



Operating Policy 1.9.9.1 – Clubs Executive Council

1. PURPOSE

- 1.1 To provide a forum that will create a networking system between recognized MSU clubs for the purpose of exchanging information and the pooling of resources within the clubs structure and with other student organizations;
- 1.2 Act as the Clubs Administration Advisory Board.

2. MEMBERSHIP

- 2.1 Members shall be:
 - 2.1.1 Clubs Administrator (chairperson);
 - 2.1.2 Assistant Clubs Administrator (vice-chairperson);
 - 2.1.3 Five (5) Divisional Chairs:
 - 2.1.3.1 Chair of Academic clubs;
 - 2.1.3.2 Chair of Cultural clubs;
 - 2.1.3.3 Chair of Religious clubs;
 - 2.1.3.4 Chair of Recreational clubs;
 - 2.1.3.5 Chair of Social Issues clubs;
 - 2.1.4 MSU Diversity Director;
 - 2.1.5 Two (2) SRA members;
 - 2.1.6 One (1) MSU member;
 - 2.1.7 MSU President.
- 2.2 Each division of the Clubs Executive Council (CEC) shall hold elections to fill the position of the Chairperson for each division during September clubs training annually;
- 2.3 SRA and MSU representatives shall be elected to the Clubs Executive Council at the time when elections occur for all other MSU standing committees;
- 2.4 A by-election to fill vacancies on the Clubs Executive Council shall be held within fifteen (15) business days of vacancy being declared by the Clubs Administrator;
- 2.5 Quorum shall consist of the Clubs Administrator, the Assistant Clubs Administrator, at least one (1) SRA representative, and the Divisional Chairs;

- 2.6 Any member missing two (2) consecutive Clubs Executive Council meetings or more than three (3) meetings per academic year without cause will forfeit their seat on the Clubs Executive Council.

3. DUTIES OF THE COUNCIL

- 3.1 The Clubs Executive Council shall:
- 3.1.1 Meet as necessary and at least once per semester with the aim of representing the needs of all recognized clubs in each of the five (5) divisions;
 - 3.1.2 Assist the Clubs Administrator with planning and promotion of Club Administration events;
 - 3.1.3 Assist the Clubs Administrator with the selection of clubs deserving of the Annual Awards for Outstanding Clubs and planning the MSU Clubs Awards and Appreciation Night;
 - 3.1.4 Facilitate the Clubs Administrator's evaluation by clubs;
 - 3.1.5 Develop other events and activities that will enhance the awareness of the MSU and Clubs;
 - 3.1.6 Act as an advisory body to the Clubs Administrator on matters which concern the MSU Clubs and provide advice on necessary policy changes;
 - 3.1.7 Act as a judicial and appeal body for clubs as described in OPERATING POLICY 1.9.9 – MSU CLUBS. Only where specifically stated in that operating policy may the Clubs Administrators' decision be appealed.

4. DUTIES OF THE CHAIRPERSON

- 4.1 The Chairperson shall:
- 4.1.1 Call the first meeting of the Clubs Executive Council before October 1st and all meetings thereafter;
 - 4.1.2 Ensure members receive notice and a tentative agenda at least five (5) business days prior to the meeting;
 - 4.1.3 Coordinate activities of the Committee.

5. DUTIES OF THE DIVISIONAL CHAIRS

- 5.1 The Divisional Chairs shall:
- 5.1.1 Host divisional meetings to consult clubs in their division on matters pertinent to those clubs;
 - 5.1.2 Hold a minimum of one (1) hour per week of office hours in ClubSpace to make themselves available to Clubs;
 - 5.1.3 Distribute information to the clubs within their divisions;
 - 5.1.4 Act as the representative of the clubs in their division at CEC meetings;
 - 5.1.5 Attend all CEC meetings called by the Chairperson;
 - 5.1.6 Promote the awareness of MSU Clubs at McMaster University and the greater community.