



Bylaw 12 – First-Year Council

1. Purpose

- 1.1. The First-Year Council (FYC) shall seek to increase the involvement of first-year students in the MSU and in student life at McMaster University, and to that end shall:
 - 1.1.1. Provide a forum for discussion on issues of concern to first-year students;
 - 1.1.1.1. Provide a specific forum for discussion on issues of concern to students living in residence;
 - 1.1.2. Work with other campus groups to address the needs of first-year students;
 - 1.1.3. Act as an advisory body to the SRA and report on issues of concern to first-year students;
 - 1.1.4. Plan and promote events for first-year students.

2. Operating Parameters

- 2.1. The First-Year Council shall meet beginning in October following elections;
- 2.2. The First-Year Council shall [be composed of the Chair, Vice-Chair External, Vice-Chair Internal, and Vice-Chair Events in addition to representatives from each residence, off-campus students, and commuting students](#) ~~house a Residence Activity Council~~ for the purpose of providing an effective consultative body for students in residence;
- 2.3. The First-Year Council shall host an annual First-Year Feedback forum in partnership with relevant services and departments;
- 2.4. [The First-Year Council shall work in partnership with the All-Ages Programming Committee, MSU Campus Events and Residence Life to plan at least one major event per term;](#)
- 2.5. [The FYC Coordinator must review the changes implemented for the FYC structure for the 2022-2023 term during the months of February and March of 2023 with guidance from FYC representatives:](#)
 - 2.5.1. [In which the purpose will be:](#)

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2.5.1.1. To assess whether changes to the elected body structure created a more representative body which fostered a more supportive environment for first-year led initiatives;

2.3.1.1-2.5.1.2. To assess the newly introduced executive positions and whether they resulted in increased supports for FYC representatives in their initiatives.;

2.5.2. Findings/determinations of the review must be approved by a quorate vote of FYC after which it will come to the Student Representative Assembly (SRA) for final approval.;

2.4-2.5.2.1. Changes made for the 2022-2023 term will then be made permanent or removed from the Bylaw by the SRA based on recommendations of the review .

3. Membership

3.1 The First-Year Council shall be composed of ~~nineteenfour~~ (194) voting members, elected by and from MSU members registered in Level 1 of their program of study.

3.1.1 Additional parameters for the FYC Elections, including polling, is outlined in **Bylaw 7 – Elections**.

3.2 Voting members shall be:

3.2.1 The Chair;

3.2.2 The Vice-Chair Internal;

3.2.3 The Vice-Chair External;

3.2.4 The Vice-Chair Events.;

3.2.5 Representative from Bates Residence;

3.2.6 Representative from Brandon Hall Residence;

3.2.7 Representative from Edwards Hall Residence;

3.2.8 Representative from Hedden Hall Residence;

3.2.9 Representative from Les Prince Hall Residence;

3.2.10 Representative from Mary E. Keyes Residence;

3.2.11 Representative from Matthews Hall Residence;

3.2.12 Representative from McKay Hall Residence;

3.2.13 Representative from Moulton Hall Residence;

3.2.14 Representative from Peter George Centre for Living and Learning;

3.2.15 Representative from Wallingford Hall Residence;

3.2.16 Representative from Whidden Hall Residence;

3.2.17 Representative from Woodstock Hall Residence;

3.2.18 Two representatives for students living off-campus or for those who commute.

~~3.2.4~~

3.3 Voting members shall hold office from October 1st- September 30th the following year.

- 3.4 Official observers [of First Year Council and the First Year Council Core Executive](#) shall be:
- 3.4.1 The FYC Coordinator;
 - 3.4.2 The MSU President;
 - 3.4.3 One (1) voting member of the previous year's First-Year Council, selected by the previous year's First-Year Council;
 - 3.4.4 One (1) SRA member, elected by the SRA;
 - 3.4.5 The Maroons Coordinator;
 - 3.4.6 The President or designate of the Society of Off-Campus Students (SOCS);
 - 3.4.7 First-year representatives from academic division student societies;
 - ~~3.4.8~~ [The Spark Coordinator;](#)
 - ~~3.4.9~~ [The FYC Advocacy and Awareness Executive;](#)
 - ~~3.4.10~~ [The FYC Promotions Executive;](#)
 - ~~3.4.8~~~~3.4.11~~ [The FYC Events Executive\(s\).](#)

4. First Year Council

[The First Year Council shall consist of representatives from each residence, off-campus/commuting students, the Chair, Vice-Chair External, Vice-Chair Internal, and Vice-Chair Events;](#)

5.1 First Year Activity Councillors shall:

- 5.1.1 Councillor's must live in the residence building, live in off-campus housing, or be commuting students which corresponds to the position they were elected for during the fall-winter term;
- 5.1.2 Shall advocate for, and represent the opinions and concerns of their fellow residents or students;
- 5.1.3 Shall support programming of residence wide activities and events on behalf of their fellow residents/students;
- 5.1.4 Be part of the First Year Activity Council;
 - 5.1.4.1 Meet at least once a month, excluding December and April;
 - 5.1.4.2 Fifty percent (50%) of the members of the First Year Council shall constitute quorum at all First Year Council Meetings.

54. The First-Year Council [Core Executive](#)

4.1 The First Year Council Core Executive shall be composed of the following individuals:

- 4.1.1 Chair;
- 4.1.2 Vice-Chair External;
- 4.1.3 Vice-Chair Internal;
- 4.1.4 Vice-Chair Events.

4.14.2 The First-Year Council [Core Executive](#) shall:

- [4.1.14.2.1](#) Meet at least twice per month, excluding December and April-August;
- [4.1.24.2.2](#) Work with the FYC Coordinator to prepare and present the annual FYC budget to the Vice-President (Finance);
- [4.1.34.2.3](#) Report to the SRA twice per school term;
- [4.1.44.2.4](#) Conduct research and compile information regarding first-year student life and the first-year experience at McMaster University;
- [4.1.54.2.5](#) Provide a forum for discussion on issues of concern for first-year students
- [4.1.64.2.6](#) Seek to increase involvement of the first-year students in the MSU and student life at McMaster University;
- [4.2.7](#) Be responsible for participating in their initial transitions and ensuring adequate transition for their successors;
 - [4.1.7](#)
 - [4.1.7.14.2.7.1](#) Transition reports shall be submitted to the FYC Coordinator by September 15.

~~4.1 The First Year Council Core Executive shall be composed of the following individuals:~~

- ~~[4.1.1 Chair;](#)~~
- ~~[4.1.1 Vice Chair External;](#)~~
- ~~[4.1.1 Vice Chair Internal;](#)~~
- ~~[4.1.1 Vice Chair Events;](#)~~

[4.24.3](#) The FYC Coordinator shall:

- [4.2.14.3.1](#) Oversee all FYC operations;
- [4.2.24.3.2](#) Liaise with, and provide updates to, members of the Board of Directors, SRA, and Residence Life as needed or requested;
- [4.2.34.3.3](#) Reports to the Executive Board once over the summer and twice each school term regarding the progress of the FYC Coordinator job duties;
- [4.2.44.3.4](#) Submit a transition report to the incoming coordinator by September 15;
- [4.2.54.3.5](#) Ensure the efficient internal operation of the FYC and its compliance with this bylaw;
- [4.2.64.3.6](#) Oversee the finances of the FYC, and provide the FYC with monthly financial updates;
- [4.2.74.3.7](#) Call meetings of the FYC as requested by the Chair and prepare meeting agendas;
- [4.2.84.3.8](#) Be responsible for fulfilling the administrative needs of the FYC, including keeping attendance records and minutes of all FYC meetings;
- [4.2.94.3.9](#) Keep a contact list of the entire First-Year Council and interested MSU members;
- [4.2.104.3.10](#) Maintain and update the FYC content on the MSU website;
- [4.3.11](#) Perform other duties as outlined in the FYC Coordinator job description.

[4.4](#) The FYC Advocacy and Awareness Executive shall:

- 4.4.1 Support FYC representatives in the creation and implementation of campaigns that seek to educate, advocate, and raise awareness of various concerns and aspects of first year life;
- 4.4.2 Supervise the FYC consultation committees who will work toward the implementation of these campaigns;
- 4.4.3 Maintain relationships with McMaster partners to address concerns pertaining to first year dining, student life, housing, and academics;
- 4.2.11 Focus on helping creating campaigns that guide first year students through the various services and opportunities available to them at McMaster;
- 4.4.4 Perform other duties as outlined in the FYC Advocacy and Awareness Executive job description;
- 4.4.5 Be hired by a hiring committee composed of the FYC Coordinator, MSU President, and three outgoing FYC representatives.

4.5 The FYC Promotions Executive shall:

- 4.5.1 Support FYC representatives in the creation and implementation of all promotional and publication materials related to the FYC;
- 4.5.2 Inform and encourage a first-year students to run for FYC, advertising opportunities and events associated with the service, and building excitement and understanding of FYC across campus;
- 4.5.3 Be responsible for maintaining the visibility and publicity of the service both on and off campus, and ensuring the proper avenues for promotions are being utilized;
- 4.5.4 Perform other duties as outlined in the FYC Promotions Executive job description;
- 4.5.5 Be hired by a hiring committee composed of the FYC Coordinator, MSU President, and three outgoing FYC representatives.

4.6 The FYC Events Executive(s) shall:

- 4.6.1 Support FYC representatives in the planning and implementation of large-scale and small-scale events designed to support first-year success;
- 4.6.2 Be responsible for planning first-year social events for the broader community;
- 4.6.3 Oversee an internal Events Committee of FYC members and engage in the event planning process;
- 4.6.4 Perform other duties as outlined in the FYC Events Executive job description;
- 4.6.5 Be hired by a hiring committee composed of the FYC Coordinator, MSU President, and three outgoing FYC representatives.

4.34.7 The Chair shall:

- 4.3.14.7.1 Act as the chief spokesperson for the First-Year Council;
- 4.3.24.7.2 Regularly attend meetings of the SRA and the President's Council;
- 4.3.34.7.3 Maintain regular communication with the Society of Off-Campus Students, Residence Life and other campus groups to discuss pertinent issues affecting first-year students;
- 4.3.44.7.4 Chair meetings of the FYC;

4.3.54.7.5 Perform other duties as outlined in the FYC Chair job description.

4.44.8 The Vice-Chair Internal shall:

- 4.4.14.8.1 Assist with the Chair's duties as needed;
- 4.4.24.8.2 Serve as Vice-Chair of the FYC;
- 4.4.34.8.3 Liaise with, and ensure the participation of first-year ~~councillors~~councillors from each residence building;
- 4.4.44.8.4 Lead the Residence Activity Council;
- 4.4.54.8.5 Present an interim report to FYC in January and a year-end report in April summarizing the work of the Residence Activity Council;
- 4.4.64.8.6 Be responsible for keeping attendance records and minutes of all Residence Council meetings;
- 4.4.74.8.7 Conduct research and compile information about the living conditions and the student experience of first-year students living on McMaster campus;
- 4.4.84.8.8 Perform other duties as outlined in the FYC Vice-Chair Internal job description.

4.54.9 The Vice-Chair External shall:

- 4.5.14.9.1 Raise awareness of the FYC to the McMaster community;
- 4.5.24.9.2 Liaise with, and ensure the participation of, first-year representatives from academic division student societies and SOCS;
 - 4.5.2.14.9.2.1 Lead a council of first-year representatives from academic division representatives from the McMaster Faculty Societies and SOCS;
 - 4.5.2.1.14.9.2.1.1 The council shall meet at least once a month, excluding December and April;
 - 4.5.2.1.24.9.2.1.2 Fifty percent (50%) of first-year representatives from academic division student societies and SOCS shall constitute quorum at these meetings.
- 4.5.34.9.3 Conduct research and compile information about issues relating to academic and off campus student experiences;
- 4.5.44.9.4 Perform other duties as outlined in the FYC Vice-Chair External job description.

4.64.10 The Vice-Chair Events shall:

- 4.6.14.10.1 Plan and conduct events at least one event per semester for first-year students, intended to raise spirit within the McMaster University community;
- 4.6.24.10.2 Work with campus partners to ensure the execution of such events;

- ~~4.6.34.10.3~~ Maintain correspondence with Community Advisors (CAs) and the Vice-President Social of SOCS on different events and programs regarding first-year students;
- ~~4.6.44.10.4~~ Perform other duties as outlined in the FYC Vice-Chair Events job description.

5. ~~Residence Activity Council~~

~~5.1—The Residence Activity Council shall consist of representatives from each residence;~~

~~5.2—Residence Life Councilors shall:~~

~~5.2.1—Live in the corresponding residence building that they were elected in during the fall-winter term;~~

~~5.2.2—Shall advocate for, and represent the opinions and concerns of their fellow residents or students;~~

~~5.2.3—Shall support programming of residence wide activities and events on behalf of their fellow residents/students;~~

~~5.2.4—Be part of the Residence Activity Council;~~

~~5.2.4.1 Meet at least once a month, excluding December and April;~~

~~5.2.4.2 Fifty percent (50%) of the members of the Residence Activity Council shall constitute quorum at all residence council Meetings.~~

6. Disciplinary Procedures

6.1 Discipline for the elected members for FYC will follow the grounds and procedures of recall as outlined in **Bylaw 4 – Officers Board of Directors & Speaker**;

6.2 Discipline for official observers:

6.2.1 Refer to **Employment Policy – Disciplinary Procedures**;

6.2.2 Complaints regarding official observers shall be made to the FYC Coordinator.

6.2.3 Complaints regarding the FYC Coordinator shall be made to the President.

6.3 Appeals:

6.3.1 Probation, suspension, and dismissal may be appealed to the Executive Board.