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| MSU logo.jpg. | MEMO*From the office of the…*Associate Vice-President Internal Governance |
| TO: | SRA Members and Committee Chairs |
| FROM: | Graeme Noble, Associate Vice-President (Internal Governance) |
| SUBJECT: | Bylaw 1 - Definitions |
| DATE: | March 22, 2020 |

**Dear Members of the Assembly,**

Bylaw 1 – Definitions currently lacks terminology not otherwise clarified in other acting policies within the MSU. This proposed change hopes to address one of those terms—Business Hours—to better communicate its meaning throughout our policy documents. As well, the formatting of this document has been adjusted to better replicate other MSU. All proposed changes have been listed below:

Definitions Section Format: The margins have now been modified so that the far-left column is aligned with the rest of the titles and headers.

Accounting Procedures Manual: A small correction been made to clarify the state of the manual as has been done for other definitions within this document.

MSU Abbreviation: Since the Purpose statement clarifies the use of MSU as a replacement for McMaster Students Union, all further mention of the MSU in this policy have been substituted for its accepted short form.

Clubs: Due to clubs restructuring and the incorrect references used in the Clubs definition, the referenced operating policies have been updated.

Reference Formatting: All policy references now consistently bold each word without the use of ALL CAPS.

Departments: As operating policies no longer have numbers associated with them, they have been removed.

Hours, Business: Business hours have now been defined for accurate referencing in other documents.

General Formatting: All policy references that include hyphens have since been replaced with n-dashes for consistency.

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

Kind regards,

Graeme

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