Memo

Operations Commissioner

TO: Members of the Student Representative Assembly
FROM: Miranda Clayton, Operations Commissioner
SUBJECT: Adopting a numberless Operating Policy organization system
DATE: March 15, 2016

Dear Student Representative Assembly,

The Operations Committee spent a long attempting to come up with a numbering system that makes more sense. Right now our policies are organized to be under the Services, Committee, Communication, Community Initiatives, Conferences, Environmental Sustainability, Food and Beverage Services, Retail Services, Public Relations/Student Life, Employment, or Administrative category. These categories do not make a whole lot of logical sense and could be streamlined into something more intuitive. The categories we are proposing are Services, Governance & Advocacy, Employment, Business Operations, and Administrative. These five categories better reflect the nature of our Operating Policies and what they’re used for.

After we renumbered nearly every policy into our new categories we realized that no matter what it will keep becoming messy again. Every time someone passes a new policy all subsequent policies must be renumbered. That is a pain so Jess tossed out there that not having them numbered was an option and we decided to go with it. The policies will appear under their respective category and should later be alphabetized for easy locating and stylization. An exception in alphabetization is made for policies clearly subsequent to another, such as service advisory boards, to keep them together. We will have to modify the Operating Policy page on the website but we think this hassle is worth it for a future with no constant renumbering and ultimately a more accessible Operating Policy system. This also leaves room to easily create new headings should it be demanded over time, for example, if service clustering takes off to a large extent in the future.

The policies fall into place as follows.

SERVICES
MSU Services
Campus Events;
Charity Ball Committee;
Child Care Centre;
Child Care Advisory Committee;
Clubs;
  Clubs Executive Council
Compass Information Centre;
Creating Leadership Amongst Youth (CLAY);
Diversity Services;
Emergency First Response Team (EFRT);
   EFRT Advisory Committee;
Horizons;
MAC Bread Bin;
Mac Farmstand;
MACycle Co-op;
Maroons;
MSU Maccess;
Peer Support Line (PSL);
   MSU Peer Support Line Advisory Committee;
Queer Students Community Centre (QSCC);
Spark;
Student Community Support Network (SCSN);
Student Health Education Centre (SHEC);
Student Walk Home Attendant Team (SWHAT);
Teaching Awards Committee (TAC);
The Silhouette;
   Silhouette Board of Publication;
Women and Gender Equity Network (WGEN);
   Women & Gender Equity Network (WGEN) Advisory Board;

GOVERNANCE & ADVOCACY
Elections Department;
Elections Committee;
Vice Presidential, Speaker, and Commissioner Elections;
Constituent Outreach
Ontario Undergraduate Student Alliance (OUSA);
Delegate Selection;
MSU Wants You Working Group Committee;
Education and Advocacy Department;
Valedictorian Selection;
Role of the MSU in Federal, Provincial, and Municipal Elections
Education and Advocacy Department;
Role of the MSU During Labour Disputes;

EMPLOYMENT
Employment;
Disciplinary Procedures;
Employment Wages; Appendix A – Wages;  (updated December 2015)
Employee Conflict of Interest;
Executive Remuneration.

BUSINESS OPERATIONS
Business Related Expenses;
Union Market
Retail Services;
Underground Media & Design;
Marmor;
Sports & Nutrition Store;
Food and Beverage Services;
Twelve Eighty
Twelve Eighty All Ages Policy
All-Ages Programming Committee;
Guest Policy
Central Liquor Facilities;
Games Room

ADMINISTRATION
Communications
Public Relations/Student Life;
Communication Strategy;
Promotions and Advertising;
Central Support Services
Sponsorship and Donations;
Network Access Protocol;
Room Bookings;
Key Access;
Internal Document Distribution;
Document Management;
Anti-Discrimination and Sexual Harassment Policy;
Space Allocation and Audit Committee;
Emergency Bursary;
Bereavement;

As always, do not hesitate to contact me if you have any questions regarding this change.

Sincerely,

Miranda Clayton
Operations Commissioner
McMaster Students Union
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