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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: | Michelle Brown, Associate Vice-President (Internal Governance) |
| SUBJECT: | Bylaw 4 – Officers |
| DATE: | March 21st, 2021 – SRA 20O |

**Dear Members of the Assembly,**

Bylaw 4- Officers has been out of date for many years and consists of unclear and inaccurate clauses that do not reflect current or ideal practices.

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| Section | Current  | Proposed | Explanation  |
| Title | Officers | Board of Directors and Speaker | Officers are their Corporate titles, but their regular MSU titles are more relevant as this is primarily not an MSU Inc. Bylaw |
| 1. | N/A | Add purpose | Previously this Bylaw didn’t contain a purpose section which is standard within all our MSU Policies |
| 2.1 – 2.4 | Lists and multiple clauses combined together | Lists and clauses separated out  | Increases clarity and transparency, and standardizes policies |
| 2.3 | Lists their MSU titles | Introduces their MSU Inc. titles | Their MSU Inc. Titles are used throughout the rest of the document so they should be introduced |
| 2.4.4 | Inaccurate policy title and vague | Updating Policy name, more specific language  | Fits current practices and procedures |
| Throughout | Not defined or shortened | Shortening already defined acronyms or defined unexplained acronyms | Clarity and consistency |
| 2.4.9 | Definitive | “may consist of” | More flexible language here allows the BoD members to include information in their transition package as they best see fit. |
| 2.4.10-2.4.11 | Transition due by May 15 | Due by May 1 | Having transition reports due 15 days after their term ends leaves the incoming BoD without thorough understanding for more than two weeks. |
| 3.1.2.; 4.1.2.; 5.1.2; 6.1.2 | N/A | Be accountable to the SRA | Language from the constitution updated in this Bylaw |
| 3.2.; 4.2.; 5.2.; 6.2. | Combined before the roles are specified | Separated and placed in each specific position | Clarity and ease of reading |
| 4.1.8 | N/A | Add in specific policy name | Provides specific place for someone to look for more info on this clause |
| 6. | VP Education before VP Finance | VP Finance before VP Education | Reflects the legal corporate titles as outlined in section 2.3. |
| 7.1.5 | Member of all awards committees | New position likely being created for awards | Reflects current practices going forward |
| 7.1.9. | Includes governance of clubs ratification procedures | Removed | That falls under the role of the Clubs Administrator as that role was specified and outlined last year |
| 7.1.10 | N/A | Remain impartial to external and internal pressures of their duties | Pressures from the public, SRA, or Staff can influence their interpretations of policies. The Speaker is responsible for upholding these documents in an impartial matter and disregard these pressures |
| 7.1.11 | N/A | Referencing Bylaw 8 | Provides specific place for someone to look for more info on this clause |
| 8.3. | Specific Recall procedures for each role  | Deleted | Recall procedures are outlined in the MSU constitution |

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

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