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| MSU logo.jpg. | MEMO*From the office of the…*Associate Vice-PresidentInternal Governance |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President  (Internal Governance) |
| SUBJECT: | Bylaw 12 – First-Year Council |
| DATE: | Jan 14th, 2021 |

**Dear Members of the Assembly,**

The following changes are proposed to clarify and update the First-Year Council Bylaw to more accurately reflect current practices.

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| Section | Current | Proposed | Explanation |
| Title, 1.1, 2.1, 2.2, 2.3, 2.4, 3.1, 3.4.3, 3.4.7, 4, 4.1, 4.1.3, 4.1.4, 4.1.6, 4.2.9, 4.3.1, 4.4.3, 4.4.7, 4.4.8, 4.5.2, 4.5.2.1, 4.5.2.1.2, 4.6.1, 4.6.3, 4.6.4, | No hyphen between adjectives | Hyphenated | This is more correct grammar |
| 4.1.1 | Two items in one clause | Split into two different clauses | Clarity and consistency to only have one idea per clause |
| 4.1.3 | N/A | Moved “Reporting to SRA twice per school term” here | The FYC as an organization reports to the SRA, while the coordinator themselves report to the Executive Board |
| 4.2.3 | “Reports to the SRA twice per term and once in the summer to the Executive Board” | “Reports to the Executive board once over the summer and twice each school term regarding the progress of the FYC Coordinator job duties” | FYC reports to SRA, but Coordinator is held accountable by EB and reports frequently to them just like other Part-time manager positions |
| 4.2.9, 6.1 | “.” | “;” | Consistency of formatting |
| 4.2.11, 6.2.3 | “;” | “.” | Consistency of formatting |
| 4.2.12 to 4.1.12.3 | “Be hired by […] Board member.” | N/A | Removed because hiring boards are going to be removed from all Operating Policies and Bylaws and condensed into an Employment Policy |
| 6.2.3 | “[…] Vice-President (Administration)” | “[…] President” | The president has taken over supervision of FYC from the VP Admin |

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,

Michelle Brown

[avpinternal@msu.mcmaster.ca](mailto:avpinternal@msu.mcmaster.ca)