

PART II: SSMU STUDENT HANDBOOK TERMS OF REFERENCE

Article 6 – Format of the Student Handbook

6.1 The following bylaws apply to the Student Handbook regardless of its format, whether print, electronic or otherwise.

6.1.2 Exceptions to this rule shall be granted in regards to necessary differences in advertising pricing and content across different formats of the Handbook.

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Article 7 – Name of the Student Handbook

7.1 The official name will be the “SSMU Student Handbook.” ~~(The handbook front cover shall have in legible print "Students' Society of McGill University" and "Association étudiante de l'Université McGill". The front cover of the handbook shall also have the SSMU logo.)~~

Article 8 – Objective of the Student Handbook

8.1 The purpose of the SSMU Student Handbook shall be to inform McGill students about the Students' Society, McGill University, and Montreal, with an emphasis on the Students' Society.

Article 9 – Duties of Student Handbook Officers

~~9.1 There shall be four (4) or five (5) officers: one (1) or two (2) Coordinator(s), the Vice President, Clubs and Services, the Vice President, Communications and Events, and the SSMU Advertising Manager. The following officers shall be involved in the production of the Handbook: one (1) or two (2) Editors, the Executives, and the Communications and Publications Manager (CPM).~~

~~9.2 The Coordinator~~The Editors(s) shall

9.2.1 decide, in conjunction with the Executive Committee, on the articles to be written, and to assign these articles to writers, and to edit the articles;

9.2.2 determine the physical appearance of the handbook, either by doing the layout themselves or by assigning others to do so under their supervision;

9.2.3 decide on the graphics and photos to be included in the handbook;

~~8.2.4 submit a complete budget to the Treasurer of the SSMU no later than May 30;~~

9.2.4 set the table of contents with the Executive Committee by ~~June 1~~May 15;

9.2.5 submit a final edited copy to the Executive Committee for their final approval by July 15;

9.2.6 submit the final version of the handbook to the printers by August 1; ~~and~~

~~8.2.8 prepare a report of three (3) to five (5) pages in length, containing a summary of their activities and any recommendations by August 31st to the SSMU Vice President, Clubs and Services and/or the Vice President, Communications and Events.~~

~~9.3 The Advertising Manager~~Communications and Publications Manager shall

9.3.1 in consultation with the ~~Coordinator~~Editor(s), to ensure that the handbook contains a sufficient amount of advertising to meet any financial goals established in the budget;

9.3.2 handle the advertising content of the handbook; and

8.9.3 act in an advisory capacity to the ~~Coordinator~~Editor(s) in matters pertaining to publication of the handbook (e.g., copyrights, proper credits for articles and photographs, etc.).

9.4 ~~The President, The Vice President, Clubs and Services and Vice President, Communications and Events~~ shall

9.4.1 act as signing officer; and

9.4.2 ~~oversee~~ coordinate the progression of the handbook.

Comment [MSOffice1]: Reworked to reflect handbook editors hirings, dates and deadlines, and fact that the President will be coordinating the handbook not the VP C&S.

Article 10 – Appointment and Term of ~~Handbook Officers~~ Handbook Editors

- 10.1 The ~~Coordinator~~ Editor(s) shall be appointed by the SSMU Executive Committee, ~~subject to ratification by the Students' Council.~~
- 10.2 ~~Coordinators~~ 2 Editors can be dismissed by the Executive Committee of the SSMU if they should contravene the provisions of these Terms of Reference.
- 10.3 The Coordinator(s) shall hold office from the date of their appointment until September 15th of the same year.

Comment [MSOffice2]: Reworked

Article 11 – Stipend of Handbook ~~Officers~~ Editors

- 11.1 The ~~Coordinator~~ Editor(s) shall receive a stipend based on an hourly wage after successful publication of the handbook;
- 11.2 The stipend amount shall be determined annually by the Executive Committee, according to the Society's pay scale of the SSMU;
- ~~10.3 If the Coordinator(s) decide to hire other individuals to perform the layout of the handbook, that portion of their stipend shall be deducted.~~

Article 12 – Final Authority

- 12.1 The content of the handbook shall represent the Students' Society of McGill University and final say is given to the Executive Committee ~~and Students' Council~~, whenever possible. The Executive Committee ~~of the SSMU~~ may overturn final copy, in the event that it does not reflect the policies of the Students' Society.

Comment [MK3]: This isn't feasible, since Council doesn't meet over the summer...

Article 13 – Advertising in the Student Handbook

- 13.1 The Executive Committee reserves the right to approve or reject all advertising placed in the Student Handbook.
- 13.2 Every effort shall be made to include as little advertising as possible in any given format of the Handbook, provided that the production of the Handbook breaks even or carries a profit.
- 13.2 The full advertising rates for the Student Handbook shall be charged to external organisations located within the University.
- 13.2.1 Any group that is not ~~recognised by Council~~ officially affiliated with the SSMU or does not have an approved constitution on file with SSMU shall, for the purposes of this By-law, be considered an external organization.