



Operating Policy – Internal Document Distribution

1. Purpose

- 1.1 To provide guidelines for the production and distribution of memos, reports, minutes, letters, etc. on behalf of the MSU with the aim of being both informative and environmental.

2. Minutes

- 2.1 The master copy of all SRA and MSU Committee minutes shall be kept on file in the MSU Main Office in the Official Minute Book (managed by the Administrative Assistant); copies shall be issued upon request;
- 2.2 Minutes for distribution shall be reproduced double sided;
- 2.3 One copy of the SRA minutes will be distributed to each of the following:
 - 2.3.1 Speaker;
 - 2.3.2 SRA members at large;
 - 2.3.3 MSU Auditors;
 - 2.3.4 Official Minute Book.
- 2.4 One copy of the Executive Board minutes will be distributed to each of the following:
 - 2.4.1 Board of Directors;
 - 2.4.2 Executive Board members at large;
 - 2.4.3 Accounting department;
 - 2.4.4 Official Minute Book;
 - 2.4.5 MSU Auditors.
- 2.5 One copy of Committees' minutes will be distributed to each of the following:
 - 2.5.1 Each voting member of the Committee;
 - 2.5.2 Official Minute Book.

Approved 94R
Revised 96Q, 04E, 10N

3. Reports

- 3.1 Reports given to the SRA shall be verbal whenever possible, ensuring however, that a copy is prepared for each member of the SRA, the Speaker, and the Official Minute Book.
- 3.2 Every effort shall be made to limit Committee/Commissioner Reports requested by the SRA to no more than one page, double sided;

4. Budget & Budget Notes

- 4.1 All Preliminary Budgets, Annual Budgets, Review Budgets, and Budget Notes are to be printed double sided;
- 4.2 One copy of the budgets, prior to approval to the SRA, shall be distributed to each of the following:
 - 4.2.1 SRA members;
 - 4.2.2 Administrative Assistant;
 - 4.2.3 Speaker;
 - 4.2.4 General Manager.
- 4.3 One copy of the budgets, following approval by the SRA, shall be distributed to each of the following:
 - 4.3.1 Administrative Assistant for the Official Minute Book;
 - 4.3.2 Each departments' budget to that department;
 - 4.3.3 Accounting Department;
 - 4.3.4 President, Vice-President (Administration), Vice-President (Education), Vice-President (Finance);
 - 4.3.5 General Manager;
 - 4.3.6 MSU Auditors.

5. SRA Agenda Packages

- 5.1 SRA meetings will be kept "Paperless" according to the following criteria
 - 5.1.1 Only ten paper copies of agenda packages shall be provided for The Official Minute Book, Speaker, Administrative Assistant, and SRA/MSU members who may pick them up on a first come first serve basis.
 - 5.1.1.1 If an SRA member wishes to secure copies of the full agenda package for a meeting, a request must be made to

the administrative assistants prior to a deadline of their discretion.

- 5.1.2 Paper copies of meeting agendas must be available for all SRA members.
- 5.1.3 Any reports or supporting documentation being discussed at the meeting which are not submitted by the administrative deadline and are not available on the MSU website prior to a meeting must be circulated to all SRA members as paper copies.