



## **Operating Policy 1.9.9 – MSU Clubs**

### **1. PURPOSE**

- 1.1 Clubs recognized by the MSU shall act as a centerpiece around which members of the McMaster community with similar interests, backgrounds, or ambitions can gather for educational, informational, and social purposes to benefit the McMaster community.

### **2. CLUB RECOGNITION**

- 2.1 Recognition as an MSU Club is a privilege based upon observance of certain procedures and acceptance of certain responsibilities. It follows that this privilege can be withdrawn, in whole or in part, if these procedures are neglected or responsibilities abrogated by the organization or group;
- 2.2 Under the terms of this policy, the MSU will not attempt to censor, control or interfere with any existing MSU Club on the basis of its philosophy, beliefs, interests or opinions expressed unless and until these lead to activities which are illegal or which infringe upon the rights and freedoms of others. By the same token, recognition as a club by the MSU implies neither endorsement of a particular club's beliefs or philosophy. It assumes only that the MSU has a responsibility to inform itself of organizations, which use University facilities and the MSU name, and to deny or withdraw recognition if the requirements of this policy are not observed;
- 2.3 By the same token, recognition as a club by the MSU implies neither endorsement of a particular club's beliefs or philosophy. It assumes only that the MSU has a responsibility to inform itself of organizations, which use University facilities and the MSU name, and to deny or withdraw recognition if the requirements of this policy are not observed;
- 2.4 All clubs wishing to use "MSU" or "McMaster Students Union" in their name must be recognized by the MSU;
- 2.5 Responsibility for the maintenance of the club recognition policy and mechanism of recognition shall be vested in the MSU Clubs Administrator; the Clubs Administrator shall solicit recommendations from the Clubs Executive Council (CEC), a minimum of once per semester in order to maintain the most effective policies possible. Changes to policy must be approved by majority vote of the SRA;

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- 2.6 Recognized clubs shall not engage in activities, which are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, or of charges for specific activities, programs or events, or to prohibit clubs from engaging in legitimate fundraising. Moreover, funding from the MSU shall be secondary to funds raised through legitimate fundraising activities, including sponsorships and membership fees. However, a recognized club group cannot:
- 2.6.1 Have as a major activity, a function that makes it an on-campus part of a commercial organization;
  - 2.6.2 Provide services and goods at a profit when that profit is used for purposes other than those of the organization or as a donation to a registered charity;
  - 2.6.3 Pay monies to some or all of its officers or members, except as a reimbursement for club expenses;
  - 2.6.4 Request funding and/or donations from the Executive Board.

### **3. MEMBERSHIP**

- 3.1 Membership in clubs shall be open to all MSU members, except where it jeopardizes the integrity of the club's purpose, as determined by the Clubs Administrator in consultation with said club's Executive (performance art clubs, etc);
- 3.2 The Clubs Administrator shall ensure to the best of their ability that all clubs, where practical, are inclusive in their membership practices and missions;
- 3.3 Non-MSU members may hold club membership upon invitation of the club, but may not hold Executive office, or any position, which gives them authority to expend MSU Club funds;
- 3.4 A minimum of 2/3 of the clubs membership must be constituted of MSU members (full-time undergraduate students);
- 3.5 Membership requirements and privileges must be clearly stated in the club constitution;
- 3.6 President must be elected by the general membership;
- 3.7 All members in good standing may be candidates in an election if they fulfill the requirements of that position as described in the club constitution, excluding MSU members.

### **4. RECOGNITION PROCEDURE**

- 4.1 In order to gain recognition as an MSU club, all applicants must show, to the satisfaction of the Clubs Administrator, that they will provide significant positive impact on the McMaster community and that they fill a need not currently satisfied by an existing club or other non-club student organization. The decision of the Clubs Administrator in this matter shall be made after reviewing the application package, consulting with the group's Executive and consulting with any other interested parties. The decision of the Clubs Administrator may be appealed to the CEC, which shall decide that matter based on advice from the club and from the Clubs Administrator. In the event of a tie, the Clubs

Administrator's decision shall stand. The decision of the CEC shall be made in closed session, is final, and cannot be appealed;

- 4.2 In the event that existing clubs are found, in the opinion of the Clubs Administrator, to be in direct competition with one another and are duplicating services, the Clubs Administrator shall make every practical effort to find different niches for the clubs. If this is found to be impractical, the Clubs Administrator, as their discretion, either merge the clubs or disband one or more of the clubs;
- 4.3 Any group requesting MSU club recognition shall submit a complete online application (posted at [www.msu.mcmaster.ca/clubs](http://www.msu.mcmaster.ca/clubs)) to the Clubs Administrator in order to receive MSU club status; such an application shall include:
  - 4.3.1 A membership list of the Executive (minimum of 4) including titles, valid e-mail addresses, student numbers, and phone numbers for each student;
  - 4.3.2 A membership list of at least ten (10) MSU members who wish to be part of the club (excluding executives listed as part of 4.3.1), including valid e-mail addresses and student numbers for each student;
  - 4.3.3 A proposed constitution which includes:
    - 4.3.3.1 An approved name;
    - 4.3.3.2 A statement of purpose;
    - 4.3.3.3 Membership privileges, duties, and restriction;
    - 4.3.3.4 Definition and responsibility of executive officers;
    - 4.3.3.5 Election procedures (nominations, campaign, voting, impeachment);
    - 4.3.3.6 Financial procedures;
    - 4.3.3.7 Meeting requirements and procedures;
    - 4.3.3.8 Method of constitutional amendments;
    - 4.3.3.9 Disclaimer.
  - 4.3.4 A cover letter stating the club's desire to be active this term;
  - 4.3.5 A proposed year plan for the upcoming year;
  - 4.3.6 A proposed budget.
- 4.4 Applications for recognition must be submitted online by the second Friday of March of as determined by the Clubs Administrator;
- 4.5 Where a group applying for recognition has direct connections with another body outside the MSU, either inside or outside the University, the nature of this connection and the name of the body must be disclosed fully and substantially in the application for recognition. Connections requiring disclosure include but are not limited to any kind of funding or sponsorship, or being an on-campus part of another body;
- 4.6 The MSU's interest in the constitution is based on its concern that organizations and individuals using its name and its facilities are genuine clubs, and that they pursue activities in accordance with the law, and in addition that such things are organizational structure, membership, procedures, rules of conduct, etc, are spelled out so that all members who join a club and take part in its activities may do so with full knowledge of their rights and responsibilities within the club;
- 4.7 Recognized clubs shall report to the Clubs Administrator the name of the bank, trust company or credit union, the branch, account numbers and signing officers for all bank accounts opened in their name. All clubs must maintain their accounts at the CIBC

Westdale Branch, or other branches as deemed acceptable by the Clubs Administrator on a case-by-case basis;

- 4.8 Clubs, whose applications are received after the deadline stated in 4.4 above, may apply to the Clubs Administrator for recognition until the date on which clubs training is held in September; these applications will be granted by a majority vote of the SRA at a regularly scheduled meeting after September;
- 4.9 All new clubs and clubs ratified by the SRA after September will be on probation for one year; the following will occur during the probation year:
  - 4.9.1 The Clubs Administrator will work closely with the club, and make recommendations at the end of the year as to whether or not the club should receive full recognition;
  - 4.9.2 Any club not recommended for full recognition at the conclusion of their probation will be placed on a second year of probation;
  - 4.9.3 If full recognition is not recommended after the second year, the club will be disbanded;
  - 4.9.4 The club shall notify the Clubs Administrator in advance of all club and Executive meetings and events;
  - 4.9.5 New clubs must submit a midterm (December) and a year-end (March) evaluation.
- 4.10 The Clubs Administrator, in consultation with the MSU Speaker, shall verify that the application, including proposed Constitution, satisfies the MSU Constitution, Bylaws and Policies;
- 4.11 Clubs shall have written their Constitution that their views and actions may not reflect the views of all the members of the McMaster Students Union or McMaster Students Union Inc.;
- 4.12 The Clubs Administrator shall distribute to the SRA, a list of those clubs that applied for recognition and recommend those applications found satisfactory;
- 4.13 Clubs will receive e-mail confirmation of their recognition status within two (2) weeks following SRA approval;
- 4.14 Any Constitutions deemed by the Clubs Administrator or the Speaker to require changes or further examination shall be returned to the clubs to make the necessary revisions; these Constitutions shall be presented to the SRA for ratification after all the appropriate changes have been made;
- 4.15 All clubs shall automatically lose recognition on September 1 unless their Constitution has been renewed by the SRA during a summer meeting; no club shall receive funding from the MSU until it is duly recognized;
- 4.16 A record of all changes and results of Constitution reviews will be kept on file by the MSU via the Clubs Administrator for perusal by all MSU members;

- 4.17 For all MSU Clubs whose primary purpose is to produce a publication, a Board of Publication shall be created with the terms of reference and membership to be ratified by the Executive Board.

## **5. MSU CLUB PRIVILEGES**

- 5.1 A recognized club shall:
- 5.1.1 Be eligible to use MSU notice boards and meeting rooms;
  - 5.1.2 Be eligible to book rooms on campus;
  - 5.1.3 Be able to use the Compass Information Centre to sell tickets and/or advertise their events at a reduced charge;
  - 5.1.4 Have a mailbox in the Clubs Space in MUSC Room 215;
  - 5.1.5 Be able to advertise events on the MSU Page in *The Silhouette*, in the weekly MSU Listserv e-mail message and Public Service Announcements on CFMU-FM 93.3 free of charge;
  - 5.1.6 Be eligible to make sue of the MSU name;
  - 5.1.7 Be eligible for funding from the MSU;
  - 5.1.8 Be eligible to do billing and credit at Underground Media & Design, provided there is no outstanding balance from a previous year;
  - 5.1.9 Be eligible for risk management liability coverage for their events through the McMaster University Risk Management policy;
  - 5.1.10 Be eligible to gain free access to all permanently-installed audio/visual equipment at McMaster University;
  - 5.1.11 Be eligible to participate in ClubsFest;
  - 5.1.12 Be eligible to consult with the Clubs Administrator on matters of club function, event planning, and problem solving;
  - 5.1.13 Be eligible to request available locker space;
  - 5.1.14 Be eligible to request available office space in ClubSpace;
  - 5.1.15 Be eligible to use space on the MSU website;
  - 5.1.16 Be eligible to book meeting rooms in ClubSpace.

## **6. MUSC CLUBS SPACE ALLOCATION PROCEDURES**

- 6.1 For the MUSC office spaces available for MSU recognized clubs, the following allocation procedures shall apply:
- 6.1.1 The offices shall be allocated via an application and lottery process overseen by the Clubs Administrator. The following restrictions shall apply to these spaces:
    - 6.1.1.1 Spaces shall be allocated for a period of one (1) year, with occupancy extending from date of allocation to no later than April 30<sup>th</sup>. At the end of that time period, they will again be available for allocation;
    - 6.1.1.2 Any MSU recognized club may apply or re-apply for these spaces;
    - 6.1.1.3 Three (3) clubs shall share one (1) office. In the event that one club wishes to move to another office space, such changes shall be made only with the full agreement of all clubs affected, as well as the Clubs Administrator;

- 6.1.1.4 The clubs occupying this space will have low-priority access to the clubs lockers;
  - 6.1.1.5 Applications for these spaces shall be submitted through e-mail to the Clubs Administrator. These applications shall be made available by the Clubs Administrator on the clubs website, shall contain both qualitative and quantitative questions, and shall be annually reviewed by the Clubs Administrator and the Clubs Executive Council;
  - 6.1.1.6 The spaces themselves shall be allocated using the following process:
    - 6.1.1.6.1 Clubs shall submit their responses to an application package;
    - 6.1.1.6.2 Each application received shall be reviewed by the Clubs Administrator and shall be judged on the 10 point Nault scale to give a grand total score for each application;
    - 6.1.1.6.3 After all the applications have been reviewed the Clubs Administrator shall allocate one ballot for the lottery to the top application;
    - 6.1.1.6.4 The first three (3) clubs chosen shall share the first available office, the second three clubs shall share the second available office, and the third three clubs chosen shall share the third available office and so on.
  - 6.1.2 One (1) office shall be allocated as shared clubs office space. This office shall be booked through the Clubs Administrator and shall be used for such purposes as office hours or Executive meetings for clubs that have not been allocated an office in 6.1.1;
  - 6.1.3 All clubs shall complete a club office contract and present it to the Clubs Administrator for signing prior to being granted office space access. Club Presidents shall present the signed contract to the MSU Administrative Assistant in MUSC 201 and leave a \$50.00 refundable cash deposit before receiving one (1) key for the allocated office;
  - 6.1.4 Clubs shall occupy no more than one (1) office space at a time.
- 6.2 For the locker spaces available to MSU recognized clubs in the MUSC Clubs Space, the following allocation procedures shall apply:
- 6.2.1 Clubs without office space shall have priority over those who have office space;
  - 6.2.2 Allocation of locker space shall be at the discretion of the Clubs Administrator;
  - 6.2.3 Clubs shall present the items they would like stored to the Clubs Administrator who shall decide which items warrant storage space;
  - 6.2.4 Locker space shall be allocated annually to clubs after they are approved by the SRA each year;
  - 6.2.5 The decision of the Clubs Administrator regarding locker assignment is final and cannot be appealed;
  - 6.2.6 All clubs shall sign a club locker contract prior to being granted locker access and present it to the Clubs Administrator for their signature;
  - 6.2.7 Clubs assigned a locker will submit a \$10 refundable cash deposit to the Clubs Administrator;
  - 6.2.8 The Clubs Administrator will provide the combination to a lock on the lockers.

- 6.3 For the mailboxes available to MSU recognized clubs in the MUSC Clubs Space, the following procedures shall apply:
  - 6.3.1 All MSU clubs shall be allocated a mailbox in the MUSC Clubs Space, to which both on and off campus mail may be sent;
  - 6.3.2 Allocation of mailboxes will be at the discretion of the Clubs Administrator;
  - 6.3.3 Where practical, club mailbox assignments will be constant from year to year;
  - 6.3.4 Clubs will sign a mailbox contract and submit it to the Clubs Administrator before any mail will be placed in the mailbox.
- 6.4 Decisions made under this section of the Operating Policy are final and cannot be appealed.

## **7. DUTIES OF CLUBS**

- 7.1 An MSU Club shall:
  - 7.1.1 Include the words: “A recognized and funded club (society/organization/association) of the MSU” under its name and the MSU logo on all letterhead, advertising, and publicity;
  - 7.1.2 Ensure that the clubs’ Constitution and statement of purpose are up to date and that the club is operating in accordance with both;
  - 7.1.3 Determine its own program membership and membership fee, consistent with the policies of the MSU;
  - 7.1.4 Keep a current copy of the MSU Clubs Handbook in their files and ensure that it is being followed;
  - 7.1.5 Hold election(s) prior to the second Friday in March;
  - 7.1.6 Ensure that the club’s Executive are MSU members;
  - 7.1.7 Ensure that the club’s Executive consists of at least a President, Vice-President, and Treasurer, and one additional Executive member. At least two of whom shall be signing authorities for the club;
  - 7.1.8 File, with the Clubs Administrator by e-mail prior to May 1<sup>st</sup>, the name, summer e-mail address and telephone number of a club member who will act as a summer contact;
  - 7.1.9 File, with the Clubs Administrator by the second Friday in September, any updates to the information required in the club’s application. As well as any updates to the club’s executive and constitution as they occur;
  - 7.1.10 Follow the policies and procedures outlined in the Clubs handbook and take direction from the Clubs Administrator as necessary;
  - 7.1.11 Follow all applicable laws of the land, including but not limited to MSU, McMaster University, local, provincial, and national by-laws, laws, rules, regulations, policies, and procedures;
  - 7.1.12 Attend clubs training and CEC meetings as called by the Clubs Administrator;
  - 7.1.13 Be financially responsible for their activities;
  - 7.1.14 Maintain communication with the Clubs Administrator by responding to all correspondence within 6 days;
  - 7.1.15 Empty the contents of their mailbox every week;
  - 7.1.16 Hold at least one general meeting per term with the following requirements:
    - 7.1.16.1 Notice must be given to the Clubs Administrator one week in advance;
    - 7.1.16.2 Detailed minutes shall be sent to the Clubs Administrator within two weeks following the meeting.

## 8. FUNDING

- 8.1 Only MSU recognized clubs shall be eligible for MSU clubs funding;
- 8.2 Funding shall follow a set criteria recommended by the Clubs Administrator and ratified by the Executive Board yearly;
- 8.3 Funding shall be given in the form of grants only; no loans will be given to clubs;
- 8.4 Funding shall be given in the form of reimbursement only; no advances shall be issued to clubs;
- 8.5 Any club that has its fee collected by the University is ineligible for funding from the MSU;
- 8.6 Sports, clubs for which there is a comparable University or intramural team on campus, will be ineligible for funding from the MSU;
- 8.7 Club grants shall be given out on an expense basis as follows:
  - 8.7.1 All clubs shall file a proposed budget for the upcoming year with the Clubs Administrator by e-mail, using the budget request form posted on the clubs website. Clubs shall refer to the clubs website to download the budget worksheet, complete it, and e-mail the file to the Clubs Administrator by October 1<sup>st</sup>;
  - 8.7.2 The Clubs Administrator will inform the club of the amount of their grant for the year by October 15 for those clubs who meet the prescribed deadlines;
  - 8.7.3 Clubs will only receive its money as it is spent, not in a lump sum at the beginning of the semester;
  - 8.7.4 A club will only receive money upon presentation of receipts, invoices, or valid written estimates to the Clubs Administrator. This documentation must accompany a completed club claims form, which shall be posted on the clubs website for download;
  - 8.7.5 Upon presentation of the documentation outlined above, the Clubs Administrator will authorize the issuing of a cheque to the club, for the amount noted on the form, to a maximum of the amount allocated to the club for the year;
  - 8.7.6 Funding shall only be granted for events held throughout the fiscal year; all receipts for reimbursement must be submitted by April 15<sup>th</sup> each year;
  - 8.7.7 All clubs may be required to submit their books for a random audit within five (5) business days, on request of the Clubs Administrator, failure to submit books may result in funding being suspended and automatic probationary status will be applied;
  - 8.7.8 No club shall receive in excess of \$1,000 for any event for which funding has been requested;
  - 8.7.9 Any moneys remaining in the club's individual bank account at the end of the fiscal year shall be considered the sole property of that club;
  - 8.7.10 If a club fails to renew its status, any moneys remaining in club bank accounts shall be held in trust for two (2) calendar years, at which time the Clubs Administrator shall close the account and the proceeds shall be added to the clubs grant budget line;



- 8.7.11 Clubs shall be responsible for any/all debts remaining from previous years;
  - 8.7.12 Funding appeals shall be taken to the Finance committee, through the Vice-President (Finance); the Finance Committee's decision shall be final.
- 8.8 Where the Clubs Administrator is a member of an MSU recognized club, the Vice-President (Finance) or delegate thereof shall designate all funding for that club.

## **9. CLUBS ADMINISTRATOR**

- 9.1 The Clubs Administrator shall:
- 9.1.1 Act as a liaison between MSU clubs, the McMaster Students Union, and McMaster University;
  - 9.1.2 Perform duties outlined in the Clubs Administrator job description;
  - 9.1.3 Ensure that OPERATING POLICY 1 – SERVICES and OPERATING POLICY 1.9.9 – MSU CLUBS is upheld;
  - 9.1.4 Prepare a year plan, mid-year, and year-end report in conjunction with the Assistant Clubs Administrator and present it to the SRA;
  - 9.1.5 Participate in transition with the outgoing Clubs Administrator and prepare transition for the incoming Clubs Administrator;
  - 9.1.6 Maintain regular communication with the Diversity Director;
  - 9.1.7 Maintain records of club constitutions and executive officers;
  - 9.1.8 Chair Clubs Executive Council meetings.

## **10. ASSISTANT CLUBS ADMINISTRATOR**

- 10.1 The Assistant Clubs Administrator shall:
- 10.1.1 Act as a liaison between MSU clubs, the McMaster Students Union, and McMaster University, in conjunction with the Clubs Administrator;
  - 10.1.2 Perform duties outlined in the Assistant Clubs Administrator job description;
  - 10.1.3 Ensure that OPERATING POLICY 1 – SERVICES and OPERATING POLICY 1.9.9 – MSU CLUBS is upheld;
  - 10.1.4 In conjunction with the Clubs Administrator, prepare a year plan, mid-year, and year-end report and present it to the SRA;
  - 10.1.5 Participate in transition with the outgoing Assistant Clubs Administrator and prepare transition for the incoming Assistant Clubs Administrator.

## **11. JUDICIAL POLICY**

- 11.1 The Clubs Judicial Policy is maintained in addition to, not instead of, the McMaster University Student Code of Conduct, the University Alcohol Policy, the Residence Discipline Code, and other codes of conduct or regulations and disciplinary procedures. The Clubs Judicial Policy is intended to address issues of conduct peculiar to Clubs that may or may not be addressed in other codes as well. The following offences shall constitute a material breach of the conditions under which clubs are recognized by the MSU and are subject to discipline as outlined in section 11.3:

- 11.1.1 Class A Offences: are actions that interfere with the right of an individual or group to enjoy life in the McMaster community. They include:
  - 11.1.1.1 Intentionally running a club in a manner which negatively affects the ability of another club, non-club group, or individual to conduct their lawful affairs;
  - 11.1.1.2 Interfering with another club's activity that has been approved by the Clubs Administrator;
  - 11.1.1.3 Any other actions, which unnecessarily cause a significant nuisance for an individual or group.
- 11.1.2 Class B Offences: are actions, which negatively affect the ability of the MSU to properly provide support to its clubs. They include:
  - 11.1.2.1 Running any event substantially differently than portrayed to the Clubs Administrator in a detrimental manner;
  - 11.1.2.2 Failure to fulfill a mission statement as provided to the Clubs Administrator;
  - 11.1.2.3 Failure to abide by the rules of the clubs' space as posted;
  - 11.1.2.4 Failure to uphold the terms of a mailbox, locker, or office contract;
  - 11.1.2.5 Failing to abide by any part of this or any other MSU or University policies, the McMaster University Risk Management Policy notwithstanding;
  - 11.1.2.6 Failure to comply with instructions or sanctions received from the Clubs Administrator;
  - 11.1.2.7 Conduct unbecoming of an MSU club;
  - 11.1.2.8 Any other actions, which unnecessarily hinder the ability of the MSU to properly, support its clubs.
- 11.1.3 Class C Offences: are actions, which endanger the safety or security of any person or property. Class C Offences will always result in a punitive sanction. They include:
  - 11.1.3.1 Any illegal behaviour;
  - 11.1.3.2 Failure to comply with the McMaster University Risk Management policy;
  - 11.1.3.3 Any other actions, which unnecessarily jeopardize the safety or security of any person or property.
- 11.2 The Clubs Administrator shall be the primary investigative and judicial officer in the event that a club is suspended of any of the above offences. The Clubs Administrator shall exercise their best judgment in interpreting and applying these policies and shall conduct an investigation into any allegations of misconduct, and sanction any clubs found to be in violation at their discretion, subject to appeal at the CEC;
- 11.3 Clubs found to be guilty of any offences described in 11.1 shall be subject to the following sanctions:
  - 11.3.1 The Clubs Administrator may hand out the following sanctions at their discretion, in consultation with the Vice-President (Finance). The Clubs Administrator shall notify the CEC within 72 hours of the clubs reaching a decision. Any punitive

sanction may be appealed to the CEC and any clubs intending to appeal shall notify the Clubs Administrator of their intent to appeal within one (1) week of being sanctioned. Appeals will be held at the soonest possible CEC meeting:

- 11.3.1.1 Punitive letter of Caution: The Clubs Administrator may issue a letter to the club, advising them of the infraction and placing them on probation for a period of not more than one (1) calendar year. During the period of probation, clubs shall report all events and Executive meetings to the Clubs Administrator in advance and if found to be in violation of the clubs judicial policy again, will be subject to mandatory disciplinary action;
  - 11.3.1.2 Proxy Appointment: If, in the opinion of the Clubs Administrator, the issue in question has been a result of poor or inadequate leadership on the part of the club's President or other Executive members, the Clubs Administrator may appoint a proxy to be present at all Executive and general meetings and any other events they deem necessary. This proxy shall report on a bi-weekly basis to the Clubs Administrator and act as a monitor of the club, with the authority to defer any decisions at Executive meetings pending approval or rejection by the Clubs Administrator and available to supervise any general meetings or events. The proxy shall report to the Clubs Administrator at least every 30 days and the Clubs Administrator shall decide whether or not to lift the sanction;
  - 11.3.1.3 Monetary Sanction: If a club is found to be in violation of any clubs policies, the Clubs Administrator may fine the club up to one hundred dollars (\$100.00) per offence. These fines shall be levied against the club's current and future funding if the club fails to pay the fine. All proceeds from fines shall be added to the clubs grant budget line.
- 11.3.2 In the event of a more serious infraction, the Clubs Administrator may call a meeting of the CEC to hear the case and decide on a more severe penalty. The CEC may reach one of the following decisions. Sanctions that can only be handed down by the CEC include:
- 11.3.2.1 Disbandment: If in the opinion of the CEC, a club is either incapable of or unwilling to correct its behavior and the interests of the MSU and student body would be best served by the disbandment of a club, the Clubs Administrator has the right to recommend that the SRA rescind the MSU's recognition of the club. This sanction is subject to ratification by the SRA and shall only be used in situations where all other reasonable courses of action have been pursued. This sanction shall remain in effect for a minimum of one (1) full calendar year and carries with it the stipulation that a club must present evidence to the satisfaction of the CEC that they have reformed in order for it to be lifted. All clubs that are removed from the disbanded list will be placed on probationary status for their first subsequent year of operations;
  - 11.3.2.2 Membership restrictions: Where the CEC finds cause to sustain a charge of individual misconduct on the part of a club Executive, instead of sanctioning the club as a whole, that member shall be barred from holding Executive office in any MSU club for one (1) calendar year.

That Executive position shall then be filled in accordance with the club's Constitution.

- 11.4 Where the Clubs Administrator is a member of an MSU recognized club, the Vice-President (Finance) or delegate thereof shall investigate all offences allegedly committed by that club;
- 11.5 Any actions taken by the MSU shall be independent of those taken by any other judicial body;
- 11.6 All allegations of misconduct made on the basis of discrimination or harassment shall be referred to Human Rights & Equity Services.

## **12. EXECUTIVE AUTHORITY**

- 12.1 Operating Policy 1.9.9 – MSU Clubs shall not preclude the Clubs Administrator from devising creative solutions to novel situations. Such solutions shall be made in consultation with the Vice-President (Finance).