# Bylaw 12 – First-Year Council

1. Purpose

* 1. The First-Year Council (FYC) shall seek to increase the involvement of first-year students in the MSU and in student life at McMaster University, and to that end shall:
		1. Provide a forum for discussion on issues of concern to first-year students;
			1. Provide a specific forum for discussion on issues of concern to students living in residence;
		2. Work with other campus groups to address the needs of first-year students;
		3. Act as an advisory body to the SRA and report on issues of concern to first-year students;
		4. Plan and promote events for first-year students.

2. Operating Parameters

* 1. The First-Year Council shall meet beginning in October following elections;
	2. The First-Year Council shall house a Residence Activity Council for the purpose of providing an effective consultative body for students in residence;
	3. The First-Year Council shall host an annual First-Year Feedback forum in partnership with relevant services and departments;
	4. The First-Year Council shall work in partnership with the All-Ages Programming Committee, MSU Campus Events and Residence Life to plan at least one major event per term.

3. Membership

* 1. The First-Year Council shall be composed of four (4) voting members, elected by and from MSU members registered in Level 1 of their program of study.
		1. Additional parameters for the FYC Elections, including polling, is outlined in **Bylaw 7 – Elections**.
	2. Voting members shall be:
		1. The Chair;
		2. The Vice-Chair Internal;
		3. The Vice-Chair External;
		4. The Vice-Chair Events.
	3. Voting members shall hold office from October 1st- September 30th the following year.
	4. Official observers shall be:
		1. The FYC Coordinator;
		2. The MSU President;
		3. One (1) voting member of the previous year’s First-Year Council, selected by the previous year’s First-Year Council;
		4. One (1) SRA member, elected by the SRA;
		5. The Maroons Coordinator;
		6. The President or designate of the Society of Off-Campus Students (SOCS);
		7. First-year representatives from academic division student societies;
		8. The Spark Coordinator.

4. The First-Year Council

* 1. The First-Year Council shall:
		1. Meet at least twice per month, excluding December and April-August;
		2. Work with the FYC Coordinator to prepare and present the annual FYC budget to the Vice-President (Finance);
		3. Report to the SRA twice per school term;
		4. Conduct research and compile information regarding first-year student life and the first-year experience at McMaster University;
		5. Provide a forum for discussion on issues of concern for first-year students
		6. Seek to increase involvement of the first-year students in the MSU and student life at McMaster University;
		7. Be responsible for participating in their initial transitions and ensuring adequate transition for their successors;
			1. Transition reports shall be submitted to the FYC Coordinator by September 15.
	2. The FYC Coordinator shall:
		1. Oversee all FYC operations;
		2. Liaise with, and provide updates to, members of the Board of Directors, SRA, and Residence Life as needed or requested;
		3. Reports to the Executive Board once over the summer and twice each school term regarding the progress of the FYC Coordinator job duties;
		4. Submit a transition report to the incoming coordinator by September 15;
		5. Ensure the efficient internal operation of the FYC and its compliance with this bylaw;
		6. Oversee the finances of the FYC, and provide the FYC with monthly financial updates;
		7. Call meetings of the FYC as requested by the Chair and prepare meeting agendas;
		8. Be responsible for fulfilling the administrative needs of the FYC, including keeping attendance records and minutes of all FYC meetings;
		9. Keep a contact list of the entire First-Year Council and interested MSU members;
		10. Maintain and update the FYC content on the MSU website;
		11. Perform other duties as outlined in the FYC Coordinator job description.
	3. The Chair shall:
		1. Act as the chief spokesperson for the First-Year Council;
		2. Regularly attend meetings of the SRA and the President’s Council;
		3. Maintain regular communication with the Society of Off-Campus Students, Residence Life and other campus groups to discuss pertinent issues affecting first-year students;
		4. Chair meetings of the FYC;
		5. Perform other duties as outlined in the FYC Chair job description.
	4. The Vice-Chair Internal shall:
		1. Assist with the Chair’s duties as needed;
		2. Serve as Vice-Chair of the FYC;
		3. Liaise with, and ensure the participation of first-year councilors from each residence building;
		4. Lead the Residence Activity Council;
		5. Present an interim report to FYC in January and a year-end report in April summarizing the work of the Residence Activity Council;
		6. Be responsible for keeping attendance records and minutes of all Residence Council meetings;
		7. Conduct research and compile information about the living conditions and the student experience of first-year students living on McMaster campus;
		8. Perform other duties as outlined in the FYC Vice-Chair Internal job description.

* 1. The Vice-Chair External shall:
		1. Raise awareness of the FYC to the McMaster community;
		2. Liaise with, and ensure the participation of, first-year representatives from academic division student societies and SOCS;
			1. Lead a council of first-year representatives from academic division representatives from the McMaster Faculty Societies and SOCS;
				1. The council shall meet at least once a month, excluding December and April;
				2. Fifty percent (50%) of first-year representatives from academic division student societies and SOCS shall constitute quorum at these meetings.
		3. Conduct research and compile information about issues relating to academic and off campus student experiences;
		4. Perform other duties as outlined in the FYC Vice-Chair External job description.
	2. The Vice-Chair Events shall:
		1. Plan and conduct events at least one event per semester for first-year students, intended to raise spirit within the McMaster University community;
		2. Work with campus partners to ensure the execution of such events;
		3. Maintain correspondence with Community Advisors (CAs) and the Vice-President Social of SOCS on different events and programs regarding first-year students;
		4. Perform other duties as outlined in the FYC Vice-Chair Events job description.

5. Residence Activity Council

* 1. The Residence Activity Council shall consist of representatives from each residence;
	2. Residence Life Councilors shall:
		1. Live in the corresponding residence building that they were elected in during the fall-winter term;
		2. Shall advocate for, and represent the opinions and concerns of their fellow residents or students;
		3. Shall support programming of residence wide activities and events on behalf of their fellow residents/students;
		4. Be part of the Residence Activity Council;
			1. Meet at least once a month, excluding December and April;
			2. Fifty percent (50%) of the members of the Residence Activity Council shall constitute quorum at all residence council Meetings.

6. Disciplinary Procedures

* 1. Discipline for the elected members for FYC will follow the grounds and procedures of recall as outlined in **Bylaw 4 – Officers**;
	2. Discipline for official observers:
		1. Refer to **Employment Policy – Disciplinary Procedures**;
		2. Complaints regarding official observers shall be made to the FYC Coordinator.
		3. Complaints regarding the FYC Coordinator shall be made to the President.
	3. Appeals:
		1. Probation, suspension, and dismissal may be appealed to the Executive Board.