

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

Office of the Speakers  
Bureau de Présidents du Conseil

### Motion Regarding Handbook By-Law Reform

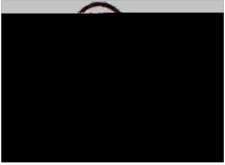
*Whereas*, By-Law III-2 Part II comprises SSMU's regulations on the SSMU Student Handbook;

*Whereas*, the current bylaw regarding the SSMU Handbook is severely out of date and does not reflect the current practices of the SSMU Handbook's production;

*Whereas*, the Executive Committee has decided in the 2011-2012 year that the production of the SSMU Handbook will be better facilitated by the President rather than the Vice President Clubs and Services, given it reflects all aspects of the SSMU and not just the Clubs and Services portfolio;

*Whereas*, a track changes version of the proposed changes has been appended to this motion;

articles are renumbered accordingly,



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9. 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 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;

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

9.2.5 submit a final edited copy to the Executive Committee for their final approval by July 1;

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

9.3 The Communications and Publications Manager shall

9.3.1 in consultation with the Editors(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

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

9.4 The President shall

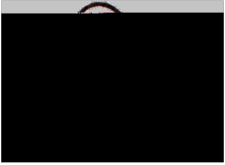
9.4.1 act as signing officer; and

9.4.2 coordinate the progression of the handbook.

## Article 10 – Appointment and Term of Handbook Editors

10.1 The Editor(s) shall be appointed by the SSMU Executive Committee.

10.2 Editors can be dismissed by the Executive Committee of the SSMU if they should contravene the provisions of these Terms of Reference.



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