# **Operating Policy – Internal Document Distribution**

1. Purpose

* 1. To provide guidelines for the production and distribution of memos, reports, minutes, letters, etc. on behalf of the MSU with the aim of being both informative and environmental.

2. Minutes

* 1. The master copy of all SRA and MSU Committee minutes shall be kept on file in the MSU Main Office in the Official Minute Book (managed by the Administrative Assistant); copies shall be issued upon request;
	2. Minutes for distribution shall be reproduced double sided;
	3. One copy of the SRA minutes will be distributed to each of the following:
		1. Speaker;
		2. SRA members at large;
		3. MSU Auditors;
		4. Official Minute Book.
	4. One copy of the Executive Board minutes will be distributed to each of the following:
		1. Board of Directors;
		2. Executive Board members at large;
		3. Accounting department;
		4. Official Minute Book;
		5. MSU Auditors.
	5. One copy of Committees’ minutes will be distributed to each of the following:
		1. Each voting member of the Committee;
		2. Official Minute Book.

3. Reports

* 1. Reports given to the SRA shall be verbal whenever possible, ensuring however, that a copy is prepared for each member of the SRA, the Speaker, and the Official Minute Book.
	2. Every effort shall be made to limit Committee/Commissioner Reports requested by the SRA to no more than one page, double sided;

4. Budget & Budget Notes

* 1. All Preliminary Budgets, Annual Budgets, Review Budgets, and Budget Notes are to be printed double sided;
	2. One copy of the budgets, prior to approval to the SRA, shall be distributed to each of the following:
		1. SRA members;
		2. Administrative Assistant;
		3. Speaker;
		4. General Manager.
	3. One copy of the budgets, following approval by the SRA, shall be distributed to each of the following:
		1. Administrative Assistant for the Official Minute Book;
		2. Each departments’ budget to that department;
		3. Accounting Department;
		4. President, Vice-President (Administration), Vice-President (Education), Vice-President (Finance);
		5. General Manager;
		6. MSU Auditors.

5. SRA Agenda Packages

* 1. SRA meetings will be kept “Paperless” according to the following criteria
		1. Only ten paper copies of agenda packages shall be provided for The Official Minute Book, Speaker, Administrative Assistant, and SRA/MSU members who may pick them up on a first come first serve basis.
			1. If an SRA member wishes to secure copies of the full agenda package for a meeting, a request must be made to the administrative assistants prior to a deadline of their discretion.
		2. Paper copies of meeting agendas must be available for all SRA members.
		3. Any reports or supporting documentation being discussed at the meeting which are not submitted by the administrative deadline and are not available on the MSU website prior to a meeting must be circulated to all SRA members as paper copies.