

# Committee Terms of Reference

Amended on 2026-01-09



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**Students' Society of McGill University**

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## **PREFACE - POLICY ON EFFECTIVE COMMITTEES**

In creating effective and efficient committees under SSMU, the following preface outlines the base composition of all committees under SSMU and the structure therein. All SSMU committees will have the following components for their composition:

- a. A SSMU Executive on the committee (except in situations where an executive present goes against the premise of the committee)
- b. A SSMU student staff in a leadership role on the committee
- c. At least 1 SSMU councilor (if a committee under Legislative council) or at least 1 SSMU director (if a committee under the Board of Directors)

SSMU committees have the following expectations during the academic year:



- a. A SSMU committee will report at least once during the year to its respective body
- b. A SSMU committee will make recommendations (if any) to its Terms of Reference at the end of the each Academic Year
- c. A SSMU committee will submit an exit report highlighting the years work for documentation purposes
- d. A SSMU committee treating on external issues has the responsibility to reserve seats for student groups that work on similar subject matter, as determined by the incoming and outgoing Committee Chairs at the start of each academic year
- e. The chair of a SSMU committee treating on external issues has a responsibility to engage in dialogue with groups that work on similar subject matter throughout the year in order to amplify the work being done by these groups
  - i. A SSMU committee treating on external issues that is given access to a portion of a SSMU fund may use this funding both for their own activities and in the co-creation of initiatives with other student groups engaged in similar work

In keeping with these principles, we hope to build strong committees for the Society that build year after year.

## COMMITTEES OF THE LEGISLATIVE COUNCIL

### 1. Black Affairs Committee

#### 1.1. Oversight

The Black Affairs Committee will be a committee of the Legislative Council.

#### 1.2. General

The Black Affairs Committee will serve as a forum to unite representatives from every Black student group and association catering to undergraduate students. The Black Affairs Committee will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy. The Black Affairs Committee will be primarily responsible for increasing institutional visibility and advocating for increased representation and services for Black Students. The Black Affairs Committee will create a safe environment for Black students to voice their ideas and concerns about both the Society and the University.

## 1.3. Responsibilities

The Black Affairs Committee will:

- a. foster an understanding of Black equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression;
- b. deconstruct this bias and oppression;
- c. take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- d. advise the SSMU, its Governing Bodies, and Staff on issues pertaining to Black students;
- e. advocate for and advance matters concerning Black students on campus by:
  - i. connecting and facilitating cooperation between the Society, all members of the Black Affairs Working Group including, but not limited to, the Black Students' Network (BSN), the Caribbean Students Society (CSS), the McGill African Students Society (MASS), and the Black Law Students' Association (BLSA);
  - ii. soliciting student feedback regarding the Society's role in improving Black student life at McGill;
  - iii. monitoring the Society's compliance with its Policies and Plans as related to Black Affairs; and
  - iv. identifying and making policy and institutional recommendations to address broader issues affecting Black communities on campus, in the Montreal community, and in Canada.
- f. identify and provide guidance to address Black student issues within SSMU, on campus, and in the greater Montreal community; and
- g. review and make recommendations to the Black Affairs Committee's terms of reference at the end of the year.

## 1.4. Membership

The Black Affairs Committee will consist of the following membership:

- a. the Black Affairs Commissioner (Committee Chair, non-voting);
- b. the Vice-President (External Affairs, non-voting);
- c. the Vice-President (University Affairs, non-voting);
- d. the Black Affairs Coordinator;
- e. one (1) Councillor;

- f. at least one (1) representative from every interested Black student group, as determined by the Black Affairs Commissioner; and
- g. six (6) Members-at-Large.

#### **1.4.1. Alterations to the Membership**

The Black Affairs Committee may alter its composition at its discretion in order to fulfil its mandate to represent and engage with Black students and student groups.

#### **1.4.2. Appointment Guidelines for Members at Large**

- a. Black student groups will be responsible for selecting their representatives through their own internal processes.
- b. Members at Large will serve for fixed terms of one academic year, after which they may be invited to retain their position at the discretion of the Black Affairs Commissioner.
- c. The Office of the Governance Manager shall be responsible for advertising openings for Members at Large positions based on the criteria set by the Committee at the end of the previous academic year.
- d. If any of the six (6) seats dedicated to Members at Large become vacant, Members will have the opportunity to apply to serve on the Black Affairs Committee.

### **1.5. Meetings**

The Black Affairs Committee will meet biweekly unless an exception is made by the Black Affairs Commissioner.

### **1.6. Quorum**

Quorum for meetings of the Black Affairs Committee will be a simple majority of its members.

### **1.7. Reporting**

The Black Affairs Committee will report to the Legislative Council and to the Board of Directors once per semester.

### **1.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### 1.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## 3. Environment Committee

### 3.1. Oversight

The Environment Committee shall be a Committee of the Legislative Council.

### 3.2. General

The Environment Committee shall serve as a representative body for all environmental groups at the University, whether or not they are directly affiliated with the Society.

### 3.3. Responsibilities

The Environment Committee shall be charged with the coordination of all the Society's projects related to sustainability, including but not limited to:

- a. initiatives within the William Shatner University Centre and other SSMU properties;
- b. project funding from third party sources;
- c. participation in provincial, federal and international campaigns related to environmental sustainability;
- d. communication with the McGill Office of Sustainability; and
- e. review and make recommendations to the Environment Committee's terms of reference at the end of the year.

#### 3.3.1. Roles-Specific Responsibilities

Any member, at their and the Sustainability Commissioner's discretion, may elect to take on additional responsibilities outside of the weekly meeting time. These may include but are not limited to:

- a. The creation and maintenance of a social media account by SSMU dedicated to advocacy and awareness of sustainability.
- b. Assisting in the organization and execution of events designed to engage the student body on issues pertaining to sustainability.

- c. Supporting the Sustainability Commissioner with ongoing projects related to sustainability.

Any additional responsibilities will be recognized by the Sustainability Commissioner as going above and beyond their role and is not a required component of participating in the Committee.

### **3.4. Membership**

The Environment Committee shall consist of:

- a. the Sustainability Commissioner(s) (Committee Chairs);
- b. the Vice-President (Sustainability and Operations);
- c. one (1) Councillor;
- d. a minimum of five (5) Members at Large;
- e. one (1) representative from each environmental undergraduate student group, as determined by the Sustainability Commissioner(s); and
- f. SSMU's General Manager (non-voting).

#### **3.4.1. Selection for Roles**

The Sustainability Commissioner may, at their discretion, select interested individuals from the existing membership to perform tasks in the interim between meetings. If a large project requires continuous contact between select individuals, the Sustainability Commissioner may form a subcommittee to perform a task or complete a project, at which point it will be dissolved.

### **3.5. Meetings**

The Environment Committee will meet weekly, unless an exception is made by the Sustainability Commissioner(s).

### **3.6. Quorum**

The quorum for the Environment Committee is a simple majority of voting members.

### **3.7. Reporting**

The Environment Committee will report to the third to last Legislative Council meeting each semester.

### **3.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

#### **3.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

### **3.9. Committee Specific**

#### **3.9.1. Funding**

The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

## **4. Francophone Affairs Committee**

### **4.1. Oversight**

The Francophone Affairs Committee shall be a committee of the Legislative Council.

### **4.2. General**

The Francophone Affairs Committee shall serve as a forum to unite representatives from every francophone student group and association catering to undergraduate students. It will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy. The committee will serve as a space for advocacy for the academic rights of francophone students and help create a sense of community for French speaking students.

### **4.3. Responsibilities**

The Francophone Affairs Committee shall:

- a. plan and execute initiatives to make McGill and SSMU more accessible and engaging to francophone students;

- b. promote the rich cultural diversity of the francophone world through events catering to both francophone and non-francophone students;
- c. create and maintain a list of all francophone groups and associations at McGill;
- d. determine the yearly allocation of the Francophone Affairs fee;
- e. run a fee renewal campaign when the current Francophone Affairs fee is expiring;
- f. advocate for francophone student academic rights; and
- g. review and make recommendations to the Francophone Affairs Committee terms of reference at the end of the year.

## **4.4. Membership**

The Francophone Affairs Committee shall consist of:

- a. the Francophone Affairs Commissioner (Chair, non-voting);
- b. the Vice-President (Internal Affairs);
- c. two (2) Councillors;
- d. two (2) Members at Large;
- e. one (1) representative from each francophone undergraduate student group or association, as determined by the Francophone Affairs Commissioner; and
- f. SSMU's Translator (non-voting).

## **4.5. Meetings**

The Francophone Affairs Committee will meet at least once per month (that is a minimum of four meetings) during the Fall and Winter Semesters.

## **4.6. Quorum**

The quorum for the Francophone Affairs Committee is a simple majority of the voting members.

## **4.7. Reporting**

The Francophone Affairs Committee will report twice a year to Legislative Council, at the third to last meeting of each semester.

## **4.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.



#### 4.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

### 4.9. Committee Specific

**4.9.1.** The representatives of each francophone student group on campus as determined by each group will be invited to the Committee by the Francophone Affairs Commissioner, in the first two (2) weeks of September.

## 5. Funding Committee

### 5.1. Oversight

The Funding Committee shall be a Committee of the Legislative Council.

### 5.2. General

The Funding Committee shall be responsible for the disbursement of the following fees:

- a. the Campus Life Fee;
- b. a portion of the Environment Fee (as referred to in the Internal Regulations of Finances it doesn't state the breakdown of this portion allocated to the Funding Committee);
- c. the Ambassador Fee;
- d. the Club Fund Fee;
- e. a portion of the Space Fee (as referred to in the Internal Regulations of Finances);
- f. the Charity Fee;
- g. a portion of the Equity Fee (This is because a portion of this fee is used to cover the Equity Committee's yearly deficit);
- h. a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances); and
- i. the SSMU Award of Distinction Fund.

## 5.3. Responsibilities

The Funding Committee shall:

- a. allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of Finances;
- b. meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner;
- c. run a fee referendum for an expiring fee or report to council why the committee has decided not to run a referendum for an expiring fee;
- d. review and recommend recipients of the SSMU Award of Distinction applicants to Legislative Council; and
- e. review and make recommendations to the Funding Committee's terms of reference and Financial Internal regulations at the end of the year.

## 5.4. Membership

The Funding Committee shall consist of:

- a. the Funding Commissioner, (Chair) (non-voting, except in cases of tie or absence of the Vice-President (Finance));
- b. the Vice-President (Finance);
- c. the Vice-President (Student Life);
- d. two (2) Councillors; and
- e. four (4) Members at Large.

## 5.5. Meetings

All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Funding Committee will meet weekly, unless an exception is made by the Funding Commissioner.

## 5.6. Quorum

The quorum for the Funding Committee is a minimum of three (3) voting members.

## 5.7. Reporting

The Funding Committee will update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester. These updates will be in the reporting section of the agenda; being a document comprised solely of the account balances. The Funding Committee will provide a formal report at the second to last Legislative Council meeting in the winter semester.

## 5.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### 5.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## 5.9. Committee Specific

### 5.9.1. Consulted Members

The following members shall be consulted on applications under their purview:

- a. the Club Commissioner for Club Fund applications;
- b. the Sustainability Commissioner(s) for Environment Fee applications;
- c. the Community Engagement Commissioner for Community Engagement Fee applications;
- d. the Mental Health Commissioner(s) for Mental Health Fee applications;
- e. the Equity Commissioner for Equity Fee applications;
- f. one (1) executive from First Year Council for First Year Council Fee applications;  
and
- g. the Club, Sustainability, Community Engagement, Mental Health, and Equity Commissioners may be invited to the Funding Committee meetings as non-voting members by the Chair, or may be present in any Funding Committee meeting with relevant applications as per their mandate, in order to consult over relevant applications.

### 5.9.2. Responsibilities of Members

The Members at Large and Councillors that make up the Funding Committee shall be responsible for:

- a. review and assess, in accordance with the Internal Regulations of the stipulated Funds, Funding Applications assigned by the Chair; and
- b. review, assess, and present on a concluding funding sum to scheduled Funding Committee meetings.

### 5.9.3. Dismissal of Members

The following is the criteria of the dismissal of Councillors:

- a. It is up to the Chair's discretion to dismiss a Councillor or Member at Large from the Funding Committee if they do not attend the minimum four (4) meeting requirement per term without valid medical or emergency notice.
- b. Legislative Council will be notified on any Councillors' removal from the Funding Committee and shall recommend a replacement.
- c. If all Councilors are exhausted on Legislative Council, then Members at Large will replace Councillor seats that cannot be filled on the funding committee.
- d. Councillors or Members at Large may also be dismissed for repeatedly failing to complete assigned responsibilities, as per the discretion of the Chair.

### 5.9.4. Voting

If the funding decision remains split in the absence of the Vice-President (Finance), then the funding application will be postponed until the next meeting where the Vice-President (Finance) will decide on the tie.

### 5.9.5. Ratification by Legislative Council

Funding applications approved by the Funding Committee shall only go to Legislative Council for ratification:

- a. if an application approved by the Funding Committee exceeds 15% of the total fund available for that term; or
- b. at the discretion of the Funding Committee and/or Funding Commissioner

## 6. Gender and Sexuality Advocacy Committee

### 6.1. Oversight

The Gender and Sexuality Advocacy Committee will be a committee of the Legislative Council.

### 6.2. General

The Gender and Sexuality Advocacy Committee will serve as a forum to unite representatives from every Queer student group and association, creating a safe environment for Queer students to voice their ideas and concerns about both the Society and the University. The Gender and Sexuality Advocacy Committee will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy. The Gender and Sexuality Advocacy Committee will be primarily responsible for increasing institutional visibility and advocating for increased representation and services for Queer students.

### 6.3. Responsibilities

The Gender and Sexuality Advocacy Committee will:

- a. determine the biweekly allocations from the QUIPS Bursary Fund;
  - i. prioritize marginalized queer people, distributing money from an actively anti-colonial, anti-racist, anti-ableist, anti-classist, and anti-ageist standpoint;
  - ii. maintain the confidentiality of QUIPS applicants;
- b. foster an understanding of Queer equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression;
  - i. deconstruct this bias and oppression;
  - ii. take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- c. advise the SSMU, its Governing Bodies, and Staff on issues pertaining to Queer students;
- d. advocate for and advance matters concerning Queer students on campus by:
  - i. connecting and facilitating cooperation between the Society, all members of the Gender and Sexuality Advocacy Committee;
  - ii. soliciting student feedback regarding the Society's role in improving Queer student life at McGill;

- iii. monitoring the Society's compliance with its Policies and Plans as related to Gender and Sexuality; and
- iv. identifying and making policy and institutional recommendations to address broader issues affecting Queer communities on campus, in the Montreal community, and in Canada.
- e. identify and provide guidance to address Queer student issues within SSMU, on campus, and in the greater Montreal community; and
- f. review and make recommendations to the Gender and Sexuality Advocacy Committee's terms of reference at the end of the year.

## **6.4. Membership**

The Gender and Sexuality Advocacy Committee will consist of the following membership:

- a. the Gender and Sexuality Commissioner (Committee Chair, non-voting);
- b. the Vice-President (External Affairs, non-voting);
- c. the Vice-President (University Affairs, non-voting);
- d. one (1) Councillor;
- e. at least one (1) representative from every interested student group related to or addressing Queer issues, as determined by the Gender and Sexuality Commissioner; and
- f. no fewer than three (3) Members-at-Large.

### **6.4.1. Alterations to the Membership**

The Gender and Sexuality Advocacy Committee may alter its composition at its discretion in order to fulfil its mandate.

### **6.4.2. Appointment Guidelines for Members at Large**

- a. Queer student groups will be responsible for selecting their representatives through their own internal processes.
- b. Members at Large will serve for fixed terms of one year, after which they may be invited to retain their position at the discretion of the Gender and Sexuality Commissioner.
- c. Members will have the opportunity to apply to serve on the Gender and Sexuality Commissioner upon the vacancy of a seat.
- d. The Gender and Sexuality Commissioner will be responsible for appointing such applicants based on criteria set by the Committee before the end of the subsequent term.

## **6.5. Meetings**

The Gender and Sexuality Advocacy Committee will meet biweekly unless an exception is made by the Gender and Sexuality Commissioner.

## **6.6. Quorum**

Quorum for meetings of the Gender and Sexuality Advocacy Committee will be three voting members. Quorum can only be reached if the Gender and Sexuality Commissioner is present at the meeting.

**6.6.1.** Quorum will only be necessary to perform formal governance duties of the Committee. Should the Committee fail to reach quorum, the Gender and Sexuality Commissioner may choose to entertain a meeting, regardless.

## **6.7. Reporting**

The Gender and Sexuality Advocacy Committee will report to the Legislative Council once per semester at the second-to-last meeting.

## **6.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **6.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

# **7. Health & Safety Committee**

## **7.1. Oversight**

The Health & Safety Committee shall be a committee of the Students' Society of McGill University reporting to the Board of Directors.

## 7.2. General

The purpose of the Health & Safety Committee (HSC) is to promote, maintain, and ensure the health, safety, and well-being of all employees within the workplace. The committee operates in compliance with applicable laws, including the *Act respecting occupational health and safety* (AOHS) in Quebec, and aligns with the organization's policies and goals.

## 7.3. Responsibilities

The Health and Safety Committee shall:

- a. Monitor and work to improve workplace health and safety standards.
- b. Develop, recommend, and evaluate policies, procedures, and training related to health and safety.
- c. Conduct the annual review of the Health & Safety Policy and Procedures.
- d. Facilitate compliance with occupational health and safety laws, employer. policies/manuals, collective agreements and other relevant governing documentation of the Students' Society of McGill University.
- e. Investigate and address health and safety concerns raised by employees. Making final recommendations to the Board of Directors.
- f. Review workplace incidents, injuries, and near misses to recommend corrective actions to be ratified by the Board of Directors.

## 7.4. Membership

- a. Human Resources Manager (Chair, voting)
- b. Building Director (voting)
- c. Student Life Operations Director (voting)
- d. Vice President of Operations & Sustainability (voting)
- e. Front Desk Receptionist (ad-hoc basis for office initiatives, non-voting)

## 7.5. Meeting

The Health & Safety Committee shall meet a minimum of once per month and additionally if called by any member or as a result of a complaint/inquiry.

## 7.6. Quorum

The quorum for the Health & Safety Committee shall be at least 50% of the voting



membership.

## 9. Indigenous Affairs Committee

### 9.1. Oversight

The Indigenous Affairs Committee shall be a Committee of the Legislative Council.

### 9.2. General

The Indigenous Affairs Committee will be primarily responsible for increasing visibility and advocating for increased representation and services for Indigenous Students. This Committee will create a safe environment for Indigenous students to voice their ideas and concerns about both the Society and the University

### 9.3. Responsibilities

The Indigenous Affairs Committee shall:

- g. connect and facilitate cooperation between the Society, all members of the Indigenous Affairs Working Group (including, but not limited to, the First Peoples' House, Indigenous Students Alliance, Indigenous Law Association, the Indigenous Education Advisor);
- h. solicit student feedback regarding the Society's role in improving Indigenous student life at McGill;
- i. monitor the Society's compliance with its Policies and Plans as related to Indigenous Affairs; and
- j. review and make recommendations to the Indigenous Affairs Committee's terms of reference at the end of the year.

### 9.4. Membership

The Indigenous Affairs Committee shall consist of:

- a. the Indigenous Affairs Commissioner (Committee Chair, if applicable, non-voting);
- b. the Vice-President (External) (non-voting);
- c. the Vice-President (University Affairs) (non-voting);
- d. one (1) Councillor;
- e. nine (9) Members at Large.

## 9.5. Meetings

Meetings will occur bi-weekly and chosen at a time that allows for members to sit at Indigenous Students Alliance meetings, and to be allowed to participate in cultural programming such as traditional dancing, drumming, and beading offered by the First Peoples' House. The Indigenous Affairs Commissioner will also be responsible for ensuring that meeting times are made available for Indigenous members of the Committee to meet separately in order to provide an environment that is made comfortable and safe for Indigenous students.

## 9.6. Quorum

The quorum for the Indigenous Affairs Committee is a simple majority of the voting members.

## 9.7. Reporting

The Indigenous Affairs Committee shall report at the second to last Legislative Council of each semester.

## 9.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions. Invitations to join the Indigenous Affairs Committee shall be extended to members of each relevant Indigenous student group as determined by the Indigenous Affairs Commissioner.

### 7.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

# 10. Mental Health Committee

## 10.1. Oversight

The Mental Health Committee shall be a Committee of the Legislative Council.

## 10.2. General

The Mental Health Committee shall serve as a representative body for all mental health advocacy, events, and policy that are affiliated with the Society.

### 10.2.1. Long-term Plan

The Mental Health Committee shall be responsible for creating and maintaining a Mental Health Plan, which shall act as a guide for the committee's actions.

## 10.3. Responsibilities

The Mental Health Committee shall:

- a. Promote and destigmatize mental health on campus; including participation in the Mental Illness Awareness Week(s) in the Fall and Winter semesters, along with other relevant forms of outreach such as tabling;
- b. connect and facilitate cooperation between mental health related groups on campus through regular meetings which include representation of student mental health initiatives;
- c. create and maintain a Mental Health Plan which shall serve as a guide for all mental health-related initiatives undertaken by SSMU;
- d. provide updates to the student body via the Legislative Council on the progress of actionable items within the Mental Health Plan;
- e. solicit student feedback on professional and peer-run mental health services on campus with the intention of documenting long-term trends and develop proposals on how to improve mental health services;
- f. advocate on behalf of students who have had negative experiences with available services; and
- g. review and make recommendations to the Mental Health Committee's terms of reference at the end of the year.

## 10.4. Membership

The Mental Health Committee shall consist of:

- a. the Mental Health Commissioner(s) (Committee Chair(s));
- b. the Vice-President (Student Life);
- c. one (1) Councillor;

- d. One (1) representative from each relevant group, service, or initiative related to mental health as determined by the Vice-President (Student Life); and
- e. four (4) Members at Large.

**8.4.1.** The Mental Health Commissioners shall prioritize marginalized applicants in their selection process.

## **10.5. Meetings**

The Mental Health Committee will meet twice monthly. Should a Committee member miss two meetings without giving prior notice to the Committee Chairs, they will be removed and replaced.

## **10.6. Quorum**

The quorum for the Mental Health Committee is a simple majority of the voting members.

## **10.7. Reporting**

The Mental Health Committee will report to the third Legislative Council meeting of each semester.

## **10.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **10.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

# **13. Solidarity Funding Committee**

## **13.1. Oversight**

The Solidarity Funding Committee shall be a Committee of the Legislative Council.

## **13.2. General**

The Solidarity Funding Committee manages the administration of the Community Solidarity Fund.

## **13.3. Responsibilities**

The Solidarity Funding Committee will:

- a. oversee funding and explore further avenues for support and solidarity with groups and movements aligned with SSMU's positions and policies;
- b. run a fee renewal campaign when the current Community Solidarity Fund fee is expiring; and
- c. review and make recommendations to the Solidarity Funding Committee's terms of reference at the end of the year.

## **13.4. Membership**

The Membership of the Solidarity Funding Committee shall consist of:

- a. External Affairs Commissioner (Chair, non-voting);
- b. Vice-President (External Affairs);
- c. One (1) Councillor;
- d. Four (4) members-at-large;
- e. At least two (2) Commissioners with expertise in the support and direction of marginalized identity affairs, such as:
  - i. Equity Commissioner(s), Black Affairs Commissioner, Indigenous Affairs Commissioner or the Gender and Sexuality Commissioner.

## **13.5. Meetings**

Meetings shall occur bi-weekly during the school year and once per month during the summer. In the event of a time-sensitive funding application, the Chair may call a special meeting. Similarly, members of the committee may request the Chair to call a special meeting.

## **13.6. Quorum**

The quorum for Solidarity Funding Committee is a simple majority of the voting members.

## **13.7. Reporting**

The Solidarity Funding Committee shall report to the Legislative Council via the External Affairs Commissioner or the Vice-President (External Affairs). Reporting frequency and dates shall be determined by the Steering Committee.

## **13.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **13.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## **14. Steering Committee**

### **14.1. Oversight**

The Steering Committee shall be a Committee of the Legislative Council.

### **14.2. General**

The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council and General Assemblies.

### **14.3. Responsibilities**

The Steering Committee shall:

- a. review the content and constitutionality of all resolutions before they are considered by the Legislative Council and General Assembly, including proposed amendments to the Internal Regulations;
- b. provide consultation and recommendations for motions upon request;
- c. set the agenda for all meetings of the Legislative Council and General Assemblies;

- i. reserving the right to deny motions should they not meet committee standards and/or compliance with SSMU governing documents, including relevant standing rules and internal regulations
- d. organize and maintain an annual calendar of business;
- e. monitor deadlines and approval paths;
- f. make logistical arrangements for the undertaking of Legislative Councils and General Assemblies; and
- g. review and make recommendations to the Steering Committee's terms of reference at the end of the year.

## **14.4. Membership**

The Steering Committee shall consist of

- a. the Deputy Speaker (Chair);
- b. the Speaker;
- c. the Parliamentarian;
- d. the President;
- e. the Internal Counsel and Corporate Secretary (non-voting);
- f. the Policy and Advocacy Coordinator (non-voting); and
- g. four (4) Councillors, who are not Officers.

## **14.5. Meetings**

The Steering Committee will meet prior to meetings of the Legislative Council and General Assemblies.

## **14.6. Quorum**

The quorum for the Steering Committee is a simple majority of the voting members.

## **14.7. Reporting**

The Steering Committee will report at each Legislative Council.

## **14.8. Committee Specifics**

### **14.8.1. Subcommittees**

The Steering Committee may, by its own resolution or by means of a resolution of the Legislative Council, create ad-hoc Subcommittees as it deems advisable. Such ad-hoc Subcommittees shall operate under the Terms of Reference of the Steering Committee, except that voting membership shall be opened to all interested Councillors, to a maximum of four (4) additional Councillors.

### **14.8.2. Councillor Selection**

The Councillors who shall be selected by the Legislative Council to serve on the Steering Committee shall not be members of the Executive Committee, with the exception of the President. The Legislative Council shall ensure that the selection of Councillors to the Committee is diverse and inclusive, as to allow members of different constituencies to serve on the Committee.

**14.8.2.1.** No more than two (2) Councillors shall be selected to the Committee from the same constituency.

### **18.8.3 Governance Staff**

The Steering Committee may request the presence of SSMU staff, including, but not limited to, Elections SSMU and the General Manager, where deemed relevant.

### **18.8.4 Referral to Other Bodies**

Should the Steering Committee be faced with a question of legality or adherence to the Governing Documents, the Steering Committee reserves the right to refer such questions to the Judicial Board or Board of Directors to request an opinion.

## **2. Student Groups Committee**

### **2.1. Oversight**

The Student Groups Committee shall be a Committee of the Legislative Council.



## 2.2. General

The responsibility of the Student Groups Committee shall be the review and approval of Interim Club Status applications, Full Club Status applications, Club Constitutional amendments, the review of ISG applications, and the review of Services in accordance with the Internal Regulations of Student Groups. There shall be two subcommittees within the Student Groups Committee, the Clubs Sub-Committee and the Services Sub-Committee.

## 2.3. Responsibilities

The Student Groups Committee shall:

- a. Review and make recommendations to the Legislative Council on applications for Independent Student Group (ISG) status;
- b. Review and make recommendations to the Legislative Council on policy changes, sanctions, and other matters relating to Clubs and Services, as required;
- c. Review and propose changes to the Committee's own Terms of Reference at least once per academic year;
- d. Ensure compliance with the Internal Regulations of Student Groups by all Clubs, Services, and ISGs; and
- e. Support the Vice-President (Clubs & Services) and other relevant Executives in the administration of student groups.

The Clubs Sub-Committee shall:

- a. Review and make recommendations on applications for Interim and Full Club Status throughout the academic year;
- b. Assess existing Clubs for ongoing compliance with SSMU regulations and their individual mandates;
- c. Assign or recommend appropriate sanctions for Clubs that violate regulations or their mandates, in line with the Internal Regulations;
- d. Review and make recommendations on proposed amendments to Club Constitutions;
- e. Ensure Club activities align with their mandates and the principles of the Society;
- f. Advise the Vice-President (Clubs & Services) on policies and procedures related to Club operations; and
- g. Review and provide feedback on club workshop materials and training modules, making recommendations to the Vice-President (Finance) and Vice-President (Clubs & Services).

The Services Sub-Committee shall:

- a. Review and make recommendations on applications for Service status;
- b. Conduct periodic evaluations of recognised Services to ensure alignment with SSMU regulations and their approved mandates;
- c. Review and make recommendations to the Legislative Council on proposed Service budgets;
- d. Review and recommend changes to Service Constitutions;
- e. Assign or recommend further sanctions for Services that breach SSMU policies or fail to fulfill their responsibilities; and
- f. Communicate service review findings to the relevant Services and to the student body, promoting transparency.

## 2.4. Membership

The Student Groups Committee shall consist of:

- a. the Vice-President (Clubs & Services) (Chair, ex-officio);
- b. the President (ex-officio)
- c. the Vice-President (Finance) (ex-officio);
- d. two (2) Club Representatives to the Legislative Council;
- e. one (1) Service Representative to the Legislative Council;
- f. four (4) Councillors of the Legislative Council;
- g. three (3) Members-at-Large who may not be members of any associated ISG or of any club or service under the SSMU;
- h. the Student Life Assistant (Secretary, non-voting);
- i. The Clubs Coordinator (non-voting);
- j. The Club Finance Coordinator (non-voting);
- k. The Service Coordinator (non-voting); and
- l. The Service Finance Coordinator (non-voting).

The Clubs Sub-Committee shall consist of:

- a. the Clubs Coordinator (Chair, non-voting);
- b. the Vice-President (Clubs & Services, ex-officio);
- c. the Vice-President (Finance, ex-officio);
- d. two (2) Club Representatives to the Legislative Council;
- e. one (1) Member-at-Large of the Student Groups Committee;
- f. two (2) Councillors of the Student Groups Committee;
- g. the Club Finance Coordinator (non-voting); and
- h. the Student Life Assistant (non-voting).

The Services Sub-Committee shall be composed of:

- a. the Services Coordinator (Chair, non-voting);
- b. the Vice-President (Clubs & Services, ex-officio);



- c. the Vice-President (Finance, ex-officio);
- d. one (1) Service Representative to the Legislative Council
- e. two (2) Councillors of the Student Groups Committee;
- f. two (2) Members-at-Large of the Student Groups Committee;
- g. Service Finance Coordinator (non-voting); and
- h. the Student Life Assistant (non-voting).

## 2.5. Meetings

All meetings of the Student Groups Committee and its sub-committees shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Student Groups Committee will meet monthly, unless an exception is made by the Chair. The Clubs Sub-Committee and the Services Sub-Committee shall meet bi-weekly, unless a meeting is called by the Vice-President (Clubs & Services).

## 2.6. Quorum

Quorum of the Student Groups Committee (or its sub-committees) shall be a simple majority of voting members.

## 2.7. Reporting

The Committee shall report to the Legislative Council whenever there are recommendations that require the approval of the Legislative Council in accordance with the Internal Regulations of Student Groups.

The Committee shall also provide an end-of-semester report on its affairs and those of its Sub-Committees.

## 2.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Deputy Speaker and the Communications department, shall be responsible for advertising openings for Member-at-Large positions, and appointment to these positions shall be through majority vote of the Student Groups Committee.

### 2.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## 15. Students' Society Programming Network (SSPN)

### 15.1. Oversight

The Students' Society Programming Network shall be a Committee of the Legislative Council.

### 15.2. General

The Students' Society Programming Network (SSPN) shall participate in the organization and execution of all Society events alongside the Vice-President (Internal Affairs).

### 15.3. Responsibilities

The SSPN shall:

- a. strive to break even at each non-fundraising event;
- b. act as a consultant on how to better conduct established events from previous years and continue well-received events in adherence with the SSMU Events Policy;
- c. collaborate in planning a minimum of 3 non-drinking, accessible events over the course of the year;
- d. hold fundraising initiatives to expunge any deficit;
- e. help staff the General Assemblies;
- f. In September, the innovative programming calendar (made by the Vice-President (Internal Affairs) in July) shall be revised to ensure that it services a diverse student body;
- g. provide post-event reports within 10 business days to be presented and discussed at the Events Committee and reviewed by the Executive Committee, General Manager and the Student Life Operations Director;
- h. and review and make recommendations to the Students' Society Programming Network's terms of reference at the end of each year;

## **15.4. Membership**

The SSPN shall consist of:

- a. the Vice-President (Internal Affairs) (Chair);
- b. the Internal Logistics Coordinator (Vice-Chair);
- c. two (2) Councillors; and
- d. nine (9) to eleven (11) Members at Large;
- e. one (1) SSMU's Events Coordinator; and
- f. SSMU's Accessibility Commissioner.

## **15.5. Meetings**

The SSPN will meet weekly. The meetings will be planned on a recurring date of the week established during the year. When establishing that time, maximization of attendance and participation should be prioritized and when possible, consideration should be given to time slots that fit within regular business hours.

## **15.6. Quorum**

The quorum for the SSPN is a simple majority of the voting members, and necessitates the presence of either the chair or vice-chair as well as the presence of the Events Coordinator (or in their absence, someone from the Student Life and Operations Department).

## **15.7. Reporting**

The SSPN will report twice a year to the Legislative Council, once at the end of November and once at the end of March or beginning of April. If an event runs deficit, a post-event report should also be presented to the next Legislative Council after the production of said report.

## **15.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **15.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## **15.9. Committee Specific**

### **15.9.1. Training**

As a part of their onboarding process, all members of the SSPN committee shall undergo training at the beginning of the academic year that encompasses:

- a. harm reduction training organized by the Vice-President (Internal Affairs) per the Harm Reduction policy;
- i. SSMU Events Policy and Sponsorships training organized by the Student Life Operations Department and the SSMU Sponsorship Coordinator;
- j. sustainability training organized by the Sustainability Commissioner

# **COMMITTEES OF THE BOARD OF DIRECTORS**

## **16. Accountability Committee**

### **16.1. Oversight**

The Accountability Committee shall be a Committee of the Board of Directors.

### **16.2. General**

The Accountability Committee shall hold Officers, Senators, Directors and Councillors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies, and formal mandates. The Accountability Committee shall concern itself with how well the individuals carry out the mandates given to them for the fulfillment of the Society's mission, and not with matters pertaining to Human Resources, such as workplace conflict or acts of violence. Such matters will instead be the responsibility of the Human Resources Committee and Human Resources Department.

### **16.3. Responsibilities**

The Accountability Committee shall:

- a. facilitate the collection of feedback regarding Officers, Directors and Permanent Staff and Student Staff, and Councillors on an ongoing basis throughout the year and raise

these concerns as appropriate to address issues of accountability as they arise, as they relate to the carrying out of mandated responsibilities.

- b. consult representatives from clubs, services, faculty associations and other stakeholders for the purpose of performance evaluations, excluding those representatives under review at the time;
- c. conduct annual reviews to monitor the overall adherence of Officers, Directors, and Councillors to the Constitution, Internal Regulations, and their relevant mandates, including but not limited to attendance of Legislative Council, attendance at and participation in committee work, progress towards policy, protocol, and plan goals, and fulfilment of other assigned activities;
- d. inform Officers, Directors and Councillors when their actions conflict with or violate the Constitution, Internal Regulations or their relevant mandates, and suggest remedies;
- e. share any relevant feedback from Members with relevant governing bodies, as deemed necessary;
- f. preserve the anonymity of complainants unless it is waived by the complainant;
- g. When necessary, work with the Board of Directors or Legislative Council, as the case may be, to ensure remedies are adopted;
- h. investigate and manage all complaints pertaining to a failure to abide by mandate, lack of attendance at obligatory meetings, failure to complete important tasks in a timely manner, or failure to act as a sufficient representative;
- i. manage general inquiries related to mandate, referring Members to the appropriate individual(s) or governing body for further information or clarification if needed;
- j. prepare and present reports to the Legislative Council detailing the outcome and recommendations arising from certain accountability complaints and inquiries, in the specific circumstances that (a) the consequences of the investigation pertain to the interests of members of the Society, and (b) do not disclose anonymous, sensitive, or personal information that is otherwise held to confidentiality;
- k. as needed, propose and execute projects, initiatives, and/or reform aimed at improving the accountability of the organization or any of its bodies therein; and
- l. review and make recommendations to the Accountability Committee's terms of reference at the end of the year.

## **16.4. Membership**

The Accountability Committee shall consist of:

- a. the Accountability Commissioner (Committee Chair, non-voting);
- b. up to three (3) members of the Secretariat (non-voting);
- c. one (1) member of the Human Resources Department (non-voting, optional);

- d. two (2) Directors, who may not be Councillors or Officers; and
- e. two (2) Members-at-large, who may not be Councillors or Directors.

**16.4.1.** The Members deemed “*optional*” within the membership of the Accountability Committee shall refer to those individuals who will remain available for consultation and will be mandated to attend if their presence is requested by the Accountability Commissioner.

## **16.5. Meetings**

The Accountability Committee will meet bi-weekly, unless an exception is made by the Accountability Commissioner.

## **16.6. Quorum**

The quorum for the Accountability Committee is a simple majority of the voting members.

## **16.7. Reporting**

The Accountability Committee will present its regular reports to the last Legislative Council meeting in the Fall and Winter semesters. The Accountability Committee will also report to the first Legislative Council of the Winter semester, to present the report of the Accountability Survey.

The presentation of a report to Legislative Council should also occur as a result of certain investigations that fit into one or more of the following circumstances:

- a. when the results of the investigation recommend penalization, suspension, resignation, or removal of individuals in a position of power within the Society;
- b. when the accountability concern was initiated during, or arose directly from, a Legislative Council session itself;
- c. when the recommendations are directly related to an action item or topic of interest on a past or upcoming agenda of the Legislative Council;
- d. in other cases that are deemed appropriate by the Committee, decided by simple majority vote.

Note that reporting is excepted in cases involving information that is anonymous or held to confidentiality.



## **16.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **16.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## **17. The Building and Operations Management Committee (BOMCOM)**

### **17.1 Oversight**

The Building and Operations Management Committee shall be a Committee of the Board of Directors.

### **17.2 General**

The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for the SSMU's physical operations, facilitate the disbursement of eighty-five (85) percent of the Space Improvement Fee on building improvements, manage the excess of the University Centre Fee, and provide long-term objectives and goals for the management of the University Centre.

### **17.3 Responsibilities**

The Building and Operations Management Committee shall:

- a. have the authority to allocate eighty-five (85) percent of the Space Improvement Fee for building improvements and any excess of the University Centre Fee not used to pay for rent and utilities;
- b. make recommendations to the Board of Directors on the selection, removal, or renewal of building tenants;
- c. oversee all Society run food and beverage operations;

- d. review and make recommendations to the Board of Directors on room bookings and building damages at least once per year; and
- e. act as a consultant for and review SSMU's official response to immediate threats to the Society's buildings or occupants.

## **17.4 Membership**

The Building and Operations Management Committee shall consist of:

- a. the Vice-President (Sustainability and Operations) (Committee Chair);
- b. the Vice-President (Finance);
- c. President;
- d. Building Director (non-voting);
- e. Internal Events Coordinator (non-voting);
- f. General Manager (non-voting);
- g. One (1) Director;
- h. One (1) Councillor;
- i. One (1) Member at Large.

### **17.4.1. Mandatory Consultations**

The Vice-President (Student Life) shall be a mandatory consultation for all matters related to SSMU clubs and services.

## **17.5. Meetings**

The Building and Operations Management Committee will meet at least monthly or more as needed. Meetings shall be held within regular business hours.

## **17.6. Quorum**

Quorum for the Building and Operations Management Committee is a simple majority of voting members.

## **17.7. Reporting**

The Building and Operations Management Committee shall submit a semesterly report to both the Legislative Council and the Board of Directors.

- a. One (1) Report in September for the end of the Summer Semester
- b. One (1) Report in December for the end of the Fall Semester

- c. One (1) Report in April for the end of the Winter Semester

## 18. Finance Committee

### 18.1. Oversight

The Finance Committee shall be a Committee of the Board of Directors.

### 18.2. General

The Finance Committee shall assist the Vice-President (Finance) in the review and approval of funding proposals from the Operations Budget brought forward that fall within the range of \$10,000 to \$80,000. The committee will also make recommendations regarding the long-term financial sustainability of the Society annually.

### 18.3. Responsibilities

The Finance Committee shall be responsible for:

- a. reviewing proposals by Staff, Commissioners or Officers for the funding of specific events or projects from the Operations Budget and approving requests that fall within the range of \$10,000 to \$80,000;
- b. reviewing proposals by Staff, Commissioners or Officers for the funding of specific events or projects from the Operations Budget and providing their recommendation to the Board of Directors for requests that exceed \$80,000;
- c. conducting an annual review of the Society's investment portfolio and making recommendations to the Board of Directors in accordance with the relevant Internal Regulations, Policies, Plans and Positions of the Society
  - i. all changes to the investment portfolio shall be incorporated in the report to the Legislative Council in public session;
- d. review and make recommendations to the Finance Committee's terms of reference at the end of the year.

### 18.4. Membership

The Finance Committee shall consist of:

- a. the Finance Commissioner (Chair);
- b. the Vice-President (Finance);
- c. two (2) Directors;

- d. two (2) Councillors; and
- e. two (2) Members at Large.

## **18.5. Meetings**

The Finance Committee will meet at least biweekly or more as needed.

## **18.6. Quorum**

Quorum for the Finance Committee is a simple majority of voting members.

## **18.7. Reporting**

The Finance Committee shall report to the Legislative Council at the second to last meeting of the Winter semester. The Finance Committee will report to the Board of Directors at the subsequent meeting following their report to the Legislative Council. Consultations with the Finance Committee shall be incorporated into the reporting of the Vice-President (Finance) to the Board of Directors as necessary.

## **18.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **18.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

# **19. Gendered and Sexual Violence Policy Committee**

## **19.1. Oversight**

The Gendered and Sexual Violence Policy (GSVP) Committee shall be a Committee of the Board of Directors.

## 19.2. General

The primary responsibility of the GSVP Committee shall be to review investigations of the Anti-Violence Coordinators (AVCs) or third-party investigators as per the Gendered and Sexual Violence Policy, and to determine appropriate sanctions when complaints are found to be substantiated.

## 19.3. Responsibilities

The GSVP Committee shall:

- a. review investigative reports as a review panel which will consist of three of the six members of the Committee (there must be one representative from each group listed in 20.5.);
- b. determinewhether there is enough evidence to substantiate a complaint that an act of gendered and/or sexual violence occured and the sanctions to be imposed (as per the GSVP section 11.7);
- c. determine and apply any GSVP sanctions to individual/s, when and if applicable; ~~and~~
- d. review appeals to imposed sanctions as an appeal panel which will consist of the other three members not on the review panel; and
- e. review and make recommendations to the Committee's terms of reference at the end of the year.

## 19.4. Confidentiality

The GSVP Committee will be held to a high standard of confidentiality. Details regarding specific complaints and implicated parties cannot be publicly shared by the Committee members. Failure to meet this expectation will result in removal from the Committee, and if applicable, will be reported to the Board of Directors or SACOMSS by the AVCs.

## 19.5. Membership

The GSVP Committee shall consist of:

- a. two (2) members from the Board of Directors, who are not SSMU Executives, who will be selected by the Board of Directors;
- b. two (2) representatives who are employees at SACOMSS, who will be selected by the SACOMSS membership;
- c. two (2) SSMU employees, dependent on the nature and content of the complaint, with the appropriate training;

- d. two (2) student members-at-large from the SSMU community, who will be selected by the AVCs as a result of the open application process begun prior to the Fall General Assembly; and
- e. SSMU's Human Resources Manager (non-voting).

## 19.6. Mandatory Training

All six (6) members of the GSVP Committee will participate in a training on anti-oppression, sexual violence and responses to trauma, and the GSVP, arranged by the AVCs in partnership with community groups. Members of the GSVP Committee may opt out of sections of training if they have already completed it in other contexts within the last year, at the discretion of the AVCs.

## 19.7. Meetings

The GSVP Committee will be scheduled to meet every two (2) weeks to review complaints referred to them. If there are no complaints to review, the meeting will be cancelled. Given the potential absence of Committee members over the summer, meetings may exceptionally occur online.

## 19.8. Reporting

An annual report will be drafted by the AVCs to be presented to the Legislative Council at the end of the academic year.

**19.8.1.** The Quebec Corporations Act requires that any member of the SSMU Board of Directors or Executive Team be dismissed through a two-thirds majority vote at a Board meeting. In this instance, the AVCs will inform the Board of the GSVP Committee's decision and request that they vote to enforce the decision. This meeting will not entail any discussion of a specific incident details, a complainant's identity, or the legitimacy of an instance of gendered and/or sexual violence. The role of the Board is to enforce the decision which was made by trained representatives.

**19.8.2.** The Quebec Corporations Act further requires that any dismissal of an officer is ratified by the SSMU General Assembly. In this instance, the officer who the Board has voted to be dismissed will be suspended and an emergency GA will be called. In this instance, the AVCs will inform the GA of the GSVP Committee's decision and Board of Directors decision and request that the GA vote to enforce the decision. This meeting will not entail any discussion of a specific incident details, a complainant's identity, or the legitimacy of an instance of gendered and/or sexual violence. The role of the GA is to enforce the decision which was made by trained representatives.

## 20. Governance Reform Committee

### 20.1. Oversight

The Governance Reform Committee shall be a committee of the Board of Directors.

### 20.2. General

The Governance Reform Committee shall review the Society's governance bodies, systems and structures with a view to making them reflective of our Mission. The Committee will devise a system that is: (a) in accordance with Quebec and federal law, (b) as democratic and transparent as possible, (c) simple, accessible and easy for Members to understand. The Committee will look to other successful systems and adapt elements to our context. The Committee will also aim to root out inconsistencies and/or obsolete procedures that exist within our governance practices and act as a primary advisory body for policies, plans and projects under development.

### 20.3. Responsibilities

The Governance Reform Committee shall:

- a. consult a wide range of stakeholders in order to review a governance system that best reflects Members needs, priorities and realities;
- b. review current and expiring SSMU policies and plans and propose the renewal of such documents when applicable;
- c. review the entirety of SSMU's governing documents sequentially to sort out possible inconsistencies and/or obsolete procedures;
- d. simplify and shorten governing documents when possible, based on provided guidelines;
- e. review and update current guides and other resources and develop new resources so as to make SSMU's governance systems more accessible and easier to understand;
- f. make recommendations for streamlining governance practices;
- g. recommend practices and systems for review in the future;
- h. act as the primary advisory body for policies, plans and projects under development; and
- i. present a report to the Legislative Council at the penultimate meeting of the academic year and to the Board of Directors at least once a semester.

## 20.4. Membership

The Governance Reform Committee shall consist of:

- a. Policy and Advocacy Coordinator (co-chair, non-voting);
- b. the President (co-chair, non-voting)
- c. one member of the Executive Committee, as selected by the Executive Committee;
- d. one Councillor;
- e. one Director; and
- f. additional members can be consulted as needed and would likely include: Speaker, Governance Manager, Equity and Policy Specialist, Accessibility Commissioner, Steering Committee, Equity Commissioners, Indigenous Affairs Commissioner, Sustainability Commissioners, Mental Health Commissioner, and other staff and committee members as needed.

## 20.5. Meetings

The Governance Reform Committee will meet at least once a month during the Academic Year.

Each month it will inform itself of:

- a. best practices;
- b. McGill's particular context;
- c. whether the policy follows current models; and
- d. accessibility and feasibility of its recommendations.

## 20.6. Community Engagement and Structural Collaboration

### 20.6.1. Community Engagement

The Committee will organize ample opportunity for popular engagement both in terms of live forums and anonymous or group online surveys and submissions on relevant and applicable projects.

### 20.6.2. Structural Collaboration

The Committee will organize stakeholder consultation on its ongoing projects and act as an advisory body for policies, plans and projects under development.



## **20.7. Quorum**

### **20.7.1. Committee**

Quorum for the Committee is when any three (3) of its voting or non-voting members are present, including the Committee Co-chairs.

## **20.8. Reporting**

The Governance Reform Committee will report to the Legislative Council at the penultimate meeting of the academic year. The Committee will report to the Board of Directors at least once a semester.

# **21. Human Resources (HR) Committee**

## **21.1. Oversight**

The Human Resources (HR) Committee shall be a Committee of the Board of Directors.

## **21.2. General**

The Human Resources Committee shall hold Supervisors accountable to their obligations and responsibilities under the Employee Manual: Regular Full Time Employees, Employee Manual: Regular Part Time Employees, the Code of Conduct, Expensive Reimbursement Policy, Health & Safety Policy, and the Hybrid and Remote Work Policy.

## **21.3. Responsibilities**

The Human Resources Committee shall:

- a. carry out those responsibilities assigned to them through the Conflict of Interest Policy;
- b. review complaints related to performance evaluations
- c. conduct performance evaluations and take into account complaints from Members solicited during consultation sessions and those submitted to the Human Resources Department, preserving the anonymity of complainants unless this right is waived by the complainant, for the General Manager once per academic year. Additional staff

- may be evaluated, as determined by the Board of Directors, though this shall generally be limited to Director-level staff (including Officers) and other Supervisors;
- d. review and handle all HR complaints from staff pertaining to Officers, Director-level staff and Board of Directors;
  - e. consult various stakeholders from across the Society including Officers, Directors, Staff, Councillors, Club Executives, Service Executives and other individuals as identified by the Human Resources Committee for the purpose of performance evaluations.
  - f. review and make recommendations to the Human Resources terms of reference at the end of each year or when necessary.

## **21.4. Membership**

The Human Resources Committee shall consist of:

- a. the Human Resources Manager (Committee Chair, non-voting);
- b. the General Manager
- c. two (2) Directors, who are not Officers;
- d. one (1) Equity Commissioner.

## **21.5. Meeting**

The Human Resources Committee will meet monthly, unless an exception is made by the committee chair in case of an urgent matter.

## **21.6. Quorum**

The quorum for the Human Resources Committee is a simple majority of the voting members.

## **21.7. Reporting**

The Human Resources Committee will report to the Board of Directors at least once a month.

## **21.8. Committee Specific**

### **21.8.1. Consultations**

The Committee and/or Chair shall have the opportunity to invite guests, including Executives and/or Staff, to a given meeting, for consultation purposes.

## 22. Nominating Committee

### 22.1. Oversight

The Nominating Committee shall be a Committee of the Board of Directors.

### 22.2. General

The Nominating Committee shall work to ensure that positions on the Board of Directors, the Judicial Board, and the position of Vice President (Finance) are adequately filled during the academic year.

### 22.3. Responsibilities

The Nominating Committee shall:

- a. review applications and select appropriate candidates to fill positions on the Judicial Board and on the Board of Directors, including Directors, the International Student Representative, Alumni Representatives, Members-at-Large of the Nominating Committee, and the position of Vice President (Finance);
- b. review and make recommendations to the Nominating Committee's terms of reference at the end of the year; and
- c. review and make recommendations to modify interview guides as necessary.

### 22.4. Membership

The Nominating Committee shall consist of:

- a. the Parliamentarian (Committee Chair, non-voting);
- b. one (1) Equity Commissioner (non-voting, upon request)
- c. three (3) Directors;
- d. four (4) Members at Large; and
- e. SSMU's Internal Counsel and Corporate Secretary (non-voting, upon request).

#### 22.4.1. Equity Commissioner Role

Any of the SSMU Equity Commissioners may attend as advisors upon request of the Committee, ensuring the Committee upholds values of equity throughout its operations. The Equity Commissioner role need not be filled by the same individual throughout the year.

## **22.5. Meetings**

The Nominating Committee shall meet when they need to appoint a Justice to the Judicial Board, Director or International Student Representative or Alumni Representative to the Board of Directors, Member-at-large to the Nominating Committee, the Vice President (Finance), or when called by the Parliamentarian.

## **22.6. Quorum**

The quorum for the Nominating Committee is a simple majority of the voting members.

## **22.7. Reporting**

The Nominating Committee will report to the Board of Directors with a timeline and plan for any upcoming hiring cycles, and with a full report immediately after any decision is made.

## **22.8. Recruitment**

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### **22.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## **22.9. Committee Specific**

### **22.9.1. Selection for Interviews**

The Nominating Committee will review applications to select which applicants should be interviewed. Candidates will be shortlisted for interview by a majority vote over email or at a meeting of the Nominating Committee. Applications are to be reviewed in the order that they were received.

## 22.9.2. Interviews

The Nominating Committee will interview selected applicants. Interviews can be conducted via teleconference or in person. The Equity Commissioner for a given hiring cycle may conduct but not score interviews.

## 22.9.3. Final Selection

After the interviews, the Nominating Committee shall rate each candidate according to the relevant candidate comparison grid, following the provided rubric when choosing ratings. The Nominating Committee shall recommend the candidate(s) for ratification by the Board of Directors. Any decision to recommend a candidate to the Board of Directors for ratification must be confirmed by a majority vote of the committee, after deliberation considering a variety of factors, including but not limited to the candidate ratings.

## 22.9.4. Availability of Members

Members of the Nominating Committee must be available to meet for a period of 12 months.

## 22.9.5. Participation By Way of Technical Means

A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.

## 22.9.6. Diverse Representation

The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors, including, but not limited to, diversity in terms of race, national or ethnic origin, religion, sex, gender, age, mental or physical disability, language, sexual orientation or social class. The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity, within and outside of SSMU communication channels, such as via student associations representing minority groups.

### **22.9.6.1. FACULTY REPRESENTATION**

The Nominating Committee shall ensure that there is diverse representation of faculty programs among the individuals nominated. The Nominating Committee reserves the

right to undertake additional outreach efforts if the applications received lack diversity, within and outside of SSMU communication channels, such as via student associations representing such faculties.

### 22.9.7. Conflicts of Interest

Members of the Nominating Committee are obliged to declare any involvement in other organizations (e.g. clubs, services, student associations, faculties, etc.) at the beginning of their terms. Members of the Nominating Committee are also obliged to disclose conflicts of interest or potential conflicts of interest between themselves and applicants to the Committee Chair prior to the selection of candidates for interview. Members are subject to the SSMU Conflict of Interest Policy for the purpose of defining a Conflict of Interest.

**22.9.7.1.** A member may not vote on nominations, conduct, or score interview applicants when a conflict of interest involving the member and the applicant is present.

## 23. Strategic Planning Committee

### 23.1. Oversight

The Strategic Planning Committee shall be a joint Committee of the Board of Directors and Legislative Council.

### 23.2. General

The Strategic Planning Committee shall be responsible for acting as an implementation & accountability committee to ensure that the goals of the SSMU Master Plan are met and updated on a yearly basis. This committee shall also be responsible for soliciting feedback and suggestions for the Plan.

### 23.3. Responsibilities

The Strategic Planning Committee shall:

- a. track the progress of the SSMU Master Plan;
- b. create yearly targets and ensure these targets are met;
- c. provide semesterly updates to the Legislative Council;
- d. provide yearly updates to the Board of Directors;

- e. provide updates to the general membership at each regular General Assembly;
- f. consult with other Canadian student associations for further recommendations to the Plan;
- g. review and make recommendations to Strategic Planning's Committee Terms of Reference at the end of the academic year.

## **23.4. Membership**

The Strategic Planning Committee shall consist of:

- a. SSMU President (Co-Chair, non-voting);
- b. General Manager (Co-Chair, non-voting);
- c. one (1) Director, who is not an Officer, as determined by the Board of Directors;
- d. one (1) Staff or Executive under the Finance Department from the following;
  - i. Vice-President (Finance)
  - ii. Comptroller
  - iii. Additional members of the Accounting Department
- e. One (1) Staff or Executive under the Operations Department from the following;
  - i. Vice-President (Sustainability & Operations)
  - ii. Student Life Operations Director
  - iii. Building Manager
- f. two (2) Councillors;
- g. one (1) Association or Faculty Society representative;
- h. one (1) Executive from a SSMU Services; and
- i. four (4) Members-at-Large.

### **23.4.1. Presence of Executive Officers**

The Strategic Planning Committee shall, at any one meeting, have no more than two (2) Executive Officers present.

### **23.4.2. Alterations to the Membership**

The Strategic Planning Committee may alter its composition at its discretion in order to fulfil its mandate. The Strategic Planning Committee will be required to abide by the Consultation Policy, specifically its mandatory consultations section.

## **23.5. Meetings**

The Strategic Planning Committee shall meet monthly.

### 23.5.1. Special Meetings

Ad Hoc meetings may be scheduled as necessary. The Strategic Planning Committee will be given a full week's notice before a special meeting is convened.

## 23.6. Quorum

The quorum for the Strategic Planning Committee is a simple majority of the voting members.

## 23.7. Reporting

The Strategic Planning Committee will update the Legislative Council at least two (2) times in an academic year.

- a. Fall Semester: This committee shall provide a summary of a semesterly work plan to the Legislative Council at the second-to-last meeting of the Fall Semester;
- b. Winter Semester: This committee shall provide a summary of a semesterly work plan to the Legislative Council at the second-to-last meeting of the Winter Semester.

**23.7.1.** This Committee shall provide an update to the Board of Directors at their second-to-last last meeting of each academic year.

**23.7.2.** The Committee must also present a progress report to the membership at each regular General Assembly

## 23.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Committee positions.

### 23.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.



# Working Groups

## 24. Health and Dental Review Working Group

### 24.1. Oversight

The Health and Dental Review Working Group shall be a Working Group of the Board of Directors.

### 24.2. General

The Health and Dental Review Working Group shall review the Health and Dental Plan and propose options for improvements to the plan. The Health and Dental Review Working Group shall meet upon the release of the plans in October, then continue to meet until the review is completed, at which point the working group will be dissolved until the subsequent year.

### 24.3. Functions

The Health and Dental Committee shall:

- a. review and evaluate to coverage provided by the SSMU Health and Dental Plan;
- b. review data regarding the usage of the plan by SSMU Members;
- c. approve any changes to the coverage provided in the current Health and Dental Plan;
- d. receive and review the ASEQ annual claims report; and
- e. review and make recommendations to the Health and Dental Review Working Group's terms of reference at the end of the year.

### 24.4. Membership

The Health and Dental Review Working Group shall consist of:

- a. the Vice-President (Finance, Co-Chair);
- b. the President (Co-Chair);
- c. two (2) Directors;
- d. the Medicine representative of Legislative Council;
- e. the Dentistry representative of Legislative Council;
- f. the Nursing representative of Legislative Council;
- g. the Physical and Occupational Therapy Representative of Legislative Council;

- h. three (3) Members at Large;
- i. the Mental Health Commissioner; and
- j. SSMU's General Manager (non-voting).

## **24.5. Meetings**

The Health and Dental Review Working Group will meet biweekly upon the release of the Health and Dental plans in the fall until recommendations are reported to the Legislative Council and Board of Directors in March. Additional meetings are at the discretion of the Co-Chairs.

## **24.6. Quorum**

The quorum for the Health and Dental Review Working Group is a simple majority of the voting members.

## **24.7. Reporting**

The Health and Dental Review Working Group shall report to both the Legislative Council and the Board of Directors in March at which point they will be dissolved until the release of the Health and Dental plans the subsequent fall.

## **24.8. Recruitment**

The Chair(s) of the Working Group, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Working Group positions.

### **24.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

## **24.9. Committee Specific**

### **24.9.1. Consulted Members**

The Health and Dental Review Working Group is encouraged to consult the Vice-President (Student Life) and Mental Health Commissioners with regards to the coverage of Mental Health resources.

### 24.9.2. Significant Plan Changes

The Health and Dental Review Working Group will present to the Legislative Council if any significant changes are made to the Health and Dental plan. Significant changes include any new types of coverage or large change in coverage allocation.

## 25. Milton-Parc Relations Working Group

### 25.1. Oversight

The Milton-Parc Relations Working Group will be a working group of the Legislative Council until May 2027.

### 25.2. General

The Milton-Parc Relations Working Group aims to build and maintain community relationships with ongoing participatory discussion in order to update commitments made in the outdated CARE agreement between McGill, SSMU and the Milton-Parc Citizens' Committee.

### 25.3. Mandate

- a. Review and revise the current SSMU and Milton-Parc relationship;
  - i. Milton-Parc is defined as the area enclosed by the streets University, St-Laurent & Sherbrooke and des Pins.
- b. Work on the creation of the **Milton-Parc Action Plan**, a plan designed to mandate each party to take action in order to better neighborhood relations.

### 25.4. Membership

The Milton Parc Relations Working Group will consist of the following membership:

- a. Community Affairs Commissioner;
- b. Vice-President (External Affairs);
- c. McGill Dean of Students;
- d. Representative from the Milton Parc Citizens' Committee (MPCC);
- e. Representative from the Communauté Milton Parc (CMP);
- f. Representative from Comm-Un (or a representative of the Milton-Parc unhoused community);
- g. One (1) to three (3) general members from the student body;

- h. One (1) to three (3) general Milton-Parc citizens;
- i. One (1) to three (3) members of McGill faculty or staff.

### 25.4.1. Alterations to the Membership

The Milton Parc Relations Working Group may alter its composition at its discretion in order to fulfill its mandate.

## 25.5. Meetings

The Milton Parc Relations Working Group will meet monthly unless an exception is made by the Community Affairs Commissioner. The Working Group will be given a full week's notice before a special meeting is convened.

## 25.6. Quorum

Quorum for the working group shall be met if there is at least one member representing SSMU or from the student body, one member that resides (which includes the unhoused community) in Milton-Parc and one member that works at McGill University.

## 25.7. Reporting

The Milton-Parc Action Plan Working Group will report to the Legislative Council and once per semester in the academic year.

## 25.8. Recruitment

The Chair(s) of the Working Group, in collaboration with the Deputy Speaker, shall be responsible for recruitment for Working Group positions.

### 25.8.1. Vacancies

Should any seat of the Working Group become vacant, the regular recruitment process shall be immediately initiated.