



# Operating Policy – Clubs Advisory Council

## 1. Purpose

- 1.1 To facilitate the representation of MSU students in the ratification and disbandment of MSU clubs;
- 1.2 To provide a platform by which the MSU Clubs Department may collect information from current representatives within the MSU;
- 1.3 To contribute to the sustainability and modernization of MSU policies.

## 2. Membership

- 2.1 Members shall be:
  - 2.1.1 Clubs Administrator (official observer);
  - 2.1.2 Assistant Clubs Administrator (chairperson);
  - 2.1.3 Ten (10) Divisional Chairs:
    - 2.1.3.1 Two (2) Chairs of Academic clubs;
    - 2.1.3.2 Two (2) Chairs of Cultural clubs;
    - 2.1.3.3 Two (2) Chairs of Religious clubs;
    - 2.1.3.4 Two (2) Chairs of Recreational clubs;
    - 2.1.3.5 Two (2) Chairs of Social Issues clubs.
- 2.2 Each division shall instate one (1) MSU member and one (1) SRA member;
- 2.3 SRA and MSU representatives shall be elected to the Clubs Advisory Council (CAC) by the SRA 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) business days of the vacancy being declared by the Clubs Administrator and closed within fifteen (15) business days of the vacancy being declared;
- 2.5 By-elections to fill SRA and MSU member vacancies on the CAC shall be conducted according to established MSU procedures;
- 2.6 Quorum shall consist of the Assistant Clubs Administrator and 50% of the Divisional Chairs;
  - 2.6.1 Vacancies will reduce the quorum value;
  - 2.6.2 Leaves of absences shall not reduce the quorum value.

- 2.7 Any member missing two (2) consecutive CAC meetings or more than three (3) meetings per academic year without written explanation to the Chair will forfeit their seat on the CAC.

### **3. Duties of the Council**

- 3.1 The CAC 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 Actively oversee the ratification process for clubs delegated amongst divisional reviews and interviews in accordance with **Operating Policy – Clubs Status**;
- 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 Act as an advisory body to the Clubs Administrator on matters which concern MSU clubs and provide advice on necessary policy changes;
- 3.1.5 Act as the primary ratification body for clubs as described in **Operating Policy – Clubs Operations** and **Operating Policy – Clubs Status**.
- 3.1.6 Fulfil any other responsibilities as outlined in **Operating Policy – Clubs Operations**, **Operating Policy – Clubs Status**, and **Operating Policy – Clubs Financial Procedures**.

- 3.2 The Chairperson shall:

- 3.2.1 Open and close the application period for the divisional chair positions in tandem with other MSU committees;
- 3.2.2 Call the first meeting of the CAC before June 1<sup>st</sup>;
- 3.2.3 Ensure members receive notice and a tentative agenda at least two (2) school days prior to any scheduled meetings;
- 3.2.4 Supervise all club interviews conducted during the ratification process;
- 3.2.5 Coordinate activities of the Committee and delegate tasks where needed.

- 3.3 The Divisional Chairs shall:

- 3.3.1 Contact all members of their division after the adjournment of their first meeting and before the commencement of their second meeting:
  - 3.3.1.1 Communicate their email availability to all clubs' emails within their division;
  - 3.3.1.2 Notify all clubs within their division of their policy interests.
- 3.3.2 Attend all CAC meetings called by the Chairperson;
- 3.3.3 Act as the representative of the clubs in their division at CAC meetings;
- 3.3.4 Review the operations of the Clubs Department and CAC to provide feedback for future improvement.

- 3.4 The SRA Divisional Chairs shall also:

- 3.4.1 Act as a liaison between the MSU Clubs Department and the MSU as a whole;
- 3.4.2 Update the SRA of relevant CAC and MSU Clubs Department activities at SRA meetings;
- 3.4.3 Promote awareness of the MSU Clubs Department to their constituents and the MSU student body.