



# Operating Policy – Clubs Operations

## 1. PURPOSE

- 1.1. To recognize clubs under the MSU that shall act as a centerpiece around which members of the McMaster community may benefit from interactions with others who share similar:
  - 1.1.1. Interests;
  - 1.1.2. Backgrounds;
  - 1.1.3. Ambitions.
- 1.2. To empower club members to gather for educational, informational, and/or social purposes.

## 2. CLUB DEFINITION

- 2.1. An MSU club is a society, organization, or association of the MSU that attains recognition in accordance with **Operating Policy – Clubs Status**.
- 2.2. MSU Clubs shall:
  - 2.2.1. Be recognized by the MSU;
  - 2.2.2. Operate in accordance with all relevant McMaster University policies;
  - 2.2.3. Operate in accordance with all relevant MSU bylaws and operating policies;
  - 2.2.4. Access clubs privileges in accordance with Section 4 of this policy where appropriate;
  - 2.2.5. Perform clubs duties in accordance with Section 5 of this policy;
  - 2.2.6. Operate under the purview of the Clubs Department, the Clubs Advisory Council (CAC), the Clubs Appeal Board (CAB), and the Student Representative Assembly (SRA).

## 3. CLUBS MEMBERSHIP

- 3.1. Membership in clubs shall be open to all MSU members;
  - 3.1.1. Exceptions may be made where granting membership jeopardizes the integrity of the club's purpose;
    - 3.1.1.1. Such exceptions shall be determined by the Clubs Administrator in consultation with said club's Executive on a case-by-case basis.
    - 3.1.1.2. Membership requirements and privileges must be clearly stated in the club's constitution.
- 3.2. Non-MSU members may hold club membership upon invitation from the club;

- 3.2.1. Non-MSU members may not hold Executive office or any position which gives them authority to expend MSU Club funds;
- 3.2.2. A minimum of two thirds (2/3) of the club's membership must be constituted of full-time MSU members (full-time undergraduate students).
- 3.3. All members in good standing may be candidates in an election if they fulfill the requirements of that position as described in the club's Constitution, excluding MSU members.
- 3.4. A club's President must be elected by the general membership, in a process determined annually by the Clubs Administrator.
- 3.5. A club member may be given a notice of removal for reasons including, but not limited to:
  - 3.5.1. Violation of any McMaster University policy;
  - 3.5.2. Violation of MSU bylaw or operating policy;
  - 3.5.3. Non-disclosure of a significant conflict of interest;
  - 3.5.4. Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club;
  - 3.5.5. Commitment of an act that negatively affects the interests of the Club and/or its members;
  - 3.5.6. Any violation committed by a Club that the CAC has determined to be the responsibility of a single member or group of members;
  - 3.5.7. Any violation otherwise specified in the approved Club's Constitution.
- 3.6. Members, as outlined in the club's Constitution, may be removed by two thirds (2/3) affirmative vote of the Executive members;
  - 3.6.1. Names of removed individuals and the reasoning for removal must be submitted to the Clubs Administrator within five (5) days of the decision;
  - 3.6.2. Notice of removal shall be delivered by the club's President;
  - 3.6.3. Removed members may submit an appeal to the CAC within five (5) days of their removal;
    - 3.6.3.1. The decision of the CAC is final and is not subject to further appealed.
  - 3.6.4. Any member that is removed from a club shall not be refunded any membership fees.
- 3.7. Club's President, VP Finance or other elected club executives, as outlined in the Club's Constitution, may be removed by two thirds (2/3) affirmative vote of the club's MSU members;
  - 3.7.1. If the member removed is the club President, notice shall be delivered to the Clubs Administrator by an alternate member of the club's Executive;
  - 3.7.2. Removed executive members will become general club members and are subject to section 3.6 of this policy.

## **4. CLUBS PRIVILEGES**

- 4.1. A recognized club shall be eligible for:
  - 4.1.1. Financial support;
    - 4.1.1.1. Funding from the MSU in accordance with **Operating Policy – Clubs Financial Procedures**;
    - 4.1.1.2. Billing and credit at Underground Media & Design, provided there is no

outstanding balance from a previous year;

4.1.1.2.1. Management of follow-up for outstanding balances to the Underground will be completed by the Clubs Administrator and Underground Service Manager.

4.1.2. Administrative support;

4.1.2.1. Use of the MSU name;

4.1.2.2. Free access to all permanently installed audio/visual equipment at McMaster University;

4.1.2.3. Risk management liability coverage for their events through the McMaster University Risk Management policy;

4.1.2.3.1. Risk management liability coverage is limited to clubs that do not involve activities with high levels of physicality or risk.

4.1.3. Promotional support;

4.1.3.1. Participation in ClubsFest;

4.1.3.2. Space on the MSU website;

4.1.3.3. Free or discounted event advertising space;

4.1.3.4. Ticket selling through MSU Eventbrite at a reduced charge;

4.1.3.5. Use of MSU notice boards.

4.1.4. Training sessions and workshops.

4.1.5. Space booking services;

4.1.5.1. Use of available club locker space;

4.1.5.2. Use of ClubSpace;

4.1.5.3. Use of a mailbox;

4.1.5.4. Use of MSU meeting rooms.

4.2. ClubSpace will prioritize bookings for ratified MSU clubs;

4.2.1. Bookings will be made available to clubs thirty (30) days in advance and will be filled on a first-come, first-serve basis;

4.2.2. Only one (1) group may book out ClubSpace at a time, except for hosting a bake sale table at the entrance to ClubSpace which may be booked by a second club;

4.2.3. Clubs may book the space a maximum of four (4) times a month, and for a maximum of four (4) hours per booking with additional hours to be allocated at the discretion of the Clubs Administrator;

4.2.4. All bookings shall be made online via the Clubs portal;

4.2.5. Non-club MSU student organizations may book Clubs Department spaces fourteen (14) days in advance of the date at the discretion of the Clubs Administrator.

4.3. Only MSU-recognized clubs can apply for office space in line with the following restrictions:

4.3.1. The offices shall be allocated via an application and lottery process overseen by the Clubs Administrator;

4.3.2. Spaces shall be allocated for a period of one (1) year, with occupancy extending from date of allocation to no later than April 30. At the end of that time period, they will again be available for allocation;

4.3.3. Three (3) clubs shall share one (1) office. If 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;
- 4.3.4. The clubs occupying this space will have low-priority access to the clubs lockers;
- 4.3.5. Applications for these spaces shall be submitted 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 which be periodically reviewed by the Clubs Administrator;
- 4.3.6. The spaces themselves shall be allocated using the following process:
  - 4.3.6.1. Clubs shall submit their responses to an application package;
  - 4.3.6.2. Each application received shall be reviewed by the Clubs Administrator.
- 4.3.7. 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 Services Coordinator in MUSC 201 and leave a deposit as outlined in **Operating Policy – Key Access** before receiving one (1) key for the allocated office;
- 4.3.8. Clubs shall occupy no more than one (1) office space at a time.
- 4.3.9. 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 7.2;
- 4.4. Only MSU-recognized clubs may apply for locker space in line with the following restrictions:
  - 4.4.1. The lockers shall be allocated via an application process overseen by the Clubs Administrator;
  - 4.4.2. Clubs without office space shall have priority over those who have office space;
  - 4.4.3. The decision of the Clubs Administrator regarding locker assignment is final and cannot be appealed;
  - 4.4.4. All clubs shall sign a club locker contract prior to being granted locker access and present it to the Clubs Administrator for their signature;
  - 4.4.5. Clubs assigned a locker will submit a \$10 refundable deposit to the MSU Accounting Department;
  - 4.4.6. The Clubs Administrator will provide the combination lock for the lockers. Other locks will not be accepted.
- 4.5. For the mailboxes available to MSU recognized clubs in ClubSpace, the following procedures shall apply:
  - 4.5.1. All MSU clubs shall be allocated a mailbox in ClubSpace, to which both on and off campus mail may be sent;
  - 4.5.2. Where practical, club mailbox assignments will be constant from year to year.
- 4.6. Decisions made under Section 4 of this operating policy are final and cannot be appealed.

## 5. CLUBS DUTIES

- 5.1. An MSU Club shall:
  - 5.1.1. 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;
  - 5.1.2. Ensure that the club’s Constitution and statement of purpose are up to date and that the club is operating in accordance with both;
  - 5.1.3. Determine its own program membership and membership fee consistent with the policies of the MSU;
  - 5.1.4. 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, preferably the President, who will act as a summer contact;

- 5.1.5. 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;
- 5.1.6. Attend clubs training and CAC meetings as directed by the Clubs Administrator;
- 5.1.7. Empty the contents of their mailbox every week;
- 5.1.8. Prior to the deadline for reapplication, hold election(s);
- 5.1.9. Ensure that the club's Executive are structured in line with **Operating Policy – Clubs Status**;
- 5.1.10. Hold at least one (1) general meeting per year;

5.1.10.1. Clubs' meeting minutes should be available to the Clubs Administrator upon request.

- 5.1.11. Be financially responsible for their activities in line with **Operating Policy – Financial Procedures**;
- 5.1.12. Maintain and uphold all other requirements outlined in MSU bylaws and operating policies.

## 6. **PERSONNEL**

6.1. The Clubs Department shall consist of:

- 6.1.1. The Clubs Administrator;
- 6.1.2. The Assistant Clubs Administrator.

6.2. The Clubs Administrator shall:

- 6.2.1. Act as a liaison between MSU clubs, the MSU, and McMaster University;
- 6.2.2. Ensure that **Operating Policy – Clubs Status, Operating Policy – Clubs Operations, and Operating Policy – Clubs Financial Procedures** are upheld;
- 6.2.3. Maintain records of club Constitutions and Executives;
- 6.2.4. Be hired by a hiring committee struck by the Board of Directors that shall consist of:

- 6.2.4.1. The outgoing Clubs Administrator;
- 6.2.4.2. The Human Resources Generalist & Clubs Support;
- 6.2.4.3. Two (2) members of the Board of Directors or General Manager.

6.2.5. Perform duties outlined in the Clubs Administrator job description.

6.3. The Assistant Clubs Administrator shall:

- 6.3.1. Act as a liaison between MSU clubs, the MSU, McMaster University, and SRA in conjunction with the Clubs Administrator;
- 6.3.2. Ensure that **Operating Policy – Clubs Status, Operating Policy – Clubs Operations, and Operating Policy – Clubs Financial Procedures** are upheld;
- 6.3.3. In conjunction with the CAC, prepare a clubs ratification cycle report and present it to the SRA by September 30<sup>th</sup>;
- 6.3.4. Prepare and participate in the transitioning of the incoming Assistant Clubs Administrator;
- 6.3.5. Chair and manage the CAC outlined in **Operating Policy – Clubs Status**;
- 6.3.6. Be hired by a hiring committee struck by the Board of Directors that shall consist of:

6.3.6.1. The outgoing Assistant Clubs Administrator;

- 6.3.6.2. The Clubs Administrator;
- 6.3.6.3. One (1) member of the Board of Directors.

6.3.7. Perform duties outlined in the Assistant Clubs Administrator job description.

## **7. EXECUTIVE AUTHORITY**

- 7.1. All allegations of misconduct made on the basis of discrimination or harassment will be dealt with according to any pertinent MSU and McMaster University policies;
- 7.2. **Operating Policy – Clubs Operations** shall not preclude the Clubs Administrator from devising creative solutions to novel situations.
  - 7.2.1. Such solutions shall be made in consultation with the Human Resources Generalist & Clubs Support.



