



Memo

From the office of the...

Operations Commissioner

TO: Members of the Student Representative Assembly
FROM: Miranda Clayton, Operations Commissioner
SUBJECT: Changes to operating policy 1.9.9.1 – CLUBS EXECUTIVE COUNCIL
DATE: June 16, 2015

Dear Assembly,

This memo outlines the proposed changes to the Clubs Executive Council Operating Policy as unanimously recommended by the Operations Committee.

Background

When I was preparing my platform for the Operations Commissioner election I took a look at some policies to get a feel for them and look for places to make changes. Naturally, I gravitated towards the clubs related ones and was surprised to find that what was defined 1.9.9.1 was not how the Clubs Executive Council was actually operating. This policy has not been revised since meeting 07P and it needs these edits to reflect the needs of the Clubs department as it is now.

Policy Changes

Administrative Assistants

The policy was edited to reflect that there are now two Administrative Assistants, not one.

Application Process

Divisional Chair positions on the Clubs Executive Council used to be elected by their division but this is no longer feasible due to the timing of when these positions need to be filled and the difficulty of getting quorum on the day of the election. Because of this, the Divisional Chair positions have been filled via an application process for the past few years. This process has been working so it was defined as the new selection method for Divisional Chairs and a timing guidelines for the opening and closing of the application period have been given.

Quorum

Quorum used to require nearly everyone to be there to hold the meeting and that was an obstacle in the past as this committee is large and coordinating schedules is very difficult. The edit enables meetings to be held with fewer members so meetings can be called on shorter notice if need be to make decisions.

Attendance

It was stipulated that if a member is going to miss a meeting they must submit a written explanation to the Chair. Missing more than three meetings in an academic year without submitting a written explanation to the Chair will result in the loss of their seat. Previously, the policy only said “without cause” but in order to be held accountable for their actions the member must explain why they were absent.

Duties of the Chairperson

This section was edited to reflect the duties that come with opening and closing the Divisional Chair application period, when they should select and notify applications of their decision by, and when they should distribute the agenda for meetings.

Duties of the Divisional Chairs

This section was edited to define their responsibilities surrounding divisional meetings, include that along with a minimum of one office hour a week they must be available via email to answer questions, stipulate that they are to pass off questions to the Clubs Administrator when necessary in order to avoid misinforming their constituents, and help in promoting club activities by taking divisional requests for sharing on the MSU Clubs social media accounts. All of these edits were made with the overall goal of making clubs more peer support based in the hope of easing the burden on the clubs staff.

Duties of the SRA Members

I added this section because previously the SRA had no actual duties other than attending meetings and I felt that was useless. There are SRA seats on this committee for a reason so I defined these reasons through the responsibilities of attending divisional meetings, acting as the liaison between MSU Clubs and the MSU as a whole, and updating the SRA on relevant Clubs Executive Council and Clubs activities at SRA meetings.

Please do not hesitate to contact me if you have any questions about these changes or would like to discuss my reasoning behind them and possible impacts. I can be reached at sraops@msu.mcmaster.ca, (647) 967 – 8631, or would be happy to meet with you at your request. I will see you all at the retreat!

Sincerely,

Miranda Clayton
Operations Commissioner
McMaster Students Union
sraops@msu.mcmaster.ca