below requirements shall result in the Club being considered inactive.



- a. All Clubs must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Clubs and Services). This constitution must follow the standards established by the Society.
 - 4.10.1.** Any modification to the constitution or other governing document of a Club must be submitted to the Club Sub-Committee, who may ratify amendments by a simple majority vote.
- b. Clubs must provide the Vice-President (Clubs and Services) and Clubs Sub-Committee with an up-to-date list of the contact information of all members of the Club which occupy Executive or collective positions by the last business day of September and notify the Vice-President (Clubs and Services) of any changes that occur to this list throughout the academic year.
 - 4.10.2.** Clubs, which advocate for a political or social cause calling for the confidentiality of the identity of their membership for security reasons, may request, to the Vice-President (Clubs and Services), that the personal contact information submitted stay confidential within the Society. In this case, only the Vice-President (Clubs and Services) will be authorized to access the personal contact information submitted, should there be such a request. In this case, only the official SSMU-designated email will be available to the rest of the Society.
 - 4.10.3.** Regardless of the level of confidentiality chosen by Clubs, should the Society be required to disclose their information to a third party, written consent from the concerned individual(s) will be sought, or, if not possible, the concerned individual(s) shall be informed of the disclosure as soon as the Society is able to do so.
- c. Clubs must send two (2) representatives to the mandatory Workshop of each academic year, except to the GSVP workshop where five (5) or 50% of their Executives, whichever is lesser, must attend. Workshops must be held within the first three (3) weeks of the academic year.
- d. Clubs must submit an audit of their financial activity each semester. The Vice-President (Clubs and Services) shall send a notice of the audit deadline to all Clubs no later than four (4) weeks prior to such deadline.
- e. Clubs are required to submit information about their activities and events in order to be covered by the Society's general liability insurance coverage.
- f. Clubs must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans, protocols, and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect.
- g. Clubs must communicate exclusively using their SSMU-designated email for all matters related to the Society.



4.11. Clubs must conduct all financial business through a bank account under the authority of the Society and supervised by the Vice-President (Finance) and the Club Finance Coordinator.

- a. Each Club with a bank account must designate a minimum of two (2), and up to a maximum of three (3), members to act as Financial Officers on the account.
- b. Should a Club lose its accreditation status, the Vice-President (Clubs and Services) shall instruct the Vice-President (Finance) to close the Club's bank account and redirect all funds to the Society.
- c. The Vice-President (Clubs & Services) reserves the right to seize funds from the Club's bank account given inactivity, improper use of funds, or sanctioning.

4.12. No Clubs may create a dedicated Fee (levy) to fund their operations but Clubs may create a membership fee with the approval of the Clubs Sub-Committee. Sufficient justification must be provided for these fees and groups must demonstrate individual benefits to club members that would be made possible through these membership fees.

4.13. No Clubs may sign any contract without due process as outlined by the Vice-President (Clubs and Services).

4.13.1. All potential contracts and agreements must be processed by the Student Life Operations Department and must be signed by authorized SSMU Officers.

4.14. Individual members of a Club may not receive remuneration for or through their involvement in the Club.

4.14.1. Monetary gains obtained collectively (as determined by the Club's constitution) through a competition, donation, or a sponsorship agreement shall go entirely to the fundraising of the Club. Monetary gains obtained individually (as determined by the Club's constitution) through a competition can be kept by the Club Member in question.

4.15. Clubs who have Full Status as a SSMU Club are entitled to five (5) hours per week of free room booking and four (4) hours per week of free tabling in SSMU buildings. Clubs who have an Interim Status as a SSMU Club are entitled to three(3) hours per week of free room booking and two (2) hours of free tabling in SSMU buildings.

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

4.16. The Club Sub-Committee, or, in their absence, the Vice-President (Clubs and Services), may issue sanctions to Clubs in response to failure to abide by the Constitution, the Internal Regulations, Policies, Plans, the constitution of the Club-in question, or other SSMU protocols.

4.16.1. The Clubs Sub-Committee, or, in their absence, the Vice-President (Clubs and Services), with approval from the Legislative Council, reserves the right to issue additional sanctions as necessary.

4.16.2. Sanctions with a duration period exceeding one (1) academic year may only be issued by the Clubs Sub-Committee or the Vice-President (Clubs and Services) with the approval of the Legislative Council.

4.17. Sanctions table:

Sanction	Applicable actions
Suspension of All Resources Suspension of all resources includes the suspension of the club bank account, access to funding, room booking privileges, and contract authorization.	<ul style="list-style-type: none"> • Violation of SSMU or McGill rules and regulations, or the Club's constitution. • Outdated or incomplete Student Group Information. • Failure to attend/complete workshops. • Signing contracts or agreements without SSMU approval. • Unauthorized purchase of cannabis or alcohol.
Suspension of Booking Privileges Suspension of booking privileges includes the suspension of all discounts and prioritization of room bookings in SSMU and when using SSMU to book space on campus.	<ul style="list-style-type: none"> • Misuse of booking privileges. • Failure to provide event information to SSMU.
Suspension of Financial Resources Suspension of financial services includes suspension of bank account access, bank tokens, credit cards, cheques and access to SSMU funding.	<ul style="list-style-type: none"> • Incidents of unsatisfactory audit. • Misuse of funds. • Overdraft during the financial year. • Non-payment.
Suspension of Club Status May be prompted by multiple or continuous club requirement infractions.	<ul style="list-style-type: none"> • Failure to attend/complete workshops. • Multiple sanctions.
Revocation of Club Status	<ul style="list-style-type: none"> • Multiple sanctions.

May be prompted by multiple or continuous club requirement infractions.	
---	--

5. Services

5.1. Services shall be considered to be under the legal oversight of the Society. Services may not be under the legal oversight of another organization that is external to the Society. Services found to be under the legal oversight of an external body will lose Service Status.

5.2. Receipt of services must be available to all students and should not be contingent upon, or tied to, membership or the holding of an executive office in the organization

5.2.1. The provision of services may be contingent on any distinction or preference necessary for the effective provision of a service that has as its object the amelioration of conditions of individuals or groups with specific needs, including but not limited to, those that are disadvantaged due to race, ethnic origin, color, religion, sex, age, mental or physical disability, sexual orientation or social class.

5.3. Only Members of the Society shall be eligible to hold voting rights. Non-members of the Society shall be permitted to sit in executive or collective member non-voting roles.

5.4. Student groups whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Policies shall not be eligible for accreditation as a Service.

5.5. The following criteria shall be required of any organization seeking accreditation as a Service.

- a. The organization's mandate must not include the provision of services otherwise provided by the Society or its Services;
- b. The organization's mandate must be to provide resources and/or support to Members. Services may also provide referral, awareness, education, or advocacy services in addition to their provision of resources and/or support.
- c. The provision of resources and/or support must be available free of charge to Members.

5.6. In order to receive accreditation as a Service, the organization must submit a completed application to the Services Sub-Committee.

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

- i. The resource or support services that will be available to Members upon the organization's accreditation as a Service;
 - ii. The benefits to Members of the group's accreditation as a Service;
 - iii. The associated cost of the proposed Service
 - iv. Any duplication of the proposed Service's mandate; and
 - v. The long-term longevity of the proposed Service.
- c. The Services Sub-Committee will review the content of the application, and must be satisfied that the organization will be of significant benefit to Members of the Society. The Services Sub-Committee shall then present a recommendation to the Legislative Council to approve or reject the application.
- d. The Legislative Council will review the recommendation of the Services Sub-Committee, and may grant Service status by a two-thirds ($\frac{2}{3}$) majority vote.

5.7. The Services Sub-Committee must review a Service's accreditation at least once per academic year to ensure that its provision of services meets the needs of students and continues to meet the eligibility criteria outlined for Services. Following a review, the Services Sub-Committee must report its findings to the Legislative Council, and may recommend a course of action to be taken.

- a. The Services Sub-Committee may review the Service on factors which include but are not limited to:
 - i. Adherence of the Service to the SSMU Constitution, the Internal Regulations, the accreditation criteria, the Service's constitution, and the content of the most recent Service Fee question;
 - ii. The provision of services provided by the Service;
 - iii. The financial management of the Service;
 - iv. The long-term sustainability of the Service;
 - v. Complaints lodged against the Service.
- b. In the event the Services Sub-Committee determines that a Service is not in good standing, that Service shall be considered to have failed the review.
 - i. The Services Sub-Committee must immediately inform the Service of the reasons for failing the review.
 - ii. The Service will be granted one (1) Academic Month, as of the date they are notified of failing the review, to rectify the concerns of the Services Sub-Committee. After this period, if a Service continues to not be in good standing, the Services Sub-Committee will recommend a course of action to the Legislative Council to be voted on.
 - iii. In the case of a failed Service Review, the Society may:
 - 1. Grant an extension for the Service to rectify the situation by a two-thirds ($\frac{2}{3}$) majority vote of the Legislative Council;



2. Revoke the Service status of the Service as outlined below;
- c. The Vice-President (Clubs and Services) and the Services Sub-Committee shall be responsible for retaining a copy of each Service review, which must be made available to any Member of the Society upon request.

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

- a. The Legislative Council must give the Service seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to the Legislative Council.
- b. Service accreditation may be revoked by the Legislative Council for the following reasons:
 - i. Violation of the SSMU Constitution, Internal Regulations, or Policies;
 - ii. Failure of the Service to adhere to its registered constitution;
 - iii. Failure of the Service to meet the accreditation criteria outlined in these Internal Regulations;
 - iv. Lack of interest or participation by Members of the Society;
 - v. Failure of the Service and/or its representatives to act in good faith and in the best interests of the Society.
- c. Upon revocation of Service status, the organization may be reclassified and granted a different affiliation status.

5.9. Services must fulfill all requirements as determined by these Internal Regulations, the Services Sub-Committee and the Vice-President (Clubs and Services) to prove that they are operational in order to be considered Active for the academic year.

5.9.1. Inactive Services may not receive any of the privileges afforded to Services unless otherwise approved by the Vice-President (Clubs and Services).

5.9.2. Should a Service be considered Inactive for one (1) academic year, its Service status shall automatically expire.

5.10. Services must adhere to the following requirements to maintain their Service Status. Failure to comply with any of the below requirements shall result in the Service being considered Inactive.

- a. All Services must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Clubs and Services) and the Services Sub-Committee.
 - i. This constitution must follow the standards established by the Society.
 - ii. Any modification to the constitution, or other governing document, of any Service must be submitted in writing to the Services Sub-Committee. The Services Sub-Committee will review all proposed amendments and make a recommendation to the Legislative Council, which may ratify amendments by a simple majority vote.
- b. Services must provide the Vice-President (Clubs and Services) and the Services Sub-Committee with an up-to-date list of the contact information of all members of the



Service which occupy executive or collective positions by the last day of add/drop period, as well as any changes that occur to this list throughout the academic year.

- c. Services which provide a service that requires the confidentiality of the identity of their membership for security reasons, may request, to the Vice-President (Clubs and Services), that the personal contact information submitted stay confidential within the Society. In this case, only the collective Services' contact information will be available to the rest of the Society.

- i. Regardless of the level of confidentiality chosen by Service, should the Society be required to disclose their information to a third party external to the SSMU or SSMUnion, written consent from the concerned individual(s) will be sought, or, if not possible, the concerned individual(s) shall be informed of the disclosure as soon as the Society is able to do so.

- d. Services must send two (2) representatives to the mandatory Workshop of each academic year, except to the GSVP workshop where five (5) or 50% of their Executives, whichever is lesser, must attend. Workshops must be held within the first three (3) weeks of the academic year.

- e. All Services must follow the most recent iteration of the Budget Template as provided by the Society. Once drafted, they must review this document with the Vice-President (Finance) and the Vice-President (Clubs and Services) in advance of its finalization.

5.10.1. All budgets must be sent in its finalized form every year by the Middle of September to the Services Sub-Committee. The Services Sub-Committee will review the proposed budget and may recommend amendments. They will then recommend the approval or disapproval of the Service's proposed budget. A revised budget must be sent by the beginning of February to the Vice-President (Clubs and Services) and the Vice-President (Finance) that includes any changes to the budget.

In addition to the budget, all Services must liaise with the Finance portfolio to create and publish a description of their operations and their purposes with regards to finances at least once per semester.

5.10.1.1. A Service may not make transactions unless their budget is approved by the Legislative Council.

- f. Services are required to submit information about their activities and events in order to be covered by the Society's general liability insurance coverage.
- g. Services must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans, protocols, and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect. Services are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.



- h. Services must communicate internally and externally exclusively using their SSMU-designated emails. If Services require the creation of a new SSMU-designated email they can contact SSMU's IT services..

5.11. Services must conduct all financial business through the SSMU under the supervision of the Services Sub-Committee, the Vice-President (Clubs and Services) and the Vice-President (Finance).

5.12. The Services Sub-Committee may make recommendations to the Legislative Council to run Referenda to create, abolish, or otherwise amend a Fee for the purpose of dedicated funding for a Service

- i. Services may not run Referenda to create, abolish, or otherwise amend a Fee for the purpose of dedicated funding for the Service

5.13. Services, including Services that receive their own Fee, may only make expenses within their defined mandate as determined by the Vice-President (Clubs and Services) and the Services Sub-Committee.

5.14. Services are further subject to the financial guidelines outlined in the Internal Regulations of Finances and other accounting procedures employed by the Society.

5.14.1. The Vice-President (Finance) and Services Sub-Committee must be satisfied that the Service has appropriately budgeted for the expense.

5.15. Subsidised Services may not issue discretionary or sponsorship funding. Fee-funded Services may not issue discretionary funding and may only offer sponsorship funding if the description of the Fee as voted by students explicitly includes sponsorship as a use of the Fee..

5.16. Fee-funded Services may not collect additional funds for their own operations.

5.17. Services may not hire staff independently. Any staffing increases, including the creation of new paid positions or increasing existing staffing, must be submitted to the Services Sub-Committee after required consultation with the Human Resources Department. Final approval for all staffing increases rests solely with the SSMU Executive Committee. All other staffing changes, including changes to the contract conditions of existing positions, may be implemented by the Human Resources Department with the approval of the SSMU Executive Committee. Once approval is granted, all hiring for Services must be conducted through the Society's Human Resources Department in accordance with SSMU's HR practices, policies, the current collective agreement (if applicable), and relevant employment laws.

5.17.1. When conducting hiring, SSMU Services must apply the following priority, from top to bottom:

- a. Internal candidates (as defined in the most up-to-date collective agreement),



- b. SSMU Members,
- c. Non-SSMU member McGill students, and
- d. Community members, including alumni.

5.17.2. Non-SSMU Member employees of Services can not have voting rights or signing authority on behalf of the Service they are employed by.

5.18. The authority to issue warnings and disciplinary action, up to and including termination of the employees of a Service, may only be implemented by the SSMU Human Resources Department at the direction of the Vice-President (Club & Services) or SSMU Executive Committee. All disciplinary action against Service employees must be in adherence to the most up-to-date collective agreement.

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

5.19.1. All potential contracts and agreements must be processed by the Student Life Operations Department and must be signed by authorized SSMU Signing Officers.

5.20. Individual members of a Service may not receive remuneration for their involvement in the Service unless contractually employed by the SSMU in accordance with the Society's human resources procedures and these Internal Regulations. Non-monetary volunteer appreciation shall be limited to a fifty-dollar (\$50) value per student per semester, unless otherwise approved by the Services Sub-Committee.

5.21. Alcohol may only be purchased within a reasonable limit, as determined by the Vice-President (Clubs and Services) and Services Sub-Committee and must receive prior written approval of the Vice-President (Clubs and Services) and Services Sub-Committee before the expense or any request for reimbursement is made.

5.21.1. The Vice-President (Clubs and Services) will approve an alcohol purchase on the basis that:

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

5.22. Services are entitled to six (6) hours per week of free room booking and four (4) hours per week of free tabling in SSMU buildings.

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

5.23. The Services Sub-Committee and, in its absence, the Vice-President (Clubs and Services) may issue sanctions to Services in response to failure to abide by the Internal Regulations, the Constitution, Policies, Plans, the constitution of the Service in question, or other SSMU protocols.

5.23.1. The Services Sub-Committee reserves the right to issue additional sanctions as necessary.

5.23.2. Sanctions with a duration period exceeding one (1) academic year may only be issued by the Vice-President (Clubs and Services) and Services Sub-Committee with the approval of the Legislative Council.

5.24. Sanctions table:

Sanction	Applicable actions
Suspension of All Resources Suspension of all resources includes the suspension of the club bank account, access to funding (excluding staff salaries), room booking privileges, and contract authorization.	<ul style="list-style-type: none"> • Violation of SSMU or McGill rules and regulations, or the Service's constitution. • Outdated or incomplete Student Group Information. • Failure to attend/complete workshops (may result in termination of all resources). • Signing contracts or agreements without SSMU approval. • Unauthorized purchase of alcohol.
Suspension of Booking Privileges Suspension of booking privileges includes the suspension of all discounts and prioritization of room bookings in SSMU and when using SSMU to book space on campus.	<ul style="list-style-type: none"> • Misuse of booking privileges. • Failure to provide event information to SSMU.
Suspension of Financial Resources Suspension of financial services includes suspension of bank account access, bank tokens, credit cards, cheques and access to SSMU funding, excluding staff salaries.	<ul style="list-style-type: none"> • Incidents of unsatisfactory budget. • Misuse of funds. • Overdraft during the financial year. • Non-payment.
Suspension of Club Status	<ul style="list-style-type: none"> • Failure to attend/complete workshops. • Multiple sanctions.

May be prompted by multiple or continuous Service requirement infractions.	
Revocation of Club Status May be prompted by multiple or continuous Service requirement infractions.	<ul style="list-style-type: none"> • Multiple sanctions.

6. Independent Student Groups

6.1. Independent Student Groups shall not be considered to be under the legal oversight of the Society.

6.2. Student groups whose mandate, constitution, or activities are in violation of the Society's Constitution, Internal Regulations, or Policies shall not be eligible for accreditation as an Independent Student Group.

6.3. The following criteria shall be required of any organization seeking accreditation as an Independent Student Group.

- a. The organization must provide desirable benefits to SSMU Members.
 - i. The benefits provided must not be those that would overlap with any services offered by the Society or by a Society-Accredited Group.
- b. The organization must be primarily student-run.
- c. The organization must be legally incorporated as a not-for-profit organization.
- d. The Board of Directors of the organization must include a seat dedicated to an SSMU Representative who will report to the Student Group Committee any relevant information related to the ISGs' activity.

6.4. In order to receive accreditation as an Independent Student Group, the organization must submit an application to the Student Groups Committee.

- a. Applications must include the submission of the organization's constitution, a copy of the current fiscal year budget of the organization, and a member list including the names of at least fifty (50) Members of the Society that are active members of the organization, and a Memorandum of Understanding (MOU) signed with McGill University's Deputy Provost (Student Life & Learning) if they wish to hold the name McGill in the group's name.

- b. The Student Groups Committee shall take into account the following criteria in its assessment:
 - i. The benefits to Members of the organization's accreditation as an Independent Student Group;
 - ii. Alignment of the group's activities and purpose with the SSMU's mission, values, and policies;
 - iii. Whether the group's purpose and activities are distinct from those of existing Clubs, Services, or ISGs, to prevent unnecessary duplication.
- c. If the Student Groups Committee is satisfied that the criteria are met, they will forward a recommendation to the Legislative Council, which will review the recommendation and may grant Independent Student Group status with a two-thirds ($\frac{2}{3}$) vote.

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

6.5.1. The Legislative Council must give the Independent Student Group seven (7) days written notice of the meeting at which the motion to revoke accreditation will be presented to the Legislative Council.

6.5.2. Independent Student Group status may be revoked by the Legislative Council for the following reasons:

- a. Violation of the SSMU Constitution, Internal Regulations, or Policies;
- b. Failure of the Independent Student Group to adhere to its own constitution or the content of the most recent ISG Fee question;
- c. Failure of the Independent Student Group to meet the accreditation criteria;
- d. Lack of interest or participation by Members of the Society;
- e. Failure of the Independent Student Group and/or its representatives to act in good faith and in the best interests of the Society.

6.6. Independent Student Groups must fulfill all requirements as determined by these Internal Regulations, the Vice-President (Clubs and Services) and the Student Groups Committee to prove that they are operational in order to be considered Active for the academic year.

6.6.1. Inactive Independent Student Groups may not receive any of the privileges afforded to Independent Student Groups.

6.6.2. Should an Independent Student Group be considered Inactive for one (1) academic year, its Independent Student Group status shall automatically expire.

6.7. Independent Student Groups must adhere to the following requirements to maintain their Independent Student Group Status. Failure to comply with any of the below requirements shall result in the Independent Student Group being considered Inactive.



- a. All Independent Student Groups must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Clubs and Services) and Student Groups Committee.
 - i. Following any modification to the constitution or other governing document of an Independent Student Group the revised document must be submitted in writing to the Vice-President (Clubs and Services).
- b. Independent Student Groups must provide the Vice-President (Clubs and Services) with an up-to-date list of the contact information of at least one organizer to act as the contact person for the Society by the last day of Add/Drop Period as well as any changes that occur to this list throughout the academic year.
- c. As administered by a dedicated policy, Independent Student Groups must send five (5) or 50% of their executives, whichever is lesser, to the training on Gendered and Sexual Violence.
- d. Independent Student Groups must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans, protocols, and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory regulations, standards, codes and ordinances that are in effect. Independent Student Groups are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.
- e. Independent Student Groups are entitled to two (2) hours per week of free room booking and one (1) hours per week of free tabling in SSMU buildings.
 - i. After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.

6.8 The Student Groups Committee may make recommendations to the Legislative Council to run Referenda to create, abolish, or otherwise amend a Fee for the purpose of dedicated funding for an Independent Student Group.

- j. Independent Student Groups may not run Referenda to create, abolish, or otherwise amend a Fee.

7. Student Associations

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

7.2. 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, agreed by the Society's Board of Directors and the respective Affiliated Student Association.