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| MSU-logo-2001. | FINAL REPORTFrom the office of the…Internal Governance Committee |
| TO: | Members of the Student Representative Assembly |
| FROM: | Michelle Brown – Associate Vice-President (Internal Governance) |
| SUBJECT: | SRA 20Q Report |
| DATE: | March 21st, 2021 |

# PROGRESS ON YEAR PLAN

## Objectives

### Objective #1: Review 25 Policies

* We are currently on track to have 25 policies reviewed by the end of this term;
  + Eight (8) policies have been reviewed and finalized with revisions;
  + Two (2) policies have been rescinded;
  + Nine (9) policy is currently submitted to the SRA;
  + Zero (0) policies have been reviewed and are in the process of memo creation to be submitted to the SRA;
  + Eleven (9) policies have been reviewed and in the process of revisions and consultations;
  + Three (3) policies are yet to be reviewed.

### Objective #2: Non-functional Changes Memo Template

* This objective was completed at the beginning of the year.

### Objective #3: Policy Formatting Guide

* Policy formatting guide has been outlined and is in the creation stage of development;
  + Shall accompany Bylaw 8 as an appendix.

## Long-term Planning

### Overarching Vision #1: Redo Policy Organizational Structure

* This was completed over the fall term and finalized in the last SRA meeting of 2020;
* These changes have been implemented and are updated on the MSU website;
* Some aspects of the organization structure may be continually updated over time to best serve the accessibility and clarity of the documents.

### Overarching Vision #2: Create Bylaw 8

* Bylaw 8 was created and implemented during the last SRA meeting of 2020;
* Some processes must be updated to best serve the MSU so this bylaw is continually updated;
* Passed by the SRA for revisions at meeting 20O
* More revisions are in progress

### Overarching Vision #3: Create a Policy Review Cycle

* On track to be completed by the end of the term.

# PAST EVENTS, PROJECTS & ACTIVITIES

## Objectives

### Objective #1: Policies for Review

* Eight (8) policies have been finalized with revisions:
  + **Bylaw 3/B – Standing Committees of the SRA;**
  + **Bylaw 12 – FYC;**
  + **Operating Policy – Ancillary Operations;**
  + **Operating Policy – Bereavement;**
  + **Operating Policy – Sustainability Education Committee.**
  + **Bylaw 8 – Policy Approval Process**
  + **Operating Policy - Elections committee**
  + **Bylaw 7/A – Electoral Procedures**
* Nine (9) policy has been submitted for changes to the SRA:
  + **OP – Services**
  + **OP – Diversity Services**
  + **OP – Maccess**
  + **OP – PCC**
  + **OP – Spark**
  + **OP – SHEC**
  + **OP – WGEN**
  + **OP – VP & Speaker Elections**
  + **Bylaw 4 - Officers**
* Two (2) policies have been rescinded;
  + **Operating Policy – Horizons;**
  + **Operating Policy – Marmour.**

### Objective #2: Non-functional Changes Memo Template

* Memo template is finished and being used when implementing policy changes.

## Long-term Planning

### Overarching Vision #1: Redo Policy Organizational Structure

* This was completed over the fall term;

### Overarching Vision #2: Create Bylaw 8

* Bylaw 8 was created and implemented over the fall term;

# UPCOMING EVENTS, PROJECTS & ACTIVITIES

## Objectives

### Objective #1: Policies for Review

* Zero (0) policies have finalized revisions and the memos are being written:
* One (1) policy has finalized changes and is in the process of being reviewed by staff:
  + **Operating Policy – Sustainability;**
* Nine (9) policies have been reviewed by the IG Committee and are in the process of rescission, revision, and consultation:
  + **Employment Policy – Disciplinary Procedures**
  + **Operating Policy – Central Liquor Facilities;**
  + **Operating Policy – Food and Beverage Services;**
  + **Operating Policy – McMaster University Students Centre (MUSC) Board of Management;**
  + **Operating Policy – Retail Services;**
  + **Operating Policy – Service Creation and Review;**
  + **Operating Policy – SRA Communication and Outreach;**
  + **Operating Policy – Students of Distinction;**
  + **Operating Policy – Union Market.**
* Three (3) policies are to be reviewed by the IG Committee:
  + **Operating Policy – Business Related Expenses**
  + **Operating Policy – TwelvEighty Restaurant & Bar**
  + **Operating Policy – Underground Media + Design**

### Objective #3: Create a Policy Formatting Guide

* To ensure more accessible and standardized policies, many policies should be reviewed and consulted to find the most common practices;
* Will be passed as an appendix to Bylaw 8.

## Long-term Planning

### Overarching Vision #3: Create a Policy Review Cycle

* Updates must be made to the master policy spreadsheet to organize the policies that are currently in place;
* Policies will be grouped by relevant subjects for each year to make the most efficient review cycle;
  + This way, each AVP IG focuses on one arm of the organization to master instead of all of it at once.

# CURRENT CHALLENGES

## General Policy Challenges

* Many MSU changes are occurring this year due to a combination of pressures from the government, the pandemic, students, and leaders, so there have been many changes to the policies in response;
* Many consultations are still required and the IG Committee is waiting on some decisions to be made by the Board of Directors and SRA for the direction of some of the policies.

### Bylaw 7/A – Electoral Procedures

* The focus on reviewing Bylaw 7/A – Electoral Processes for the IG Committee has meant that our policy review schedule has been shifted substantially;
* In response, we have decided to change the way we are conducting reviews until the end of the term:
  + We are continuing to meet weekly, but for one meeting every two weeks we are reviewing a new policy and the other meeting in those two weeks we will come back to two policies that we have previously reviewed to finish the revisions.
* That being said, Bylaw 7/A has been changed successfully and revisions have been voted to implement by the SRA

## Other Challenges

### Other Commitments

* School and extracurriculars are incredibly busy and it is difficult to find time to finish all of the revisions that must get done.
* Big learning cure – language and formatting
* Uniquely high time commitment
* Scheduling group meeting time
* School commitments vs IG
* Steep Learning Curve with IG Content
* Staff members are so busy and struggle with responses to inquiries for consultations
* Some staff don’t review the policies even though they are circulated to them because they don’t have time, and then these staff members aren’t able to add their changes and the policy is already out of date

# VOLUNTEERS

* IG Committee members continue to work exceptionally hard and engage in incredible discussions;
* They have dealt with stresses from Bylaw 7/A very well and remained committed to the committee.

# SUCCESSES

* We are on track to make many positive changes and will likely implement more revisions than any other year of Internal Governance since the beginning of the position.

Kind regards,

A close up of a logo

Description automatically generated

Michelle Brown

AVP Internal Governance

McMaster Students Union

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