

Internal Regulations of Governance

Updated as of 2026-03-26



TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. Interpretation	2
2. Definitions	2
3. Administration	5
4. Continuity of Society Business	6
5. Judicial Board	7
6. First Year Council	8
7. Legislative Council	9
8. Board of Directors	16
9. General Assemblies	18
10. Special and Strike General Assemblies	20
11. Governing Documents	22
12. Executive Officers	23
13. Amendment and Interim Provisions of Internal Regulations	25

1. Interpretation

1.1. In the event of a conflict between the Constitution and the Internal Regulations, the Constitution shall prevail.

1.2. In the event of a conflict between Governing Documents, the following order of priority shall apply:

1. The Constitution of the Student Society of McGill University
2. The Internal Regulations
3. The Protocols of the Society
4. The Positions Book of the Society
5. The Plans of the Society

1.3. In the event of a conflict between the Internal Regulations, the following order of priority shall apply:

1. Internal Regulations of Governance;
2. Internal Regulations of Finances;
3. Internal Regulations of Elections and Referenda;
4. Internal Regulations of Representation and Advocacy;
5. Internal Regulations of Student Groups.

1.4. Each provision of the Internal Regulations is distinct and separate. Any decision by a court of law or opinion of the Judicial Board that is ratified by the Board of Directors where a provision of the Internal Regulations is declared null, invalid, or unenforceable shall in no way affect the validity, nature, or enforceability of any other provision.

2. Definitions

2.1. The following terms used in the Internal Regulations of Governance shall have the same definitions as those given to the same terms used in the Constitution.

- a. "Board of Directors"
- b. "Chief Returning Officer"
- c. "Constitution"
- d. "Councillor"
- e. "Director"
- f. "Executive Committee"
- g. "External Policy"

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7



- h. “General Assembly”
- i. “General Manager”
- j. “Internal Regulation”
- k. “Judicial Board”
- l. “Legislative Council”
- m. “Member”
- n. “Nominating Committee”
- o. “Officer”
- p. “Policy”
- q. “Referendum”
- r. “Simple Majority”
- s. “The Society” and “SSMU”
- t. “Speaker”

2.2. In the Internal Regulations of Governance and in all other Internal Regulations, unless otherwise indicated:

- u. “**Academic Year**” shall mean the two (2) consecutive terms (Fall, Winter) beginning in September and ending in April during which students attend the University.
- v. “**Chief Justice**” shall mean the primary authority over the conduct and proceedings of the Judicial Board.
- w. “**Club**” shall refer to a formal and accredited organization which has been recognized by the Society as a Full-Status Club or as an Interim-Status Club in accordance with the Internal Regulations of Student Groups.
- x. “**Confidential Session**” shall mean a meeting in which all or part of the proceedings and content are not publicly disclosed and attendees are expected to maintain confidentiality.
- y. “**Day**” shall include weekends but not holidays (civic and academic). Academic holidays shall include the Senate-approved Calendar of Academic Dates of the University.
- z. “**Deputy Speaker**” shall refer to the secondary individual who may be called upon by the Speaker for assistance or automatically becomes the Chair in the event the Chair is absent or has a conflict of interest.
- aa. “**Disallowance**” shall refer to the formal rejection or invalidation by the Board of Directors of a resolution or decision passed by the Legislative Council, exercised within a prescribed timeframe and in accordance with established procedures, rendering the resolution null and void.
- bb. “**Election**” shall include the processes through which Officers, Executive Members of the First Year Council, Senators, Undergraduate Representatives to the CKUT, Representatives of the Society’s Clubs, and Representatives of the Society’s Services are elected.



- cc. **“Elections SSMU”** shall refer to the body of the Society that is solely responsible for the administration of the Society’s Elections and Referenda and is overseen by the Chief Electoral Officer.
- dd. **“Governing Documents”** shall refer to the Constitution, the Internal Regulations of the Society, the Positions Book, and the Protocols of the Society.
- ee. **“Interim Provision”** shall mean a temporary provision that is enacted in accordance with the Internal Regulations of Governance and that has the same force and effect as Internal Regulations for the duration of its validity.
- ff. **“Internal Counsel and Corporate Secretary”** shall mean the Society’s primary legal and corporate governance advisor.
- gg. **“Minutes”** shall mean a list of attendance and decisions made at a meeting.
- hh. **“Non-voting”** shall refer to any party who attends a meeting of a Governing Body, but is not granted voting rights from the document governing that Governing Body and its meetings.
- ii. **“Parliamentarian”** shall mean the person appointed by the Society to assist the Speaker in their duties.
- jj. **“Plan”** shall mean a multi-year project or framework that is created by the Society.
- kk. **“Recording Secretary”** shall mean the individual tasked with creating the minutes of a meeting.
- ll. **“Returning Officer(s)”** shall mean the person(s) appointed by the Society to administer the Society’s Elections and Referenda, including the Chief Returning Officer, the Deputy Returning Officer, and the Elections Coordinator(s).
- mm. **“Robert’s Rules of Order”** shall mean the book titled Robert’s Rules of Order Newly Revised in its most recent edition, according to which meetings of the Legislative Council, meetings of Committees, meetings of the Board of Directors and General Assemblies shall be conducted.
- nn. **“Secretariat”** shall refer to a group of Governance staff that consists of the Deputy Speaker, the Parliamentarian, the Speaker, and the Internal Counsel and Corporate Secretary.
- oo. **“Senate”** shall refer to the Governing Body that is tasked with general control and supervision over the academic matters of the University.
- pp. **“Senate Caucus”** shall refer to the body of the Society composed of the Undergraduate Senators and other Members of the Senate Caucus.
- qq. **“Service”** shall mean a formal and accredited organization that has been recognized by the Society as a Service in accordance with the Internal Regulations of Student Groups.
- rr. **“Society Staff”** shall refer to all the paid employees of the Society, excluding Officers.
- ss. **“Special General Assembly”** shall mean a General Assembly that is not regularly scheduled and is not a Strike General Assembly.
- tt. **“Standing Rules”** shall mean the rules of procedure as drafted by the Speaker, in collaboration with the Steering Committee. The Standing Rules shall be approved and

amended by the Legislative Council, in accordance with the Constitution, which governs the procedures of the Legislative Council and General Assemblies.

- uu. **“Steering Committee”** shall mean the committee of the Society created by the Legislative Council to be responsible for all matters relating to the operation and management of the Legislative Council’s business.
- vv. **“Strike General Assembly”** shall mean any General Assembly that is not normally scheduled and is considering a motion to strike.
- ww. **“Strike Committee”** shall mean the group of individuals responsible for the execution and operation of a Society Strike.
- xx. **“Ultra vires”** shall mean any action, decision, or resolution taken by a body or individual that exceeds or falls outside the scope of the powers and authorities granted by Law, the Constitution or the Governing Documents.
- yy. **“Vacancy”** shall mean any absence from an official position during which the responsibilities of said position are severely neglected or entirely abandoned. Vacancies can be considered:
 - i. **“Permanent”** in the event there is no individual officially associated with the title and responsibilities of the position; or
 - ii. **“Temporary”** in the event there is an individual who is officially associated with the title and responsibilities of the position.
- zz. **“University”** shall mean the Royal Institution for the Advancement of Learning/McGill University.

3. Administration

3.1. The Constitution and the Internal Regulations shall be made public on the Society’s website in French and English.

3.2. The Executive Committee shall be responsible for enacting the resolutions of the Legislative Council, subject to the restrictions outlined in the Constitution.

3.3. The Executive Committee shall submit to each Legislative Council meeting a report on all activities, political matters, portfolio updates, and additional information as requested since the previous report to the Legislative Council.

3.4. As elected officials, each Executive Officer has the capacity to act as a representative on matters that relate to their portfolio. The Legislative Council or Board of Directors may convey or express the values, interests, or opinions of the Society, or mandate Executive Officers or Senators to do the same. A position within the Society does not prohibit individuals or groups from expressing their values, interests, or opinions so long as they do not contradict their explicit duties and responsibilities under the SSMU.

4. Continuity of Society Business

4.1. The Officers shall undergo a one (1) month period of training, from May first (1st) to May thirty-first (31st) of the year in which they are elected. During this time, they shall be entitled to sit without voting powers on all of the Society's committees on which their incumbents sit.

4.2. It shall be the responsibility of the Secretariat, in collaboration with the President, to ensure that all Councillors receive sufficient orientation before the first Legislative Council meeting to the Society's activities, Governing Documents, and processes. This orientation shall include, but not be limited to, the following:

- a. A Councillor guidebook;
- b. An orientation retreat for incoming Councillors and Senators to be held at the beginning of the term; and
- c. Any other trainings as deemed necessary.

4.2.1. the President and Secretariat shall coordinate orientation for Councillors whose mandates begin after the orientation retreat.

4.3. It shall be the responsibility of the Internal Counsel & Corporate Secretary, the President and the General Manager to ensure that all Directors receive sufficient orientation to the Society's activities, finances, Governing Documents, and processes in order to be able to fulfill their role to the best of their abilities. These shall include, but not be limited to, the following:

- a. A Director guidebook which shall be updated annually and provided to all Directors.
- b. A legal workshop about the duties of Directors, facilitated by the Society's legal counsel and the General Manager.
- c. An introduction meeting with the Society's management and Executive team, and any other relevant staff.
- d. A training on equity, anti-oppression and the Gendered and Sexual Violence Policy with the SSMU Equity Coordinator and Anti-Violence Coordinators.
- e. Any other training as required.

4.4. It shall be the responsibility of the Vice-President (University Affairs) to ensure that all student Senators receive sufficient orientation to the Senate, the Society, and their position.

4.5. The Executive Committee shall produce summary reports of the Society's activities and business during the summer (May-August) to be presented at the first session of the Legislative Council in the Fall semester.



4.5.1. It shall be the responsibility of the President to oversee the creation of the summer reports.

4.6. All minutes and documents of any governing body of the Society shall be public documents, except for Officer Exit Reports, Executive Committee minutes and documents of confidential sessions. Prior to publication, all minutes of the Society, before being approved by the appropriate body (i.e. Board of Directors, General Assembly, Legislative Council and Executive Committee), must be reviewed and signed by the Internal Counsel & Corporate Secretary. The Secretariat shall be responsible for ensuring that the public minutes and documents are accessible to Members within a reasonable timeframe.

4.6.1. Any confidential documents that are to be made public or available to bodies outside of the Society will require approval from the Board of Directors before they are released. Confidential documents that contain personal information of Members or Staff may only be released in the event of legal matters or request from a higher authority.

4.7. The President, as the representative of the Society to the McGill Board of Governors, shall:

- a. Attend meetings of the Board of Governors.
- b. Attend subcommittees of the Board of Governors when applicable.
- c. Inform Members on issues before the Board of Governors, within the limits of confidentiality imposed by that body on its membership.

4.8. Should the President be unable to serve on the McGill Board of Governors, the Society's Legislative Council shall elect a representative until the appropriate protocol for Presidential Replacement has been enacted.

5. Judicial Board

5.1. The Judicial Board is a body of the Board of Directors who has the authority to review complaints lodged against the Society or its Members or provide opinions in accordance with its established process.

5.2. After review, the Judicial Board has the authority to:

- a. Dismiss the complaint with written reasons;
- b. Refer the complaint to the most relevant body or group, so long as that body or group has not previously ruled on the matter;
- c. For matters that have been previously ruled on by another body or group within the Society, review the appeal and original ruling and provide a ruling;
- d. For matters which would not be better suited to another body or group within the Society, hear the matter in its entirety and provide a ruling.

5.3. Matters which are addressed by the Judicial Board may be appealed to the Board of Directors as necessary.

5.4. The rules and conduct of the Judicial Board shall be defined in the Judicial Board Protocols.

5.5. The Judicial Board shall inform the Secretariat of all rulings who shall make such information public.

6. First Year Council

6.1. The First Year Council is a body of the Society housed within the Internal Affairs portfolio which shall have the following functions:

- a. Represent the interests of first year students both within the Society and to the University.
- b. Provide programming, events, and initiatives for first year students.
- c. Develop programming and resources targeting first year students living off campus (1 First Year town hall per semester, minimum 1 non-drinking event per semester).
- d. All other functions as detailed within the First-Year Council Constitution.

6.2. All Executive Members of the First Year Council shall be elected to their roles in accordance with the Internal Regulations of Elections and Referenda.

6.2.1. All Members enrolled in their first year as an undergraduate at McGill shall be eligible to stand for election.

6.3. The Executive Members of the First Year Council and their descriptions are as follows:

- a. President shall act as the chief officer, spokesperson, and a signing authority for the First Year, shall be responsible for the execution of the First Year Council;
- b. Vice-President (External Affairs) shall act be responsible for fostering relationships with external groups, including committees, Faculties and the Legislative Council;
- c. Vice-President (Internal Affairs) shall oversee communication and administration, including acting as an event coordinator and the recording secretary;
- d. Vice-President (Student Affairs) shall be responsible for addressing issues affecting first year students, including through research and advocacy to the First Year Council.
- e. Vice-President (Finance) shall act as a signing authority for the First Year Council and shall be responsible for all financial matters (budget, revenue, sponsorship).

6.4. The Vice-President (External Affairs) of the First Year Council or, in their absence, the President of the First Year Council shall be responsible for acting as the First Year Representative on the Legislative Council.

6.5. The First Year Undergraduate Network shall be a standing working group of the First Year Council intended to build partnerships and facilitate collaboration between first-year groups on campus.

6.5.1. The composition of the First Year Undergraduate Network shall be:

- a. the Executive Members of the First Year Council;
- b. one (1) representative from each first-year council affiliated with a faculty association;
- c. one (1) representative from each student housing residence; and
- d. the SSMU Vice-President (Internal Affairs).

6.6. The Vice-President (Internal Affairs) shall hold an ex-officio seat on the First Year Council as a non-voting and advisory member.

7. Legislative Council

7.1. Resolutions passed by the Legislative Council shall take effect immediately upon passage, subject to the power of disallowance by the Board of Directors.

7.1.1. A resolution of the Legislative Council shall be deemed null and void ab initio if it is disallowed by the Board of Directors within five (5) business days of its transmission to the Board of Directors, pursuant to the procedures governing the exercise of disallowance.

7.1.2. A resolution may be disallowed only by a duly adopted resolution of the Board of Directors, accompanied by written reasons. If no such disallowance is issued within the prescribed time, the resolution shall remain in full force and effect.

7.2. Special Circumstances:

- a. Members of the Legislative Council may vote by way of a Proxy and be considered present for quorum purposes under special circumstances, as stated in the Standing Rules.
- b. Members of the Legislative Council shall not be counted as present for the purposes of quorum and voting while impaired by drugs or alcohol.
- c. Members of the Legislative Council shall be prohibited from the exercise of their duties unless they have signed and agreed to all documents stipulated by the Board of Directors.
 - i. The Internal Counsel and Corporate Secretary or their delegate shall be responsible for distributing and collecting the documents.

7.3. The Legislative Council shall be composed of the following members, who shall represent the diverse constituencies of the Society. Each member shall be responsible for representing their constituency, participating in deliberation, and advancing the interests of the Society in accordance with its Governing Documents.

7.3.1. Officers of the Society

The Officers of the Society shall serve as ex-officio voting members of the Legislative Council. Officers are responsible for reporting on the activities of their respective

portfolios, advising Council on relevant matters, and implementing the mandates and policies adopted by Council.

7.3.2. Faculty and School Representatives

Each faculty or school level undergraduate student association shall appoint one (1) Councillor for every two thousand (2,000) students or part thereof, to a maximum of four (4) Councillors, in accordance with the procedures set out by that constituency. These representatives shall communicate the needs and concerns of their constituents and act as liaisons between their associations and the Society.

7.3.3. Interfaculty of Arts and Science Representative

One (1) Councillor shall be appointed by the Science Undergraduate Society to represent the students of the Interfaculty of Arts and Science, in accordance with the procedures set by that constituency. This Councillor shall represent the interdisciplinary interests of Arts and Science students within the Society and must be pursuing a Bachelor of Arts and Science.

7.3.4. Club Representatives

Two (2) Councillors shall be appointed by the Society's Clubs. Applicants must be executive members of a Full-status Club recognised by the Society. Applications shall be submitted to the Clubs Sub-Committee or, during the period from May to August, to the Vice-President (Clubs and Services), who shall oversee the process during that time. The Clubs Sub-Committee shall send their recommendations to the Legislative Council for approval.

Wherever practicable, appointments for the following academic year shall be made by no later than the final regular meeting of the Legislative Council during the Winter semester. Club Representatives shall represent the interests of Clubs and facilitate communication between the Clubs and the Society.

7.3.5. Service Representative

One (1) Councillor shall be appointed by the Society's Services. Applicants must be executive members of a recognised Service. Applications shall be submitted to the Services Sub-Committee or, from May to August, to the Vice-President (Clubs and Services), who shall oversee the process during that period. The Services Sub-Committee shall send their recommendation to the Legislative Council for approval.

Wherever practicable, the appointment for the following academic year shall be made by no later than the final regular meeting of the Legislative Council during the Winter semester. The Service Representative shall advocate for the needs of Services and ensure their priorities are represented in Council deliberations.

7.3.6. Senate Representatives

Two (2) Councillors shall be appointed from among the undergraduate student members of the McGill Senate, excluding the President and Vice-President (University

Affairs). These Councillors shall be selected by the Senate Caucus in accordance with its established internal procedures. They shall serve as a liaison between the Society and Senate, conveying matters of academic concern to Council.

7.3.7. Residence Representative

One (1) Councillor shall be appointed by students living in McGill residences. This individual shall be the Vice-President (External) of the Inter Residence Council (IRC) or, in their absence, the President of IRC, in accordance with IRC's internal procedures. This representative shall advocate for residence-related issues and serve as a conduit between Council and residence life.

7.3.8. Athletics Representative

One (1) Councillor shall be appointed by the Students' Athletics Council, in accordance with the procedures established by that constituency. This representative shall represent the interests of students involved in athletics, recreation, and sports-related activities at the University.

7.3.9 First Year Representative

One (1) Councillor shall be appointed by the SSMU First Year Council, in accordance with its internal procedures. This representative shall ensure the perspectives of first-year students across faculties are actively considered in Council decision-making.

7.3.10. Campus Outaouais Representative

One (1) Councillor shall be appointed to represent students enrolled at Campus Outaouais in one of the following programs:

- a. the MDCM program of the Faculty of Medicine; or
- b. the Med-P (Preparatory Program) of the Faculty of Science.

This Councillor shall be selected in accordance with the internal procedures of that constituency and shall advocate for the needs of students at McGill's regional medical campus.

7.4. Councillors shall:

- a. Attend all meetings of the Legislative Council.
- b. Attend all General Assemblies.
- c. Sit on at least one (1) committee of the Legislative Council or participate in at least one (1) other University organisation whose terms of reference require the participation of one (1) or more Councillors.
- d. Submit a report of their activities to the Secretariat once per semester to be presented at the Legislative Council, as specified by the Reporting Schedule, created and distributed by the Steering Committee.

7.5. All meetings of the Legislative Council are mandatory for Councillors. If a Councillor has an unavoidable personal, academic, or other conflict that prevents them from attending a meeting of the Legislative Council, they must send regrets to the Speaker by email before the meeting begins.

7.5.1. Failure to send regrets to the Speaker for two (2) meetings, even if they are not consecutive, will result in suspension by the Secretariat.

7.6. Failure to attend three (3) Legislative Council meetings within a semester, even if they are not consecutive and even if they are excused, will result in a suspension by the Secretariat.

7.6.1. While suspended, a Councillor's seat shall be considered temporarily vacant and shall not be counted for the purposes of quorum.

7.6.2. Notice of a Councillor's suspension shall be sent by the Secretariat to the relevant constituency's Executive or supervisor, which elected the Councillor in question.

7.7. A suspended Councillor shall have two (2) weeks to apply to the Steering Committee for reinstatement.

- a. Any recommendation of the Steering Committee for reinstatement must be ratified by a resolution passed by a two-thirds (2/3) vote of the Legislative Council at the following meeting.
- b. Where the Steering Committee does not recommend reinstatement, or where the Councillor fails to apply for reinstatement within the two (2) weeks allotted, the Steering Committee shall make a motion to remove the Councillor from the Legislative Council. If the resolution is passed by a two-thirds (2/3) vote of the Legislative Council, steps for their removal shall be taken in accordance with the Constitution.
- c. Where the two-thirds (2/3) vote of the Legislative Council fails, the Councillor shall not be removed from the Legislative Council. In this instance, the Steering Committee must reconsider reinstatement of the Councillor, or the Councillor must be provided an additional two (2) weeks to apply for reinstatement.

7.8. Should the Speaker or Deputy Speaker be unavailable for a meeting, the President shall act as Speaker for the duration of the meeting. While the President acts as Speaker, they are not permitted to vote, unless in the case of a tie.

7.9. The Legislative Council may pass a resolution by two-thirds (2/3) vote to issue a complaint to the direct supervisor of the Speaker, who shall investigate the complaint through due process. The supervisor may implement a warning or further disciplinary action, in line with the HR guidelines of the SSMU and the most up-to-date collective agreement at their discretion.

7.10. All Committees must present a report in accordance with each Committee's Terms of Reference, and as scheduled by the Steering Committee, describing all actions undertaken by the Committee since the last report. Committee reports must be presented by a member of the Committee.



7.10.1. Failure to submit a report shall only be permissible should a committee consistently lack voting quorum as outlined by the Committee's Terms of Reference.

7.10.2. Should a Committee fail to report due to a consistent lack of voting quorum and inability to meet, the Secretary General (President) shall report at every following meeting until the requirements for the committee to meet are satisfied, to update the Legislative Council on ongoing recruitment efforts.

7.10.3. Should a Committee fail to report while meeting and conducting business without prior notice to the Steering Committee, the matter shall be referred to the Accountability Committee for consideration.

7.11. The Steering Committee shall be responsible for drafting, submitting and publicising a Reporting Schedule one (1) week in advance of the first Legislative Council meeting of the academic year.

7.12. Committee reports allocating Committee funds, or creating or removing obligations to the Society through Clubs and/or Services or amendments to Committee Reports must be approved by way of ratification by the Legislative Council. Should the ratification fail, the decisions shall be null and void.

7.13. The Legislative Council may, by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council, approve expenditures of the Society up to \$80,000. Such motions shall require the consultation of the Vice-President (Finance) or, in exceptional circumstances or in their absence, the President.

7.14. The Speaker, in collaboration with the Steering Committee and in accordance with the newest edition of Robert's Rules of Order, shall be responsible for drafting, submitting and publicizing the Standing Rules one (1) week in advance of the first Legislative Council meeting of the academic year.

7.14.1. The Standing Rules shall be adopted at the first Legislative Council meeting of the year. The Standing Rules may be adopted by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council. Once adopted by the Legislative Council, the Standing Rules shall supersede those rules contained in Robert's Rules of Order. The adopted Standing Rules will only be considered to be in effect for the academic year in which they were approved.

7.14.2. The Steering Committee may present amendments to the Standing Rules with one (1) week advance notice throughout the year.

7.14.3. The approval of the Standing Rules shall automatically be the first piece of business transacted at the first Legislative Council of each Academic Year.

7.15. The Standing Rules may be suspended by a three-fourths (3/4) vote of the Legislative Council.

7.16. The Standing Rules may be amended by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

7.17. All members of the Legislative Council and members of the gallery are entitled to participate in the business of the Legislative Council in French and/or English. An attendee will be available to act as translator and shall repeat any statement in French or English at the request of any Member. At all meetings of the Legislative Council, whisper translation in French and in English shall be available upon request in advance.

7.17.1. All Councillors and Officers are strongly encouraged to respond to questions in the language in which they were posed, which shall also be reflected in the Minutes. In the event that this is not immediately possible, a translation of the response must be provided as soon as possible during the same meeting.

7.17.2. Councillors, Officers and Committees must make a version of their report available in the other language upon the request of any SSMU Member within 30 days from the date of the request.

- a. Any member of the Legislative Council may request that any decision on a matter dealing with a report be postponed until a translation is available.

7.18. All Members, including Councillors, shall be allowed to ask questions during the question period. The Speaker shall announce this to the gallery.

7.19. Any Member may submit a question to the Speaker, addressed to any Councillor or Officer, which shall be entered on the agenda of the current or subsequent meeting. The Speaker shall transmit the question to the Councillor or Officer to whom it is addressed.

7.20. In the event that a Councillor or Officer is unable to provide an answer to an oral question, they may request that the question be submitted in writing. Once the written question has been submitted, the Councillor or Officer must then provide a written response within a reasonable time frame.

7.21. Reports shall be made available for the public within one (1) week following the Legislative Council meeting.

7.22. All motions to adopt a particular resolution shall be made in writing and forwarded to the Steering Committee by 11:59 AM ET, seven (7) days before the relevant meeting of the Legislative Council.

7.23. No resolution which has not been distributed to Councillors at least two (2) days in advance of the meeting at which it is to be debated may be placed before the Legislative Council unless it is 'from the floor'. Motions 'from the floor' may be accepted by a three-fourths (3/4) vote of the Legislative Council. The Steering Committee shall determine whether there is sufficient justification for the urgent and pressing need for suspension of the usual submission timeframe, and the verification of compliance with all Governing Documents.

7.23.1. Should the Steering Committee determine that these criteria have been met, the Speaker shall provide a brief oral report to the Legislative Council summarizing the Committee's rationale.

7.23.2. Should the Steering Committee determine that these criteria have not been met, the mover may submit the motion to any subsequent meeting of the Legislative Council through the established process.

7.24. An electronically recorded vote will be considered the default voting method for main motions as defined in the Standing Rules. Another form of vote may be prescribed by the Speaker or requested by Councillors at their discretion.

7.24.1. The Speaker shall be responsible for tabulating the votes collected. Only members of the Secretariat may access the Councillors' votes before the final vote is tallied and declared. The Speaker shall declare a resolution to have been passed when a Simple Majority of Councillors have approved the motion, unless the Governing Documents require a different specific supermajority, in which case the Speaker shall declare a resolution to have been passed if the required majority of Councillors have approved the motion.

7.24.2. The voting record shall be public and included with all motions for which a vote is recorded on the Society's website. The voting record must set forth the total number of votes in favour, in opposition, and abstentions, as well as indicate the vote of each Councillor on each included motion when voting format permits. The voting record shall be created and uploaded by the Speaker, no later than two (2) business days following that Legislative Council meeting.

7.25. Only members of the Legislative Council shall be permitted to attend confidential sessions. Individuals may be invited to attend by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

7.25.1. All individuals present at a confidential session must have signed a confidentiality agreement prior to attending, as distributed and collected by the Secretariat.

7.26. Resolutions may be passed electronically in accordance with the Standing Rules when reasonably required. The Secretariat will be responsible for distributing the electronic motion and collecting the results.

7.26.1. Votes shall be returned to the Speaker by a date predetermined by the Speaker, which shall not be less than twenty-four (24) hours from the electronic distribution of the motion.

7.26.2. The Speaker shall inform Councillors of the result by electronic communication. The result of such electronic motions shall be recorded in the minutes for approval at the next regular meeting of the Legislative Council.

8. Board of Directors

8.1. The Board of Directors is a body primarily responsible for the human resources, legal, financial, and operational affairs of the Society. The Board of Directors reviews all resolutions passed at a meeting of the Legislative Council in addition to all governing documents in light of these criteria.

8.2. All resolutions passed at a meeting of the Legislative Council shall be transmitted to the Board of Directors within three (3) business days of their adoption. These resolutions shall not require ratification other than when ratification by the Board is required by the governing documents. In all other cases, such resolutions shall be subject to potential disallowance by the Board of Directors within five (5) business days of their transmission.

8.2.1. The Board of Directors may consider the disallowance of any such resolution at its next regular meeting or at a special meeting called for that purpose, provided such meeting occurs within the aforementioned five (5) business day period.

8.2.2. A resolution of disallowance shall require a simple majority vote of the Directors present and voting, and must be accompanied by written reasons specifying one or more of the following grounds:

- Conflict with the Constitution or Governing Documents of the Society;
- Conflict with applicable law or fiduciary obligations;
- Material procedural irregularities;
- Financial, legal, or operational risk to the Society;
- Ultra vires action by the Legislative Council.

8.2.3. If no resolution of disallowance is adopted within the five (5) business day period, the Legislative Council resolution shall stand as valid and enforceable.

8.3. The Board of Directors may resolve to refer a resolution back to the Legislative Council for further review or amend it to protect the legal, financial or operational well-being of the Society.

8.3.1. The Speaker, on behalf of the Board of Directors, shall compile any concerns or proposed amendments, to be presented at the next Legislative Council meeting where this resolution will be presented for consideration or further review.

8.3.2. The Speaker, on behalf of the Board of Directors, shall notify the mover and seconder of the resolution of the referral back to the Legislative Council, as well as any concerns or proposed amendments from the Board of Directors.

8.3.3. The Board of Directors should be considered the final reviewer of all motions passed at the Legislative Council and should only exercise its power to overturn resolutions to protect the legal, financial, or operational well-being of the Society.

8.4. The Board of Directors shall not consider the disallowance of resolutions of the Legislative Council during a confidential session of the Board of Directors, except in the case of resolutions passed by the Legislative Council in confidential sessions.

8.4.1 Notwithstanding the foregoing, the Board of Directors may debate the disallowance of a resolution of the Legislative Council adopted in open session during a confidential session of the Board of Directors where such consideration is reasonably required for the protection of confidential information pertaining to legal matters, human resources, financial risk, or operational integrity of the Society.

8.5. The Chair shall preside over the meetings of the Board of Directors and enforce the rules of procedure. The Chair of the Board of Directors shall be a non-voting member of the Board. They shall not have the right to vote and shall not be counted towards the quorum at meetings of the Board of Directors.

8.5.1. If the President is a non-voting member of the Board of Directors, the President shall be the Chair of the Board of Directors.

8.5.2. If the President is a voting member of the Board of Directors, the Speaker shall be the Chair of the Board of Directors.

8.5.3. If the Speaker is unable to fulfill the responsibilities of the Chair, the Deputy Speaker shall be the Chair of the Board of Directors.

8.5.4. In the absence of the Chair, the Board of Directors shall select a Chair from among its non-voting members.

8.6. Members of the Board of Directors shall:

- a. Attend all meetings of the Board of Directors.
- b. Attend all General Assemblies.
- c. Sit on at least one (1) committee that requires the participation of a Director.

8.7. If a Director has an unavoidable conflict that prevents them from attending a meeting of the Board of Directors, they must send regrets to the Chair before the meeting begins. The Director will then be responsible for staying informed about the proceedings of the meeting.

8.7.1. Failure to send regrets to the Chair in advance for two (2) meetings throughout the year, even if they are not consecutive, shall be considered delinquency of duties and shall be grounds for removal in accordance with the Constitution. Only notice to the Chair shall be recognized as sending regrets.

8.7.2. Failure to be present for the entire duration of a meeting will be considered as equivalent to one half ($\frac{1}{2}$) of an absence. Two such events will be considered equivalent to failure to send regrets to the Chair.

8.7.3. Failure to attend three (3) meetings throughout the year, even if they are not consecutive and even if the Director has sent regrets, shall be considered delinquency of duties and shall be grounds for removal in accordance with the Constitution.

8.8. Directors may not transfer their voting rights to any other person or body.



8.9. Directors shall not be counted as present for the purposes of quorum and voting while impaired by drugs or alcohol.

8.10. Subject to ratification by the Board of Directors, the Nominating Committee shall solicit, through an application process, and nominate up to two (2) alumni representatives and one (1) international representative to the Board of Directors who shall occupy non-voting seats.

8.11. The Board of Directors shall meet at minimum monthly. The Secretariat, in collaboration with the President, shall prepare the agenda for any regular meeting of the Board of Directors. Notice of the meetings shall be publicized for all Members at the beginning of the Fall and Winter semesters, except in the case of emergency meetings.

8.11.1. Failure to provide notice through error or omission for any meetings of Directors shall not invalidate the meeting during or after, nor make void the proceedings, decisions, or votes that take place during such meeting.

8.12. The Board of Directors may, by a two-thirds (2/3) vote, adopt, amend, or repeal standing rules to supplement standard procedural rules.

8.12.3. The approval of the Standing Rules shall automatically be the first piece of business transacted at the first Board of Directors meeting of each Academic Year.

8.13. The Board of Directors may, by a two-thirds (2/3) vote, resolve to enter an otherwise unscheduled confidential session.

8.14. No individual who is not a member of the Board of Directors may be present during a confidential session, unless the Board of Directors approves of their presence by a two-thirds (2/3) vote and the individual has signed and agreed to all documents stipulated by the Board of Directors.

8.15. To be valid, a resolution considered outside of a meeting of the Board of Directors shall require the approval and signature, physical or electronic, of two-thirds (2/3) of all Directors before the next regular meeting of the Board of Directors.

9. General Assemblies

9.1. This section shall apply to General Assemblies that are not considered Special General Assemblies or Strike General Assemblies, unless the procedures for Special and Strike General Assemblies remain the same. In the case of a conflict between General Assembly and Special/Strike Assembly procedure, the Special/Strike procedure shall only apply for such meetings that fit the definition of Strike General Assembly or Special General Assembly. All rules of General Assemblies shall apply to Strike and Special General Assemblies unless otherwise specified.

9.2. It shall be the responsibility of the Steering Committee to publicize and organize the logistics of General Assemblies.

9.3. The President, on behalf of the Board of Directors and Executive Committee, shall report to each regular General Assembly on all public matters, if any, with which the Board of Directors and Executive Committee have dealt since the previous regular meeting of the General Assembly.

9.4. The Speaker shall be the chair for General Assemblies.

9.4.1. In the absence of the Speaker, the Deputy Speaker shall be the Chair for General Assemblies

9.5. All reasonable efforts shall be made to live-stream and record the General Assembly. Resulting footage of the General Assembly shall be made available on the Society's website when possible.

9.6. A designated translator shall repeat any statement in French or English at the request of any Member. Whisper translation in French and in English shall be available at all General Assemblies.

9.7. The Steering Committee shall be responsible for drafting and approving the Standing Rules at least one (1) week in advance of the General Assembly.

9.7.1. The Standing Rules for the General Assembly shall be publicized to the Members at least five (5) days in advance of the General Assembly.

9.8. Items for the agenda shall require either the signatures of five hundred (500) Members or the signatures of six (6) Councillors or Officers, with Members from at least six (6) faculties and no more than fifty percent (50%) of signatures coming from any one (1) faculty. Petitions to place items on the agenda shall require the name, signature, faculty, and student email of all Members signing the petition in support of placing the motion on the agenda. These motions will be subsequently translated and publicized in both English and French.

9.8.1. Motions must be submitted to the Steering Committee fourteen (14) days in advance of the General Assembly. Motions not received by this deadline must be motions from the floor on the day of the General Assembly.

9.8.2. In the event that the motion comes from the floor, the General Assembly will automatically recess while the Steering Committee reviews the motion to ensure compliance with the Governing Documents. Motions from the floor will be considered if three-quarters (3/4) of the General Assembly votes to do so.

9.9. Any motion submitted for consideration to the Steering Committee must include the relevant consultations as laid out in the Governing Documents.

9.10. The Steering Committee shall review all motions and may edit as necessary.

9.11. It shall be the prerogative of the Steering Committee to rule as to whether or not motions presented for the General Assembly are in order. This ruling shall occur within five (5) days of the receipt of the motion by the Steering Committee for motions submitted in advance and following a recess for motions submitted from the floor. Should motions come to the floor of a General Assembly that, in the Steering Committee's judgment, directly contravene the Governing Documents, the Steering Committee shall have the authority to rule these motions out of order and have them stricken.

9.12. Within seven (7) days of the General Assembly, Elections SSMU shall distribute the electronic ballot to ratify resolutions adopted at the General Assembly. The voting period will last a minimum of three (3) days. Elections SSMU will announce the results by electronic mail sent to all Members.

9.12.1. The Board of Directors must ratify all motions passed by a General Assembly before it is distributed to the Membership for ratification.

10. Special and Strike General Assemblies

10.1. A Special General Assembly can be initiated by the Legislative Council through a resolution or by Members of the Society in writing, asking the Steering Committee to call a Special General Assembly.

10.1.1. Initiation by Legislative Council

The Legislative Council may pass a resolution by two-third ($\frac{2}{3}$) majority asking for the Steering Committee to call a Special General Assembly. Such resolution may not be subject to the disallowance process by the Board of Directors. The information shall be presented in the established format prescribed by the Society and will follow the requirements as outlined in the governing documents. This resolution should include:

- a. The motion to be presented at the Special General Assembly.
- b. All relevant information pertaining to the motion.
- c. An explicit goal of the Legislative Council in calling for a Special General Assembly.
- d. The selection of a primary member to act as a representative of the Legislative Council during the review process conducted by the Speaker and the Steering Committee.

10.1.2. Initiation by Members

Members may bring forward a petition consisting of the signatures of five hundred (500) Members asking for the Steering Committee to call a Special General Assembly. These signatories must come from at least six (6) faculties, and no more than fifty percent (50%) of the signatories must come from any one (1) faculty. Petitions shall require the name, signature, faculty, and student email of all Members signing the petition.

The motion shall include all necessary information for the Steering Committee, in collaboration with the Steering Committee, to assess the soundness of the information



contained within and the validity of the motion's presentation. The information shall be presented in the established format prescribed by the Society and will follow the requirements as outlined in the governing documents. This resolution should include:

- a. The motion to be presented at the Special General Assembly.
- b. All relevant information pertaining to the motion.
- c. An explicit goal of the Members of the Society in calling for a Special General Assembly.
- d. The selection of a mover and a seconder to act as a representative during the review process conducted by the Speaker and the Steering Committee.

Any Member of the Society can ask to have their signature removed up until the calling of the Special General Assembly, and a signature does not bind an individual to attend, vote in favour of or support the motion that follows. Any signatures found to have been obtained through deceit, manipulation, or compensation will be considered void.

10.2. The Steering Committee shall call any Special General Assembly up to three (3) weeks after receipt of a petition for a Special General Assembly. This period should be used for the Steering Committee to conduct a review of the motion presented for the Special General Assembly.

- a. Should the three (3) week requirement place the Special General Assembly in a mid-semester break, or holiday, the Steering Committee shall schedule the Special General Assembly for the next available regular academic day.
- b. Should the three (3) week requirement place the Special General Assembly in either the month of December or between April and August, the Speaker will require the receipt of another petition for a Special General Assembly at a later date that does not place the Special General Assembly within those months.

10.2.1. If the Steering Committee determines the motion is inappropriate, lacks vital information, or requires further review, the calling of the Special General Assembly may be delayed by an additional two (2) weeks to allow the motion to be amended by its original writers based on the feedback of the Steering Committee. If, following this extension, the motion is still deemed inappropriate or insufficient for the calling of a Special General Assembly, it will be denied through a written explanation and no Special General Assembly will be called.

10.3. Members petitioning for a Special General Assembly must provide at least ten (10) Members to act as volunteers to promote the General Assembly, where applicable.

10.4. Members petitioning for a Strike General Assembly must create a Strike Committee in collaboration with the Society who will be responsible for executing the Strike.

10.4.1. The Strike Committee must, at minimum, include a member of the Governance department, a member of the External Affairs portfolio, and a member of the Building department if SSMU building or resources are requested.

10.5. Strike motions cannot compel the participation of individual Members, nor can they compel the actions of any entity beyond the Society.

11. Governing Documents

11.1. Motions are the mechanism through which resolutions are passed. Motions must not conflict with any Governing Documents of the Society or any requirement or obligation held by the Society and/or its members under applicable laws. However, a motion's resolution may amend an existing Governing Document or adopt a new position.

11.2. A resolution may contain:

- a. A call to action for the Society or its representatives to undertake;
- b. A stance on a specific issue or event; or
- c. A change in the operating procedures of the Society.

11.3. Any Governing Document amended or adopted via a resolution shall continue to have effect after the expiry of the initial resolution.

11.4. Motions shall abide by the format prescribed by the Steering Committee in its most recent version.

11.5. Resolutions of the Legislative Council shall be valid for no longer than one (1) academic-year from the date of enactment.

11.6. There shall be a compilation of resolutions passed by the Society called the Resolution Book, which includes all resolutions passed by the Governing Bodies.

11.6.1. The Secretariat shall maintain and make available an archive of all past and adopted resolutions of the Society.

11.7. There shall be a compilation of all stances taken by the Society called the Positions Book, which includes all positions adopted by the Society by way of resolution. These positions do not expire, but can be removed or superseded by way of resolution.

11.8. The Positions Book is a compilation of all the values and positions which the Society holds on internal and external issues that guide its decision-making. The Positions Book shall undergo a complete review every three years and shall be updated as necessary.

11.9. Protocols are living documents that outline the standard operating procedures of the Society from a functional perspective. They are designed to cover day-to-day activities of the Society and generally apply to Staff. Protocols are primarily managed by the Executive Committee and ratified by the Board of Directors.

11.10. Plans are multi-year projects and frameworks that aim to fulfill the goals of the Society in accordance with its Positions Book.

They shall contain actionable items which bind the Society to an undertaking and be valid for a period of up to five (5) years from the date of adoption.

11.11. Positions and Plans may be adopted, amended, or rescinded by the Legislative Council, the General Assembly, a Referendum, or the Board of Directors.

11.11.1. Protocols may be adopted, amended, or rescinded by the Board of Directors or Executive Committee.

11.12. The adoption of a Position or a Plan by the Legislative Council shall take place over a minimum of two (2) Legislative Council meetings. The first meeting shall present to motion for consideration, and the second meeting shall revisit the motion, this time for approval.

11.13. Plans shall be structured with an expiry date of plan ending on either January 1st or May 1st within the maximum duration of plan.

11.14. Motions which seek to introduce, amend, or strike a public Governing Document must be voted on in open session.

12. Executive Officers

12.1. In an instance where an Executive's actions in their role as an Executive negatively impact the Society, the Legislative Council can act in the interim by means of an electronic motion that intermittently suspends the decisions and resulting effects of an Executive action. An electronic motion of this nature must specify the details of the suspension and receive approval from a simple majority of the Legislative Council before being intermily adopted.

12.1.1. Interim motions passed electronically for this purpose shall return to the Legislative Council following the passage of the electronic motion where a formal question period, debate, and vote on the motion will occur during the next session of Legislative Council.

12.1.2. During the debate, the Legislative Council will decide whether the decision of an Executive shall be reversed, modified or reinstated.

12.1.3. In the event that the Legislative Council can not meet in a reasonable timeframe, the matter shall be placed on the Board of Directors agenda instead.

12.2. The replacement of the role of President shall be initiated following the abandonment or removal from the position. If the position is considered permanently vacant during the academic year, the Society must make a reasonable effort to ensure the position is filled at the discretion of the Board of Directors keeping in mind situational limitations. If the position is considered permanently vacant outside of the academic year, then the Society shall adequately prepare to fill the position at the commencement of the following academic year.

12.2.1. In the event that there is a major Presidential duty or responsibility that requires immediate intervention but there is considered inadequate time to replace the President or a vacancy is determined to be temporary in nature, the Board of Directors may authorize other individuals through a motion to fulfill the necessary duties and responsibilities to maintain the Society.

12.2.2. The individuals authorized by the Board of Directors shall be those best equipped to manage the Presidential duty in question.

12.3. The Society shall make a reasonable effort to fill non-Presidential Officer vacancies at the discretion of the Board of Directors via the Society's Election procedure.

12.3.1. In the event that the vacant position has duties or responsibilities that require maintenance or immediate action, the duties of the vacant Officer shall be delegated to the most appropriate and willing Executives or Staff within the Society. No one individual shall take over the full responsibilities of an Executive position without the consent of the individual and fair compensation for their labour.

12.4. If an Officer position is vacant and the election or by-election procedures fail to fill the position, the Board of Directors shall be responsible for filling the vacant position from the Membership through a hiring process.

12.5. Any hiring process for any Officer position shall be conducted via the Nominating Committee.

12.6. The elected individual shall be considered as occupying the Executive Officer position immediately following the ratification of the By-Elections results, but must receive onboarding before taking over the complete responsibilities outlined in the portfolio of their role.

12.7. Any Executive Officer elected through a By-Election will begin the onboarding process within seven (7) business days of the ratification. Once all onboarding material has been completed, the Executive Officer will be recognized as the responsible party in all manner pertaining to their portfolio.

13. Amendment and Interim Provisions of Internal Regulations

13.1. The Internal Regulations may be amended by a resolution adopted by a two-thirds (2/3) vote of the Legislative Council and ratified by the Board of Directors, or two-thirds (2/3) vote of the Board of Directors.

13.2. In the case of a resolution amending the Internal Regulations is to be passed by the Legislative Council, there shall be two (2) meetings pertaining to the motion. The first meeting shall present the motion for consideration, and the second meeting shall revisit the motion, this time for approval.

13.2.1. In the event that the Board of Directors amends the Internal Regulations, the Legislative Council will be informed of the change.

13.3. An Interim Provision of any Internal Regulation may be adopted where a change or supplement to the Internal Regulations in urgent circumstances is necessary to provide for the proper functioning of the Society, where a notice of motion cannot be completed and where the measure is temporary. In addition to regular channels as defined in these Internal Regulations, in such cases, any member of the Legislative Council, Board of Directors, or the Chief Returning Officer shall exceptionally be permitted to present a motion to the Legislative Council to introduce an Interim Provision.

13.4. An Interim Provision may only be adopted by a resolution passed by a two-thirds (2/3) vote of the Legislative Council and ratified by the Board of Directors, or a two-thirds (2/3) vote of the Board of Directors.

13.5. Once adopted, an Interim Provision shall have the same force and effect as an Internal Regulation for the duration of its validity.

13.6. An Interim Provision shall remain valid only for the period provided for in the relevant motion and in any case cannot be valid for a period of more than one (1) year.

13.7. All changes to the Internal Regulations shall be made publicly available to the Membership through Society channels as soon as reasonably possible.