

Policy IX

Distribution of MSVU Students' Union Council Materials

9.01 The Recording Secretary shall work with the (Information Desk) The Hub to display a copy of the agenda/draft minutes and all reports included in the council package for the SRC a minimum of 48h prior to all council meetings. These copies should be displayed at visible locations in the following places:

- a. The Hub
- b. One on each SU display board (Seton/Evaristus Hall)

9.02 The Recording Secretary shall provide the Vice President Communications with an electronic copy of the agenda/draft minutes and all reports included in the council package for the SRC. The Vice President Communications will then publish these records to the student body a minimum of 48h prior to all council meetings. These copies shall be published in the following ways:

- a. On the MSVUSU website
- b. Links to MSVUSU website posted on relevant social media

9.03 The Vice President Communications will publish a newsletter to MSVUSU members, through email blast, every seven (7) days, on a day of the week of their choosing. This day will be set at the beginning of each academic semester. The newsletter will include a minimum of the following points:

- a. Links to; council minutes, draft minutes, agendas, Policies, Bi laws, the Constitution and list of council members which are published on the MSVUSU website.
- b. Notice of upcoming council meetings
- c. Notice of Bi-Law, Policy, and Constitutional changes
- d. Notice of known motions
- e. Notice of on campus events
- f. Any publications either submitted by or about; campus societies, MSVUSU members and/or SRC members, at the discretion of the Vice President Communications.

9.04 The Vice President Communications shall publish and maintain a list of all MSVUSU committees. The published information must include at least,

- a. The committee's name
- b. The committee's full mandate
- c. The committee's current membership
- d. The contact information for committee members