



Bylaw 1 – Definitions

1. Purpose

To define terms found throughout the Constitution, bylaws, and operating policies of the McMaster Students Union (MSU).

2. Definitions

Abstention:	When a voting member of a body chooses not to cast a vote.
Academic Division:	A faculty, school, department, programme, or other formal group of undergraduate students.
Academic Year:	From the first day of classes in September to April 30.
Accounting Department:	The MSU department through which receivables, payables, payroll and other accounting functions are administered.
Accounting Procedures Manual:	A document containing the accounting procedures to be followed by all MSU departments.
Ad Hoc Committee:	A committee appointed to carry out a specified task which ceases to exist upon the completion of the task or the end of its parent body's term of office.
Assembly, The:	All voting members of the Student Representative Assembly, including vacancies.
Assembly, Full:	All voting members of the Student Representative Assembly, excluding vacancies.
Assembly Present:	All voting members of the Student Representative Assembly present at a meeting.
Budget Category:	All budgets have named and numbered categories. These are on record in the MSU General Offices.
By-election:	An election called specifically to fill vacancies in elected office.

CFMU Radio Incorporated:	<p>A corporation without share capital that holds the license for CFMU-FM and whose full membership is the Student Representative Assembly.</p> <p>A co-operative relationship exists between CFMU Radio Incorporated and MSU Incorporated, two separately incorporated entities within the Province of Ontario. Unless explicitly stated otherwise, by CFMU bylaws or operating policies or by explicit directive of the CFMU Board of Directors, CFMU Radio Incorporated will be subject to all terms, conditions and covenants within the bylaws and operating policies of the MSU.</p>
Closed Session:	<p>A meeting that is closed to all but the members of the body, the chair, and the recording secretary; this refers to “Executive Session” as defined in the current edition of <i>Robert’s Rules of Order Newly Revised</i>.</p>
Clubs:	<p>Those clubs and societies that have been recognized by the MSU pursuant to the procedures set out in the Operating Policy – Clubs Operations, Operating Policy - Clubs Status, and Operating Policy – Clubs Financial Procedures approved by the SRA.</p>
Corporation, The:	<p>MSU Incorporated, a corporation without share capital, whose full membership consists of the Student Representative Assembly.</p>
Days:	<p>For the purpose of notice requirements, days shall refer to regular calendar days.</p>
Days, Business:	<p>Regular Monday to Friday working days, with the exception of statutory holidays and other periods of official MSU office closure.</p>
Days, Exam:	<p>Those days inclusive of the first and last days of regularly scheduled examinations.</p>
Days, School:	<p>Days of the academic year during which classes are scheduled.</p>
Departments:	<p>The administrative divisions within the MSU, including services and operations as defined in Operating Policy – Services, the committees of the MSU, and Operating Policy – Central Support Services.</p>
Elections:	<p>A selection process to fill one or more positions. An election begins at the opening of nominations and</p>

closes with the final announcement of the successful party or parties. An election is not considered final so long as an extension of the polling period, a recount, or an appeal is possible.

Emergency Meeting:	A meeting called for the purpose of handling matters of urgency and importance, which cannot be delayed until a meeting for which proper notice, as defined in Bylaw 3/A – Assembly Procedures , has been served.
General Assembly:	A meeting of the MSU membership and the highest governing body of the MSU.
Hours, Business:	Hours during which the MSU main office remains open on typical business days.
Human Rights Requirements:	Conditions that must be met in order to comply with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.
Letters Patent:	The formal Charters of Incorporation for MSU Incorporated and CFMU Radio Incorporated.
Majority:	Greater than 50% of the votes cast.
MSU Member:	All undergraduate students at McMaster University enrolled in 18 units or more during an academic session as defined by McMaster University, and those additional members as outlined in Bylaw 2 – MSU Membership .
MSU Space:	Any space owned and/or operated by the MSU.
Notice:	A required notification period preceding an event to allow preparations to be made, as required by the MSU Constitution and bylaws.
Official Observer:	A member of a body granted speaking privileges but not voting rights.
Part-Time Manager:	A part-time paid position supervised by a member of the Board of Directors who reports to the Executive Board and is responsible for the operations and management of an MSU department.

Petition:	A document containing the names, signatures, and student numbers of MSU members in support of a clearly written goal, required to initiate certain procedures as outlined in the Constitution.
Quorum:	The number of members needed to hold a duly constituted meeting. Fifty per cent of voting members (excluding vacancies and leaves of absence) will constitute quorum, unless otherwise required by the Constitution or a bylaw.
Recall:	The process through which an elected or ratified official is removed from his or her position.
Referendum:	A question posed to the MSU membership, the results of which are binding on the Assembly. A referendum begins at the opening of referendum campaign nominations and closes with the final announcement of the result. A referendum is not considered final so long as an extension of the polling period, a recount, or an appeal is possible.
Standing Committee:	A committee that is struck automatically every year because its function carries over every year.
Student Representative Assembly (SRA):	The governing council of the MSU responsible for creating policy, overseeing the operations of the organization, and serving as a representative forum for the discussion of student issues. Membership, duties, and structures are defined in Bylaw 3 – Student Representative Assembly .
Summer Period:	May 1 to the first day of classes in September.
Terms of Reference:	Conditions under which a particular body is established.