

Internal Regulations of Representation and Advocacy

Updated as of 2026-03-26





TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. Definitions	2
2. SSMU Representation on University Committee	2
3. Academic Rights	3
4. Senate	3
5. Senate Caucus	3
6. Political Campaigns	4

1. Definitions

- 1.1. “**Mandate**” shall refer to the official directive given to a Political Campaign to guide their actions in relation to a set cause.
- 1.2. “**Political Campaign**” shall refer to any organized course of action setting out to achieve a specific objective that is inherently political or social in nature.
- 1.3. “**Independent Political Campaign**” shall refer to any political campaign who has not received affiliation status.
- 1.4. “**Affiliated Political Campaign**” shall refer to any political campaign who has received affiliation status through the processes described in this protocol.
- 1.5. “**Political Campaigns Coordinator(s)**” shall refer to the External Affairs Staff whose primary responsibilities lie in the support of Political Campaigns.

2. SSMU Representation on University Committee

- 2.1. The Vice-President (University Affairs) appoints students to University committees, and any ad hoc working groups, advisory boards, or other bodies created by the University.
 - 2.1.1. The Vice-President (University Affairs) will give preference to student Senators and those most impacted by the subject matter of the University committee, if applicable.
 - 2.1.2. The Vice-President (University Affairs) will consider diversity of student voices when selecting appointees to University committees.
- 2.2. Student appointees will attend committee meetings and shall communicate absences to the chair of the committee.
- 2.3. If a student appointee fails to meet section 1.2, they may be removed at the discretion of the Vice-President (University Affairs).
- 2.4. The Vice-President (University Affairs) will solicit an end-of-year report from student appointees after March 1st and at least a month before the end of the academic term.
- 2.5. Student appointees may be asked to present the committee’s work to a meeting of the Senate Caucus or the Legislative Council.
- 2.6. The Vice-President (University Affairs) shall sit on the following University Committees:
 - a. the Senate Steering Committee; and
 - b. the Senate Nominating Committee.

3. Academic Rights

3.1. The Vice-President (University Affairs) will:

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

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

4. Senate

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

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

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

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

5. Senate Caucus

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

6. Political Campaigns

6.1. Any Independent Political Campaign may present a Mandate Request to the External Affairs Committee who will review the request and decide whether to adopt the Mandate. The Campaigns Coordinator(s) shall be available upon request to support the creation and presentation of Mandate

Requests. The decision by the External Affairs Committee shall be presented and approved by the Legislative Council before any privileges or action may be taken.

6.2. The Mandate Request must include;

- a description of the goals of the campaign and an initial action plan to work towards said goals (with the understanding that actions may change depending on the campaign's needs),
- the benefits to Members of supporting the Political Campaign or a reference to existing SSMU Policies,
- a description of the privileges being requested,
- an initial projected budget (with personal information redacted or presented in a confidential session of the Legislative Council).

6.3. All Mandate decisions shall be ratified by the Legislative Council at the following meeting from the External Affairs Committee's decision. If the Legislative Council ratifies an approval or overrules a rejection by the External Affairs Committee for Affiliated Political Campaign status, the campaign formally becomes an Affiliated Political Campaign. If the Legislative Council does not ratify a Mandate or ratifies a rejection by the External Affairs Committee, the campaign remains an Independent Political Campaign.

6.4. If rejected at any step, the Independent Campaign may work with the Political Campaigns Coordinator(s) to address the concerns that led to the rejection.

6.5. To be approved as an Affiliated Political Campaign, the Independent Political Campaign must be primarily (at least 75%) managed by students and have its basis in the SSMU's Position Book.

6.6. Affiliated Political Campaign status shall be granted for a period of up to 1 (one) academic year, at which point the campaign may reapply for Affiliated Political Campaign status for another year.

6.7. Affiliated Political Campaign status may be revoked by the Legislative Council by a simple majority vote.

6.7.1. The Legislative Council must give the Affiliated Political Campaign seven (7) days written notice of the meeting at which the motion to revoke status will be presented to the Legislative Council. At this meeting, the Affiliated Political Campaign will be provided the opportunity to defend their status.

6.7.2. Affiliated Political Campaign status may be revoked by the Legislative Council for the following reasons:

- a. Violation of the SSMU Constitution, Internal Regulations, or the Positions Book; and
- b. Failure of the Affiliated Political Campaign to meet the criteria outlined in these Internal Regulations.

6.8. Financial support for Political Campaigns shall be exclusive to Affiliated Political Campaigns and shall be allocated by the External Affairs Committee.



6.8.1. Affiliated Political Campaigns must submit a budget proposal to the External Affairs Committee in the established format prescribed by the External Affairs Committee in order to receive financial support.

6.9. For Independent Political Campaigns, staff may offer support of up to three (3) hours, which shall include support in creating a Mandate Request.

6.9.1. The allocation of staffing hours towards Independent Political Campaigns & Affiliated Political Campaigns shall be under the discretion of the Vice-President (External Affairs) or the Legislative Council. Staffing hours allocations shall be included in the regular report of the Vice-President (External Affairs).

6.10. Financial support shall be subject to the Internal Regulations of Finances and may include:

- a. reimbursement of expenses;
- b. payment of expenses; and
- c. additional staffing (beyond Mandate Request support).

6.11. The External Affairs Committee shall have the discretion in awarding financial support to Affiliated Political Campaigns up to \$500 from the Political Campaigns Budget in accordance with the Internal Regulations of Finances. Additional financial support beyond \$500 will require approval by the Legislative Council.

6.12. Once Affiliated Political Campaign status has been granted, the Vice-President (External Affairs) may designate the responsibility of fulfilling non-financial support to the External Affairs Staff as needed.

6.13. Political Campaigns may require non-financial support or privileges which are not generally available other than to Officers, Society staff or its Clubs and Services. Requests for non-financial support may include but are not limited to:

- a. publicity,
- b. supplies loaning,
- c. room bookings.

6.13.1. Only Affiliated Political Campaigns may be given the privilege of publicity through official SSMU channels (e.g. social media, website) and this privilege is not guaranteed. Publicity must follow the rules of the Society and the described purpose of the Affiliated Political Campaign. The Vice-President (External Affairs) may refer decisions to the External Affairs Committee as necessary.

6.14. For all Political Campaigns with positions aligned with the SSMU Positions Book, non-financial support shall be available at the discretion of the Vice-President (External Affairs), but priority shall be given to Affiliated Political Campaigns in the allocation of resources.



6.15. All Political Campaigns must submit their request for non-financial support to the Vice-President (External Affairs).

6.16. A request for non-financial support shall be considered by the Vice-President (External Affairs) and any other Officer whose written permission is deemed necessary, depending on the nature of the request.

6.16.1. When the approval of an Officer in addition to the Vice-President (External Affairs) is required, and when the Vice-President (External Affairs) and the other relevant Officer do not agree on whether or not to allocate the non-financial support, the decision will be made by the Executive Committee.

6.17. Publicity may include, where appropriate:

- a. printing promotional materials;
- b. facilitating promotional campaigns on social media; and
- c. consideration of submissions to the Society's listserv as internal submissions.

6.18. Affiliated Political Campaigns are entitled to 4 (four) hours per week of free tabling in SSMU buildings, depending on availability.

6.19. The External Affairs department shall be responsible for supporting Members' mobilization concerning Affiliated Political Campaigns. This may include:

- a. publicity (as described above);
- b. hosting related events;
- c. providing logistical support for events; and
- d. the development of a designated Position in the Positions Book.