



Bylaw 3 – Student Representative Assembly

1. Purpose

- 1.1 The Student Representative Assembly (SRA) shall be 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.

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, policies, and policy statements of the MSU;
 - 3.1.2 Create, alter, or repeal MSU bylaws, within the restrictions of the Constitution and other bylaws of the MSU, to regulate the internal political affairs of the organization;
 - 3.1.3 Create, alter, or repeal MSU operating policies, within the restrictions of the Constitution and bylaws of the MSU, to direct the administration of the organization and its component departments;
 - 3.1.4 Create, alter, or repeal MSU policy statements; within the restrictions of the Constitution, bylaws, and operating policies of the MSU, to set forth principles guiding the actions of the organization and its component departments. Policy statements shall automatically lapse four (4) years after being approved unless reaffirmed by the SRA;

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

- 3.1.5 Elect MSU and SRA officers, and recall officers, as necessary, as provided in **Bylaw 4 – Officers**;
- 3.1.6 Elect standing committee members as indicated in **Bylaw 3/B – Standing Committees of the SRA**;
- 3.1.7 Serve as the full members of McMaster Students Union Incorporated, and in that capacity fulfill duties prescribed by the MSU corporate bylaws;
- 3.1.8 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;
 - 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 ([as defined by section 9.1](#)) 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 and policies;
 - 4.2.2 Provide written explanations to the Speaker prior to the end of the 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 terms of office;
 - 4.2.7 Contribute to their respective caucus year plan goals and ideas for the caucus to pursue, to be submitted to the Vice-President (Administration) by the caucus leader;
 - 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 make use of standing committees to ensure that:

- 5.1.1 Matters put forward for the Assembly's approval should 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 individuals not on the SRA;
- 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 [as defined by section 9.1](#);
 - 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.

9. Academic Divisions And 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 DeGroot School of Business;
- 9.1.3 Faculty of Engineering (**including the Integrated Biomedical Engineering and Health Sciences program (iBioMed)**);
- 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: including Honours Biochemistry & Biomedical Discovery and Commercialization specialization);
- 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;
 - 10.1.5 The First Year Council Chair, or designate;
 - 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;
 - 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 McMaster Indigenous Student Community Alliance;
 - 10.1.8.7 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.