

# Document Submission to the Constitutional Affairs Committee

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

The Constitutional Affairs Committee (CAC) approves all proposed new and amended governance documents prior to their introduction at the Science Undergraduate Society (SUS) General Council. Governance documents include, but are not limited to, constitutions and by-laws related to the operation of the SUS, its departments, and its constituents.

**Document(s) for Submission:** \_\_\_\_\_

**Reason(s) for Submission:**

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**Desired Completion Date by CAC:** \_\_\_\_\_

Please provide the CAC at least four weeks for new and amended constitutions, and at least two weeks for new and amended by-laws or other non-constitutional governance documents.

Prior to submitting to the CAC, please ensure that you have:

\_\_\_\_\_ Developed a complete and comprehensive draft of the proposed governance document

\_\_\_\_\_ Consulted with the relevant SUS executive(s) and McGill University administration

Please note that submission of documents to the CAC will lead to the scrutinization of the documents in their entirety, and is not limited to the proposed revisions. Approval by the CAC for presentation at the SUS General Council will be contingent on the successful revision of all issues identified by the CAC in their review of the submitted documents.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_