

# Internal Regulations of Representation and Advocacy

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## 1. SSMU Representation on University Committee

1.1. 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.

1.2. Student appointees will attend committee meetings and shall communicate absences to the chair of the committee.

1.3. If a student appointee fails to meet section 1.2, they may be removed at the discretion of the Vice-President (University Affairs).

1.4. 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.

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

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

- a. the Senate Steering Committee; and
- b. the Senate Nominating Committee.



## 2. Academic Rights

2.1. 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.

2.2. In collaboration with the Student Rights Commissioner and the Student Advocacy Commissioner, the Vice-President (University Affairs) will hold semesterly workshops with the goal of increasing awareness of academic rights and McGill governing documents among the undergraduate body.

## 3. Senate

3.1. The Student Senators, the Vice-President (University Affairs), and the President will be the voting members of the Senate Caucus.

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

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

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

## 4. Senate Caucus

4.1. 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.

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

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

4.4. The membership of the Senate Caucus shall consist of:

- a. The Vice-President (University Affairs) (Chair);
- b. The President (Vice-Chair);



- c. Eleven (11) Student Senators;
- d. The Secretary General (University Affairs) (Secretary, non-voting); and
- e. The Macdonald Campus Student Society (MCSS) student Senator (non-voting).

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

4.5.1. One senator from the Science Undergraduate Society must be a student in the Interfaculty of Arts & Science

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

4.7. 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.

4.8. The Vice-President (University Affairs) shall publish through the SSMU website the list of Senators and their committees.

4.9. A member of the Senate Caucus may resign by informing the Chair, or in the absence of the Chair, the Vice-Chair, in writing.

4.10. A member of the Senate Caucus may be removed by majority vote of the Caucus, with notice provided to the requisite faculty before the meeting's commencement and the results sent afterwards.

4.11. When a seat is vacant, the relevant faculty undergraduate society will have 30 days to appoint a replacement. In the event that no name is received, the Vice-President (University Affairs) will appoint a replacement, coming from any faculty.

4.12. Meetings of the Senate Caucus shall take place at least every month, 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.