



Bylaw 3 – Student Representative Assembly

1. Purpose

1.1 The Student Representative Assembly (SRA) shall:

- 1.1.1 Serve as a representative forum for the discussion of student issues.
- 1.1.2 Act as the governing council of the MSU responsible for the following, including, but not limited to:
 - 1.1.2.1 Internal governance;
 - 1.1.2.2 Services;
 - 1.1.2.3 Advocacy;
 - 1.1.2.4 Corporate finances.

2. Membership

2.1 The SRA shall be composed of thirty-five (35) voting members, all elected from the membership of the MSU;

2.2 Voting members shall be:

- 2.2.1 Thirty-one (31) academic division representatives;
- 2.2.2 The President;
- 2.2.3 The Vice-President (Administration);
- 2.2.4 The Vice-President (Education);
- 2.2.5 The Vice-President (Finance).

3. The SRA

3.1 The SRA shall:

- 3.1.1 Enforce and uphold the Constitution, Bylaws, Operating Policies, Advocacy Policies, and Policy Statements of the MSU;
- 3.1.2 Adopt, amend, suspend, or rescind MSU Bylaws, Operating Policies, Advocacy Policies, and Policy Statements, within the restrictions of the Constitution and Bylaw 8 – Policy Approval Process to regulate the internal political affairs of the organization;
- 3.1.3 Adopt, amend, suspend, or rescind MSU statements, as well as advocacy papers;

Approved 70Q

Revised 74Q, 76J, 79H, 85Q, 87J, 87L, 88N, 88Q, 89G, 89P, 90D, 90F, 90R, 91Q, 92H, 92S, 93K, 94Q, 96Q 98N, 99M, 99P, 99Q, 00O, 00P, 00Q, 01Q, 02K, 02Q, 03N, 03P, 05K, 06N, 07I, 07Q, 07R, 08R, 09I, 09R, 10P, 12J, 13R, 15M, 16Q, 18P, 20N

- 3.1.4 Elect MSU and SRA officers, and recall officers, as necessary, as provided in **Bylaw 4 – Officers**;
- 3.1.5 Elect standing committee members as indicated in **Bylaw 3/B – Standing Committees of the SRA**;
- 3.1.6 Serve as the full members of MSU Inc., and, in that capacity, fulfill duties prescribed by the MSU's Corporate Bylaws;
- 3.1.7 Serve as the Full Members of CFMU Radio Incorporated, and, in that capacity, fulfill duties prescribed by the CFMU corporate bylaws.

4. SRA Members

- 4.1 Academic Division Representatives to the SRA shall:
 - 4.1.1 Be elected at large according to **Bylaw 7 – Elections**;
 - 4.1.2 Hold office from April 1 to March 31 of the following year;
 - 4.1.3 Retain requirements for full MSU membership, as defined in **Bylaw 2 – MSU Membership**, in the academic division in which they were elected to the SRA and relinquish their seat if they fail to do so;
 - 4.1.4 Divide themselves into academic division caucuses.
- 4.2 All SRA members shall:
 - 4.2.1 Maintain the dignity of the Assembly with respect to the MSU Constitution, Bylaws, Operating Policies, Advocacy Policies and Policy Statements, as outlined in Bylaw 8 – Policy Approval Process;
 - 4.2.2 Provide a written explanation to the Speaker prior to the end of any SRA meeting at which they may be late or absent;
 - 4.2.3 Be both informed of and prepared for all meetings;
 - 4.2.4 Respect fellow SRA members and their viewpoints, both in and outside of Assembly meetings;
 - 4.2.5 Actively promote the activities of the MSU by speaking to classes, academic division societies, MSU clubs, or other campus organizations;
 - 4.2.6 Demonstrably participate in at least one (1) SRA standing committee or the Executive Board during their term of office;
 - 4.2.7 Contribute to their respective caucus year-plan goals and ideas for the caucus to pursue;
 - 4.2.8 Hold weekly office hours or consult with members of their academic division in an official capacity through other demonstrable means as directed by their respective caucus leaders;
 - 4.2.9 Complete mandatory training as set out by the Vice-President (Administration);
 - 4.2.10 Attend the bi-annual MSU Policy Conference as set out by the Vice-President (Education).

5. Standing Committees of the SRA

- 5.1 The SRA shall utilize standing committees to ensure that:
 - 5.1.1 Matters put forward for the Assembly's approval have already been thoroughly examined and debated in a topic-specific venue;

- 5.1.2 An appropriate forum exists for the cultivation of new initiatives and the participation of non-SRA members;
 - 5.1.3 SRA members have the opportunity to place more focus on their specific areas of interest;
 - 5.1.4 Areas with an ongoing need for policy-making attention receive that attention regardless of the short-term priorities of the full Assembly.
- 5.2 Standing committees of the SRA and their respective responsibilities shall be defined in **Bylaw 3/B – Standing Committees of the SRA.**

6. Ad Hoc Committees of the SRA

- 6.1 The SRA may strike ad hoc committees to discuss matters which may fall outside the jurisdiction of a standing committee's responsibilities;
- 6.2 Ad hoc committees of the SRA shall:
 - 6.2.1 Adhere in general to the same regulations as standing committees;
 - 6.2.2 Not be bound to the same requirements as standing committees in regards to meeting or reporting frequency, membership or chair selection, and chair responsibilities or remuneration;
 - 6.2.3 Adhere specifically to terms of reference, to be set by the SRA;
 - 6.2.4 Dissolve upon the completion of their mandate;
 - 6.2.5 Dissolve, whether they have completed their mandate or not, at the end of the SRA's term of office, though ad hoc committees may be re-struck with identical or revised terms of reference by a subsequent SRA.

7. Non-SRA Committees

- 7.1 The SRA shall, where possible, elect SRA members to sit on non-SRA committees, boards, councils, panels and other bodies where an SRA or MSU representative is desired;
- 7.2 These bodies may be within the MSU (e.g., an advisory committee for a particular MSU service) or external to the organization (e.g., the Bookstore Board);
- 7.3 SRA members on non-SRA committees shall be expected to report on their activities to the Assembly as frequently as they deem necessary, or at a frequency set by the SRA.

8. Academic Division Caucuses

- 8.1 Academic division caucuses shall:
 - 8.1.1 Be composed of all SRA members from a particular academic division;
 - 8.1.2 Select from their membership a caucus leader;
 - 8.1.3 Plan speaking schedules or events with the aim of making students more aware of the issues and methods of input into MSU decision-making.

8.2 Caucus leaders shall:

- 8.2.1 Regularly attend meetings of their academic division societies when possible and send delegates in their place when unable to attend;
- 8.2.2 Call and chair meetings of their academic division caucuses;
- 8.2.3 Report to the Assembly twice per academic term on the activities of their caucuses;
- 8.2.4 Submit their caucus year-plan to the President by the first SRA meeting of August.

9. Academic Divisions & Seat Allocation

9.1 The membership of the MSU for the purpose of representation on the SRA shall be divided according to the following academic divisions:

- 9.1.1 Arts & Science Program;
- 9.1.2 DeGroote School of Business;
- 9.1.3 Faculty of Engineering;
- 9.1.4 Bachelor of Health Sciences Program;
- 9.1.5 Faculty of Humanities;
- 9.1.6 Department of Kinesiology;
- 9.1.7 School of Nursing;
- 9.1.8 Faculty of Science (excluding the Department of Kinesiology);
- 9.1.9 Faculty of Social Sciences.

9.2 Representation on the SRA may be provided to any academic division that includes at least two hundred (200) members of the MSU;

9.3 The thirty-one (31) academic division seats shall be divided in the following manner:

- 9.3.1 One seat shall automatically be allocated to each division;
- 9.3.2 Divisions with more than 200 MSU members may be allotted a portion of the unallocated seats according to the following formula:

$$\frac{\text{total membership of the division} - 200}{\text{total membership of the MSU} - (200 \times \text{number of divisions})} \times (31 - \text{number of divisions})$$

9.4 An academic division's representation on the SRA shall cease if the division is dissolved by the University or if the division has an MSU membership of less than two hundred (200) for two (2) consecutive years;

9.5 An academic division's representation on the SRA may be terminated with the approval of the relevant academic division society and a two-thirds affirmative vote of the SRA.

10. Observer Status

- 10.1 Recognized official observers, who are not already members of the Assembly, shall include:
 - 10.1.1 The MSU Associate Vice-Presidents;
 - 10.1.2 The managers of MSU Services;
 - 10.1.3 The MSU full-time staff members;
 - 10.1.4 The members of the President’s Council, or designates, as outlined in Operating Policy – President’s Council;
 - 10.1.5 The First-Year Council Chair, or designate, as outlined in Bylaw 12– First-Year Council;
 - 10.1.6 The President-Elect, and Vice-Presidents (Administration, Education, and Finance)-Elect;
 - 10.1.7 The Executive Director of the Ontario Undergraduate Student Alliance, or designate;
 - 10.1.8 A representative (whose name shall be forwarded to the Speaker by September 25) from each of the following organizations or student groups, determined by each body’s own means:
 - 10.1.8.1 Graduate Students Association (GSA);
 - 10.1.8.2 McMaster Medical Students Council;
 - 10.1.8.3 MBA Students Association;
 - 10.1.8.4 Rehabilitation Science Association;
 - 10.1.8.5 McMaster Association of Part-Time Students (MAPS);
 - 10.1.8.6 The Society of Off-Campus Students (SOCS).
- 10.2 The Speaker shall circulate a full list of SRA members and observers to both members and observers by September 30.