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| MSU logo.jpg  . | MEMO  *From the office of the…*  Clubs Administrator |
| TO: | Members of the Student Representative Assembly |
| FROM: | Jenna Courage, Clubs Administrator |
| SUBJECT: | Clubs Operating Policy Changes |
| DATE: | Tuesday, March 2nd 2021 |

Dear Assembly,

Throughout the course of the 20-21 academic year, the Clubs department conducted a research and analysis process within the department to determine if any recommendations should be brought forward regarding the recent policy changes within the MSU, specifically regarding club membership minimums and membership fees. During this analysis, we reached out to our Clubs directory for feedback through multiple surveys, met with the Clubs Advisory Council (CAC), as well as received a petition from over 90 MSU clubs. Upon reviewing the data compiled, the Clubs department (Clubs Administrator, Clubs Assistant, and Clubs Accounting Clerk), in consultation with the MSU President, VP Finance and Human Resources Generalist & Clubs Support, is recommending the following policy changes as outlined below.

**Operating Policy- Clubs Status**

* New membership minimum- 20 members including executive team (MSU club application requires minimum 4 executive members at the time of application, meaning clubs will require 16 general members)
* If a club applies with less than 20 members including their club executive, there will be an opportunity in the application to provide justification for why they were unable to hit this minimum. This will be reviewed by the Clubs Advisory Council (CAC) who will make a decision on whether or not to ratify the club based on the information provided
* The clubs department will require that all club members sign up for their respective club on the MSU clubs website. Each club member/student must submit their name, McMaster email and student number. Club membership tracking will allow the Clubs Department to verify that clubs have hit the 20 member minimum. Club membership data will **not** be wildly broadcasted or posted to ensure members privacy is upheld
* Club membership tracking through the website will reset every year on May 1st, returning club members will have to register each year for their club

**Operating Policy- Clubs Financial Procedures**

* New proposed $0 membership fee minimum, however clubs can increase their membership fee to whatever they choose
* Clubs will be encouraged to charge a membership fee during the financial portion of clubs training as an additional source of income, however charging a fee will not be mandatory
* If a club chooses to have a membership minimum, it will be reflected on the MSU clubs website where club members can register and pay for their membership fee
* Membership fees paid through the website would be deposited directly into the respective clubs bank account, for the club to use as an additional source of income

We believe that the proposed changes will help alleviate the concerns brought up by our clubs directory, while also maintaining the purpose of these changes within the clubs department. Having a clearly defined criteria for club recognition, as well as collecting important club data will be critical for our department and record keeping moving forward.

Should you have any questions, concerns, or require any clarification, please do not hesitate to contact me.

Best,

Jenna Courage

Clubs Administrator

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