OPERATING POLICY – 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 (official observer);
2.1.2 Assistant Clubs Administrator – Administration and Policy (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;

2.2 Each divisional chair of the Clubs Executive Council (CEC) shall be selected by the Clubs Administrator via an application process. Each application package shall consist of;

2.2.1 A cover letter detailing why they feel qualified to be their divisional chair;
2.2.2 A resume that includes a record of all MSU Club related activities.

2.3 SRA and MSU representatives shall be elected to the Clubs Executive Council at the time when elections occur for all other MSU committees;

2.4 The application period to fill divisional chair member vacancies shall be opened within two (2) school days of the vacancy being declared by the Clubs Administrator and closed within fifteen (15) school days of the vacancy being declared.

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2.5 By-elections to fill SRA and MSU member vacancies on the Clubs Executive Council shall be conducted according to established MSU procedures;

2.6 Quorum shall consist of the Assistant Clubs Administrator – Administration and Policy (chairperson), three (3) Divisional Chairs, one (1) SRA member, and one (1) other voting member.

2.7 Any member missing two (2) consecutive Clubs Executive Council meetings or more than three (3) meetings per academic year without written explanation to the Chair 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 twice 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 Department 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 Develop other events and activities that will enhance the awareness of the MSU and Clubs;
3.1.5 Act as an advisory body to the Clubs Administrator on matters which concern the MSU Clubs and provide advice on necessary policy changes;
3.1.6 Act as a judicial and appeal body for clubs as described in OPERATING POLICY – MSU CLUBS. Only where specifically stated in that operating policy may the Clubs Administrator's decision be appealed.

4. DUTIES OF THE CHAIRPERSON

4.1 The Chairperson shall:

4.1.1 Open the application period for the divisional chair positions at the same time applications for ClubsFest are opened;
4.1.2 Close the application period for the divisional chair positions immediately following clubs training;
4.1.3 Notify all divisional chair applicants of their application status by before October 1;
4.1.4 Call the first meeting of the Clubs Executive Council before October 1 and all meetings thereafter;
4.1.5 Ensure members receive notice and a tentative agenda at least two (2) school days prior to the meeting;
4.1.6 Coordinate activities of the Committee and delegate tasks where needed.

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;
5.1.1.1 Notify all members of their division of the meeting date, time, and location no later than five (5) school days prior to the meeting;
5.1.1.2 Notify all members of their division of the agenda no later than two (2) school days prior to the meeting.

5.1.1.3 Add meeting topics as requested by members of their division.

5.1.2 Be available via email and a minimum of one (1) hour per week of office hours in ClubSpace to make themselves available to clubs and shall refer questions to the Clubs Administrator when necessary;

5.1.3 Distribute information to the clubs within their divisions;

5.1.4 Accept and compile requests from clubs to be shared on MSU Clubs social media by the Clubs Administrator or Assistant Clubs Administrators;

5.1.5 Act as the representative of the clubs in their division at CEC meetings;

5.1.6 Attend all CEC meetings called by the Chairperson;

5.1.7 Promote the awareness of MSU Clubs at McMaster University and the greater community.

5.1.8 Review the operations of the Clubs Executive Council as they proceed and look for areas of improvement.

6. **DUTIES OF THE SRA MEMBERS**

6.1 The SRA members shall:

6.1.1 Send at least one (1) representative to divisional meetings;

6.1.2 Act as a liaison between the MSU Clubs department and the MSU as a whole;

6.1.3 Update the SRA of relevant Club Executive Council and MSU Clubs department activities at SRA meetings;

6.1.4 Act as the representative of the clubs at CEC meetings;

6.1.5 Attend all CEC meetings called by the Chairperson

6.1.6 Promote the awareness of MSU Clubs at McMaster University and the greater community

6.1.7 Review the operations of the Clubs Executive Council as they proceed and look for areas of improvement