



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 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:

Approved 03E
Revised 08D, 09R, 15K, 15M, EB 16-07, 16Q, 20M, 22E

2.5.1. In which the purpose will be:

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;

2.5.2. 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;

2.5.2.1. 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 nineteen (19) 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.

3.3 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 Director.

4 First Year Council

- 4.1 First Year Activity Councillors shall: 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;
- 4.2 First Year Activity Councillors shall:
 - 4.2.1 Councillors 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;
 - 4.2.2 Shall advocate for, and represent the opinions and concerns of their fellow residents or students;
 - 4.2.3 Shall support programming of residence wide activities and events on behalf of their fellow residents/students;
 - 4.2.4 Be part of the First Year Activity Council;
 - 4.2.4.1 Meet at least once a month, excluding December and April;
 - 4.2.4.2 Fifty percent (50%) of the members of the First Year Council shall constitute quorum at all First Year Council Meetings.

5. The First-Year Council Core Executive

- 5.1 The First Year Council Core Executive shall be composed of the following individuals:
 - 5.1.1 Chair;
 - 5.1.2 Vice-Chair External;
 - 5.1.3 Vice-Chair Internal;
 - 5.1.4 Vice-Chair Events.
- 5.2 The First-Year Council Core Executive shall:
 - 5.2.1 Meet at least twice per month, excluding December and April-August;
 - 5.2.2 Work with the FYC Coordinator to prepare and present the annual FYC budget to the Vice-President (Finance);
 - 5.2.3 Report to the SRA twice per school term;

- 5.2.4 Conduct research and compile information regarding first-year student life and the first-year experience at McMaster University;
- 5.2.5 Provide a forum for discussion on issues of concern for first-year students
- 5.2.6 Seek to increase involvement of the first-year students in the MSU and student life at McMaster University;
- 5.2.7 Be responsible for participating in their initial transitions and ensuring adequate transition for their successors;

5.2.7.1 Transition reports shall be submitted to the FYC Coordinator by September 15.

5.3 The FYC Coordinator shall:

- 5.3.1 Oversee all FYC operations;
- 5.3.2 Liaise with, and provide updates to, members of the Board of Directors, SRA, and Residence Life as needed or requested;
- 5.3.3 Reports to the Executive Board once over the summer and twice each school term regarding the progress of the FYC Coordinator job duties;
- 5.3.4 Submit a transition report to the incoming coordinator by September 15;
- 5.3.5 Ensure the efficient internal operation of the FYC and its compliance with this bylaw;
- 5.3.6 Oversee the finances of the FYC, and provide the FYC with monthly financial updates;
- 5.3.7 Call meetings of the FYC as requested by the Chair and prepare meeting agendas;
- 5.3.8 Be responsible for fulfilling the administrative needs of the FYC, including keeping attendance records and minutes of all FYC meetings;
- 5.3.9 Keep a contact list of the entire First-Year Council and interested MSU members;
- 5.3.10 Maintain and update the FYC content on the MSU website;
- 5.3.11 Perform other duties as outlined in the FYC Coordinator job description.

5.4 The Chair shall:

- 5.4.1 Act as the chief spokesperson for the First-Year Council;
- 5.4.2 Regularly attend meetings of the SRA and the President's Council;
- 5.4.3 Maintain regular communication with the Society of Off-Campus Students, Residence Life and other campus groups to discuss pertinent issues affecting first-year students;
- 5.4.4 Chair meetings of the FYC;
- 5.4.5 Perform other duties as outlined in the FYC Chair job description.

5.5 The Vice-Chair Internal shall:

- 5.5.1 Assist with the Chair's duties as needed;
- 5.5.2 Serve as Vice-Chair of the FYC;

- 5.5.3 Liaise with, and ensure the participation of first-year councillors from each residence building;
 - 5.5.4 Lead the Residence Activity Council;
 - 5.5.5 Present an interim report to FYC in January and a year-end report in April summarizing the work of the Residence Activity Council;
 - 5.5.6 Be responsible for keeping attendance records and minutes of all Residence Council meetings;
 - 5.5.7 Conduct research and compile information about the living conditions and the student experience of first-year students living on McMaster campus;
 - 5.5.8 Perform other duties as outlined in the FYC Vice-Chair Internal job description.
- 5.6 The Vice-Chair External shall:
- 5.6.1 Raise awareness of the FYC to the McMaster community;
 - 5.6.2 Liaise with, and ensure the participation of, first-year representatives from academic division student societies and SOCS;
 - 5.6.2.1 Lead a council of first-year representatives from academic division representatives from the McMaster Faculty Societies and SOCS;
 - 5.6.2.1.1 The council shall meet at least once a month, excluding December and April;
 - 5.6.2.1.2 Fifty percent (50%) of first-year representatives from academic division student societies and SOCS shall constitute quorum at these meetings.
 - 5.6.3 Conduct research and compile information about issues relating to academic and off campus student experiences;
 - 5.6.4 Perform other duties as outlined in the FYC Vice-Chair External job description.
- 5.7 The Vice-Chair Events shall:
- 5.7.1 Plan and conduct events at least one event per semester for first-year students, intended to raise spirit within the McMaster University community;
 - 5.7.2 Work with campus partners to ensure the execution of such events;
 - 5.7.3 Maintain correspondence with Community Advisors (CAs) and the Vice-President Social of SOCS on different events and programs regarding first-year students;
 - 5.7.4 Perform other duties as outlined in the FYC Vice-Chair Events job description.

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 – 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.