



MEMO

From the office of the...

Bylaws and Procedures Commissioner

TO: Student Representative Assembly
FROM: Carter McInnis – Bylaws and Procedure Commissioner
SUBJECT: Bylaw 9 Revisions
DATE: November 19, 2015

Dear Assembly,

The Bylaws and Procedures Committee recommends the following changes to Bylaw 9 – First Year Council.

Section	Nature of Amendment	Rationale
3.4.8	Adding the Spark Coordinator as an official observer	Concerns with FYC in the past have been identified as a lack of transition and support, as newly elected members are not given much direction. Currently, the Maroons Coordinator sits as an official observer, and feedback from the current Maroons Coordinator was very positive, explaining that a relationship between the FYC and Maroons is a great opportunity for collaboration and provides guidance throughout the year. As the vision of Spark is to serve all first year students, the Spark Coordinator can provide additional guidance, and opportunities for collaboration throughout the year.
4.2.4	Removing the FYC Chair from the Student Academic Council	Sitting on the Student Academic Council isn't relevant to the role of the FYC chair, and the Advocacy Director is already a member of the council. However increased liaison with the MSU President would ensure accountability, would give the FYC Chair a better understanding of MSU processes, and would provide additionally guidance in their role. As a result, the revisions add that the FYC now regularly attend meeting of the President's Council, as well as meetings of the SRA.

4.2.7	Having the FYC Chair submit an interim report to the SRA	Currently, the FYC Chair only reports to the SRA in March with a year-end report and an end-of-term report to EB in August. Adding an interim report in January will allow the SRA to monitor the progress of the SRA, and provide additional support as needed.
4.4.5, 4.4.6	Running a council of first year academic division representatives and liaise with the Advocacy Coordinator	Currently, the bylaw mandates the Advocacy Director to liaise with other first year representatives from each of the academic divisions, and be a member of the Student Academic Council. These revisions clarify the expectations of this liaison to “run a council of first year academic division representatives”. Additionally, as previously mentioned, a concern has been lack of guidance. Having the FYC Advocacy Director liaise with the Advocacy Coordinator will ensure a reliable point of contact. It will also allow the FYC to work with the Advocacy Coordinator to advocate for the first year experience, and collaborate on initiatives.
4.6.1	Specifying “one large event per semester”	In years past, it was identified as a concern that the FYC didn’t know what types of programming and events were expected. This addition will clarify these guidelines to the FYC Events Director.
4.6.3	Removing the First Year Experience Office	The First Year Experience Office is no longer in existence, it most likely is referring to the Student Success Centre. However, the Events Director would still have the opportunity to liaise with the VP Administration and Welcome Week Planners to be involved with Welcome Week and advocate for the first year experience.
6	Accountability	The B&P Committee wanted to ensure accountability of the FYC, while additionally supporting the guidance and transition of elected FYC members. Having the elected SRA liaison or a member of the previous years’ FYC attend meetings and transition the elected FYC members will provide essential guidance, and will be a vital point of contact. The purpose of these revisions is not to micromanage the FYC, as the FYC can still continue to operate autonomously, but we believe that these revisions will clarify expectations and support the FYC members.

These proposed revisions were made to support the operations of the FYC, and I’m sure that these revisions will bring positive changes to the current elected FYC members.

Please do not hesitate to send me an email if you have any questions.

Sincerely,
Carter McInnis
MSU Bylaws and Procedures Commissioner
srbylaws@msu.mcmaster.ca