

# YEAR PLAN

## **MSU Internal Governance Committee**

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2024-2025

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## **OFFICE OF THE INTERNAL GOVERNANCE COMMITTEE**

### **ASSOCIATE VICE-PRESIDENT INTRODUCTION**

To the members of the Student Representative Assembly,

The MSU has long been an organization dedicated to student life and success. In order to continue benefiting students through its initiatives, programs, services, and resources, it is imperative to have a strong foundation on which the MSU can run. This foundation is built by its operating policies and bylaws, an almost hidden aspect of the MSU from a student point of view, yet something imperative to its function. It is the role of the Internal Governance committee to ensure these documents are up to date, accurate, and well-reflective of the way the organization must be run.

My name is Veronica Larrazabal Zea, and I am the Associate Vice-President: Internal Governance for the 2024-2025 academic year. I discovered my passion for policy as an SRA/Executive Board member in my second year, and have been heavily involved with the MSU since, first as AVP: Services and now as IG. I am greatly looking forward to the work the committee will do and how we will help the MSU to continue growing and improving.

This year plan will outline the documents we are hoping to review as well as some other goals for the year.

Best Regards,

**Veronica Larrazabal Zea**

Associate Vice-President: Internal Governance

On behalf of the Internal Governance Committee

## GOALS

<b>Objective 1</b>	Rescinding of Bylaw 8 and Adoption of New Operating Policy
Description	Bylaw 8 – Policy Approval Process is better suited as an Operating Policy since it relates more to operations of the MSU. This requires the rescinding of the current bylaw and the creation of a new policy. Changes to be made are fairly minor regarding the process itself.
Benefits	The policy approval process and changes to the procedures will be more accurate.
Difficulties	Length of document means a lot of time must be spend in reviewing and editing before it is sent out for approval.
Long-Term Implications	Future SRA members, BoD, and IG Committee will have a more accurate document to follow when reviewing policies.
How?	By following the policy review process and consulting with MSU staff.
Partners	ASC, VP Admin, Executive Assistant, SRA

<b>Objective 2</b>	Reviewing the MSU Constitution
Description	Based on the policy review schedule created by the 23/24 AVP: Internal Governance, the Constitution must undergo a review. If any changes are to be made, there is a rigorous process that must be done and therefore will take a lot of effort and planning.
Benefits	The MSU Constitution can well-reflect the operations of the organization.
Difficulties	Promoting General Assembly/Referendum should any changes be made.

Long-Term Implications	The Constitution will be updated for the next five years unless other changes are brought forth.
How?	Following the policy review process (currently Bylaw 8) and the steps outlined in the Constitution.
Partners	VP Admin, ASC, Executive Assistant, SRA, student body

<b>Objective 3</b>	<p>Reviewing Bylaws:</p> <ul style="list-style-type: none"> <li>• Bylaw 10 – McMaster University Student Centre</li> <li>• Bylaw 6 – General Assembly</li> <li>• Bylaw 6, Appendix A – General Assembly Special Procedures</li> <li>• Bylaw 2 – MSU Membership</li> </ul>
Description	Based on the policy review schedule created by the 23/24 AVP: Internal Governance, these documents are to undergo a review. Some documents have not been reviewed since 2008, and therefore are in need of update.
Benefits	Reviewing these documents and adjusting them when necessary will allow for better accuracy and relevance to the way the MSU runs.
Difficulties	Any timing difficulties/delays due to consultations and busy schedules.
Long-Term Implications	These bylaws will not require a review for the next five years unless any changes are requested.
How?	By following the policy review process.
Partners	VP Admin, ASC, Executive Assistant, President, MUSC Staff, SRA

<b>Objective 4</b>	<p>Operating Policies:</p> <ul style="list-style-type: none"> <li>• Communications Strategy</li> <li>• Promotions and Advertising</li> <li>• Room Bookings</li> <li>• Space Allocation and Audit Committee</li> </ul>
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	<ul style="list-style-type: none"> <li>Document Management</li> </ul>
Description	Based on the policy review schedule created by the 23/24 AVP: Internal Governance, these documents are to undergo a review.
Benefits	Reviewing these documents and adjusting them when necessary will allow for better accuracy and relevance to the way the MSU runs.
Difficulties	Any timing difficulties/delays due to consultations and busy schedules.
Long-Term Implications	These policies will not require a review for the next five years unless deemed fit.
How?	By following the policy review process.
Partners	VP Admin, ASC, Executive Assistant, Comms Director, SRA

## LONG-TERM PLANNING

<b>Overarching Vision 1</b>	Maintaining Policy Review Schedule
Description	To continue/follow the schedule created by the 2023-2024 AVP Internal Governance
Benefits	This allows policies that have not been reviewed for a long time to be looked at with a more consistent schedule, to update policies to better reflect the times in which the MSU is being run.
Year 1	Cycle #2
Year 2	Cycle #3
Year 3	Cycle #4
Partners	ASC, VP Admin, Executive Assistant, Future IG committees/AVPs

## **GOALS** to strive for

### **List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

- Begin the following documents/have a minimum of three approved:
  - OP – Room Bookings
  - Bylaw 10 – McMaster University Student Centre
  - MSU Constitution
  - OP – Communications Strategy
  - OP – Promotions and Advertising
  - Successfully create new Operating Policy – Policy Approval Process
  - Bylaw 8 – Policy Approval Process

### **List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

- Work on and approve the following documents:
  - Bylaw 6 – General Assembly
  - Bylaw 6/A – General Assembly Special Procedures
  - Bylaw 2 – MSU Membership
  - OP – Document Management
  - OP – Space Allocation and Audit Committee
- Approve any fall semester documents that haven't been already
- IF amendments to the MSU Constitution must be made, have them approved by the student body

## **MASTER SUMMARY**

This summary outlines when we want to start working on documents outlined in the policy review schedule.

June	<ul style="list-style-type: none"> <li>• Committee introduction</li> <li>• Review documents brought forth by external stakeholders</li> </ul>
July	
August	
September	<ul style="list-style-type: none"> <li>• OP – Room Bookings</li> <li>• Bylaw 10 – McMaster University Student Centre</li> </ul>
October	<ul style="list-style-type: none"> <li>• Begin MSU Constitution</li> <li>• Bylaw 8 – Policy Approval Process</li> </ul>

November	<ul style="list-style-type: none"> <li>• OP – Communications Strategy</li> <li>• OP – Promotions and Advertising</li> </ul>
December	<ul style="list-style-type: none"> <li>• Off for exam season/winter break</li> </ul>
January	<ul style="list-style-type: none"> <li>• Bylaw 6 – General Assembly</li> <li>• Bylaw 6/A – General Assembly Special Procedures</li> <li>• Bylaw 2 – MSU Membership</li> </ul>
February	<ul style="list-style-type: none"> <li>• OP – Document Management</li> <li>• OP – Space Allocation and Audit Committee</li> <li>• IF amendments to MSU Constitution – bring to referendum</li> </ul>
March	<ul style="list-style-type: none"> <li>• IF amendments to MSU Constitution – bring to General Assembly</li> </ul>
April	<ul style="list-style-type: none"> <li>• Transition Report and Hiring of new AVP</li> </ul>