

MSU

CLUBS HANDBOOK

2022 / 2023



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2022/2023 Clubs Team



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MSU President



Mitchell German (he/him)
Vice President (Administration)



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Vice President (Education)



Sarphina Chui (she/her)
Vice President (Finance)



Nardos Tedros (she/her)
Clubs Administrator



Shenaeeze Khan (she/her)
Clubs Administrator Assistant



Hannah Shouldice (she/her)
Clubs Accounting Clerk

Welcome

To the members of a ratified club of the MSU,

The McMaster Students Union (MSU) is home to one of the largest undergraduate club listings in the country, including over 300 clubs ranging in interests and scope from academic, cultural, religious, recreational, and social issues. On behalf of the entire McMaster community, we thank you for enhancing student life.

For a bit of background about the MSU, it is the largest student organization at McMaster University and serves students in two main areas; political representation and the enhancement of student life. The MSU also offers many of the student services that you will use during your time at McMaster. The MSU employs more than 350 students each year to run committees, student services and work at our businesses, such as the Union Market convenience store, our restaurant & bar TwelvEighty, as well as Underground Media & Design. As a member of the McMaster Students Union, you have a student-run, multi-million dollar organization at your disposal to help you through the challenges, provide services and protect your interests within and outside the walls of McMaster. The funding and administration of the Clubs system is one of numerous ways in which the MSU enhances and supports student life at Mac.

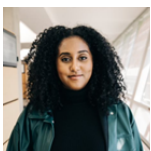
Ratified MSU Clubs receive several benefits, including participation in ClubsFest, clubs training, space booking privileges, financial management resources, direct funding, insurance, club emails, administrative support and more. MSU Clubs are responsible for following Clubs Operating Policy as set out by the MSU, as well as the Student Code of Rights and Responsibilities, as set out by McMaster University.

As we enter into a new year, it is always our goal to help clubs navigate these changes and challenges, as well as ensure that the Clubs Operating Policy best serves the campus community. With this in mind, we invite feedback from all members of the clubs community to help improve systems and operational supports.

The MSU Clubs Department has created this Clubs Manual with the hopes that club member can use it as a summary of the key pieces of information about the Clubs system. In this manual you will find everything you need to know in terms of club operations and activities, such as description about club structures, the ratification and renewal process, clubs finances and banking, room booking procedures, health and safety approval, and much more.

It is our sincere hope that you find this manual continually useful throughout the year. The Clubs Department is here to assist you and your club as you endeavour to enhance student life on campus.

Sincerely,



Nardos Tedros
Clubs Administrator

Benefits of being an MSU Club

IT Services/ Admin

- Ticketing Software
- McMaster Email Address
- Use of the MSU Name

Finance

- Eligible for MSU Club Funding
- MSU Financial Account
- Financial Services (PO's, Invoices, etc.)
- Insurance Coverage
- Available Grants
- Discounts at local Hamilton businesses

Events

- Space Bookings on Campus for meetings/events
- Attendance at MSU Clubs Events (ClubsFest, Clubs Night, etc.)
- Use of Clubs Space- including lockers & mailboxes
- Risk management liability for events

Creative Services

- Accounts at Underground Media & Design
- Use of MSU Bulletin Boards/Banner Space



Overview of MSU Clubs Structure

The MSU Clubs department is supported by a number of individuals, all of which hold their own unique role in the structure and outcomes of the department.

Clubs Administrator

The MSU Clubs Administrator oversees all aspects of the club system. They ensure policies and procedures are adhered to, respond to complaints, review ratification, liaise with stakeholders, and ensure all aspects of the Clubs Department run smoothly.

Assistant Clubs Administrator

The MSU Assistant Clubs Administrator is a part-time student staff within the department whose primary role is to support the Clubs Advisory Council through their responsibilities, while also overseeing and managing the distribution of lockers and mailboxes in ClubSpace. They will also assist the Clubs Administrator in a number of their responsibilities and act as a point of contact for Club Executives in order to support them in their positions.

Clubs Accounting & Accounts Receivables Clerk

The MSU Clubs Accounting & Accounts Receivables Clerk is the main point of contact for clubs regarding any of their financial operations. They assist with making purchases, deposits, understanding account balance, and ensure clubs have the financial support they need to operate effectively.

Clubs Advisory Council

The Clubs Advisory Council is the body that oversees and is responsible for the MSU Clubs Department. They have the ability to renew club ratification, apply sanctions, as well as make recommendations to the SRA on higher level decisions such as club disbandment or new club ratification. They consist of 5 SRA representatives and 5 general MSU members and ensure that the student voice is reflected in all major clubs department decisions.

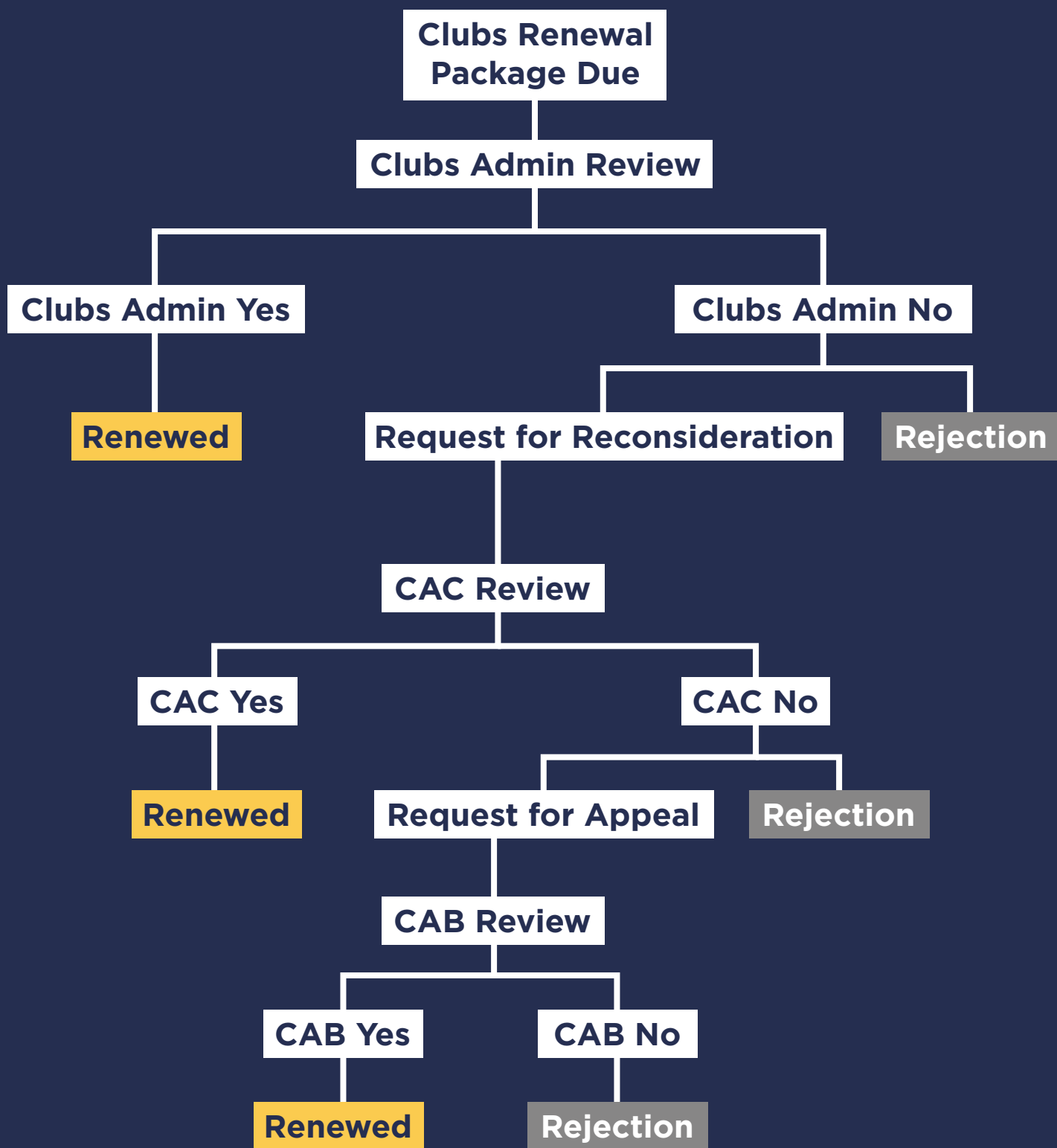
Clubs Appeal Board

The Clubs Appeal Board is called on an as needed basis to act as an appeal body for Clubs Advisory Council decisions as specified in MSU Operating Policies. They can uphold or overturn decisions such as disbandment, member removal, or decisions to not recommend a club for ratification. They are the final ruling on these matters and Clubs Appeal Board Decisions cannot be brought to the SRA for reconsideration as per MSU Clubs Operating Policies.

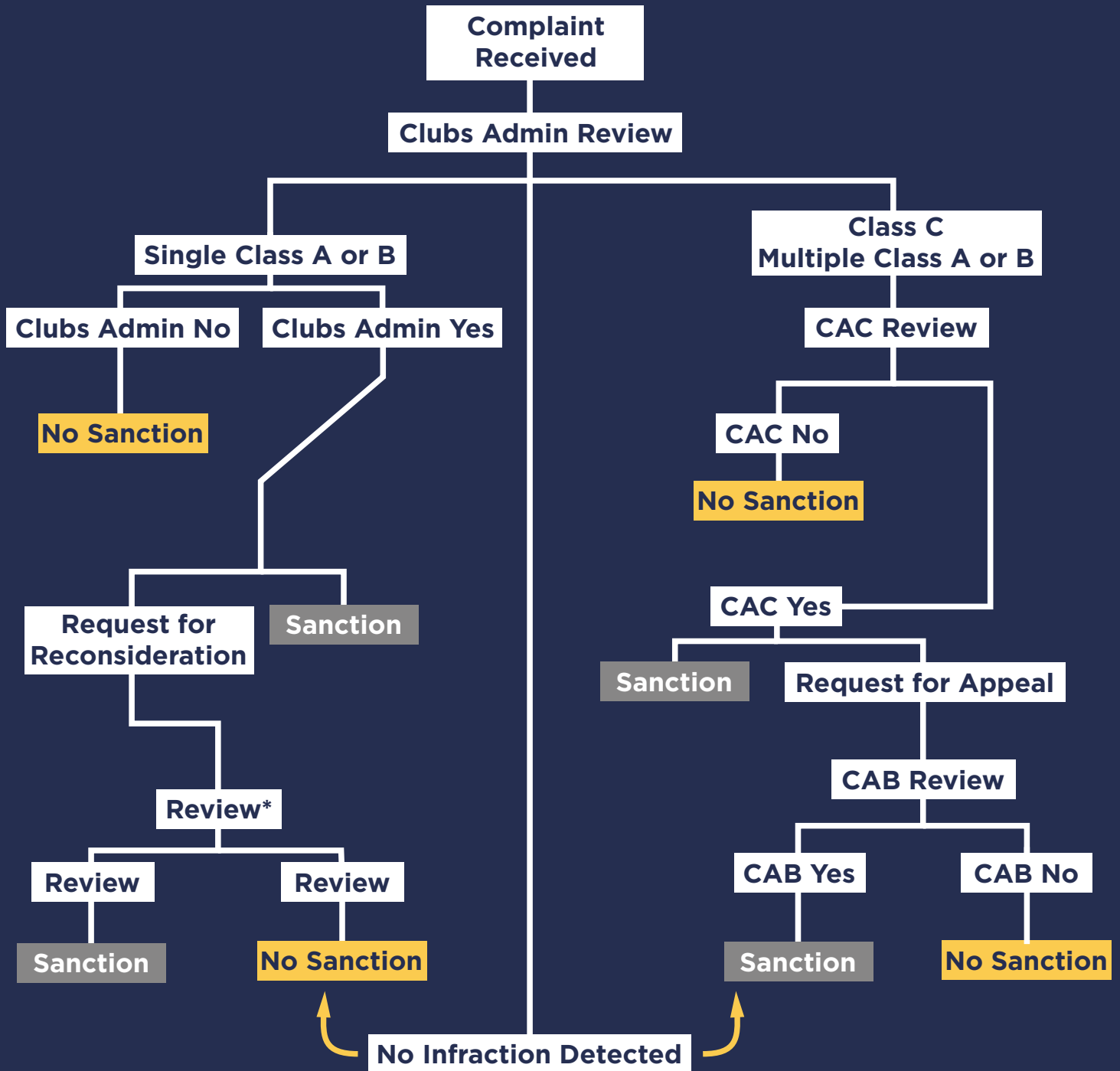
Student Representative Assembly

The Student Representative Assembly is the government body of the student union as a whole and is the only body that can grant ratification status to new clubs as well as approved club policy changes. They receive recommendations from the Clubs Advisory Council and/or Clubs Appeal Board.

Club Renewal



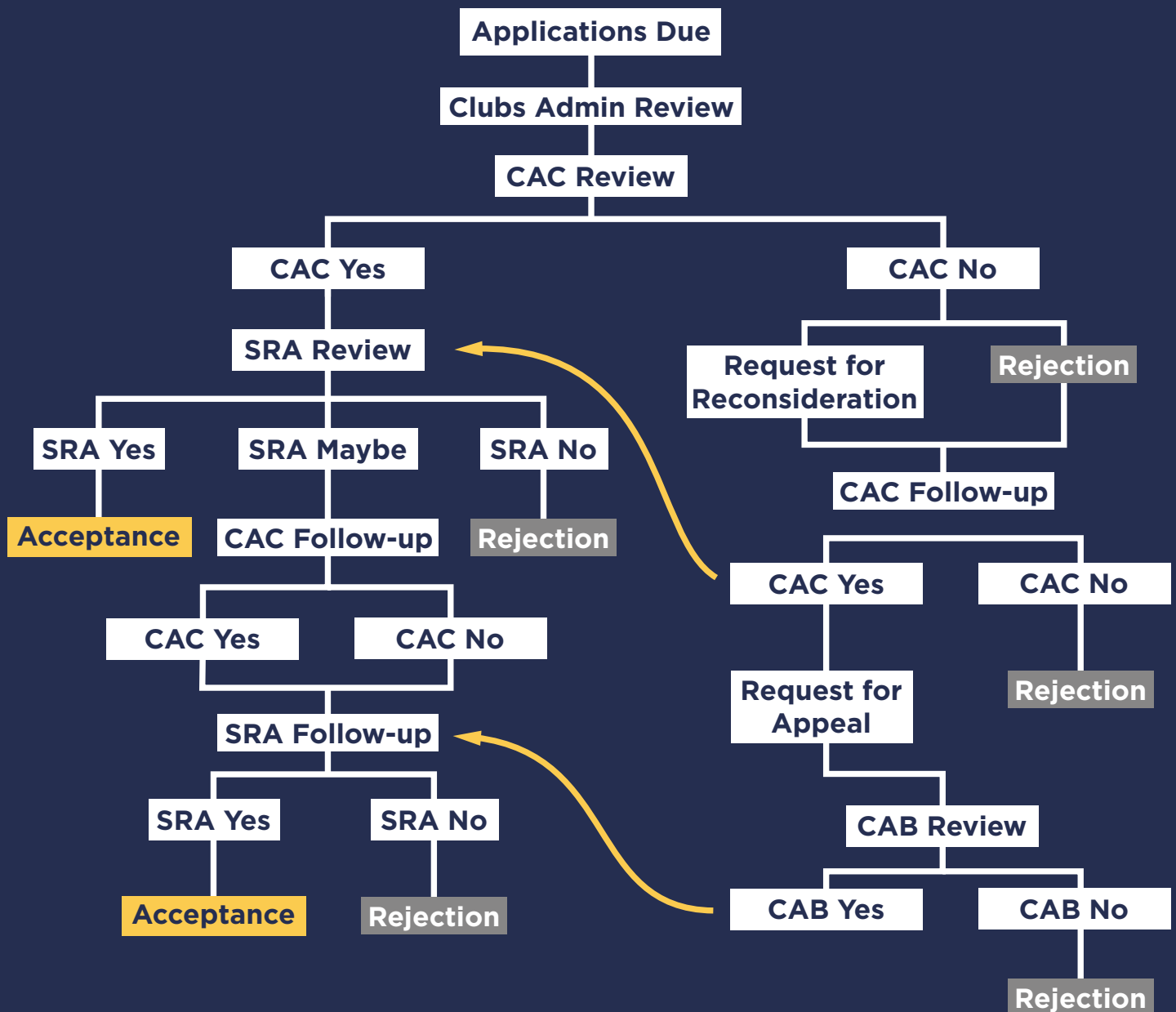
Club Complaints



*Considerations will be review by CAC. If the CAC is not available they will be reviewed by the Clubs Administrator, Human Resources Generalist, and one board member

*Only punitive sanctions under 5.3.2 of *Operating Policy -Clubs Status* may be appealed to the CAB

New Club Ratification



Club Renewal (Returning Clubs)



Existing Club Renewal

All MSU ratified clubs will submit a club status renewal application, which will be reviewed by the Clubs Advisory Council. Existing clubs will receive direction on how to apply to renew club status during the winter semester.

Club Elections

Club elections must be conducted on a yearly basis, during the month of March to ensure that new executives are elected and transitioned. According to the Clubs Status Operating Policy, minimum the club president must be elected by the general membership of the club. This is mandatory for all ratified MSU clubs. All elections must be carried out through SimplyVoting, or another process determined by the Clubs Administrator.

Acclamation forms

In the case of an acclaimed president, clubs must submit a signed acclamation form from the club executives.

****If clubs do not submit documentation for renewal each year, they automatically lose recognition. ****

New Club Ratification

There is one opportunity per year to apply to be a club for the following year (no term-based applications).

In order to apply for MSU Clubs Status, new clubs must submit the following:

- Membership list of 25 people (all with a valid McMaster email, student number, and phone number-excluding executives)
- Club constitution
- Year plan including 3 proposed events (minimum one per semester)
- Proposed budget
- Cover Letter

Templates for required documentation can be found on the MSU Clubs Website

A new club must demonstrate:

- Significant student interest;
- Autonomy through adequate separation from any external organizations or affiliations;
- Uniqueness and distinctiveness from previously established clubs and non-club student organization;
- Potential for significant positive impact within the McMaster community not otherwise satisfied by an existing club or other non-club student organization.

The deadline for new club applications is **December 1st**. The Clubs Advisory Council (CAC) will review new club applications and bring them forward to the SRA for ratification

What kinds of clubs are not allowed?



Athletic Clubs

Athletic Clubs – Any physically active clubs are better suited to be recognized through McMaster Athletics and Recreation



Fundraising/Charity based clubs

Clubs who plan to raise funds must plan and provide additional events outside of fundraising at the discretion of CAC



Teach or train academic skills

Academic skills and conferences are better suited under their respective faculty societies to ensure appropriate supervision over disseminated academic information



Recruit volunteers on behalf of an external organization

Club events should be for our campus communities and run by students



Similar mandates

Clubs that replicate or reasonably replicate mandates and/or purposes already fulfilled by another MSU club or non-club student organization

PLEASE NOTE: Ratification of all MSU Clubs (both new and returning) is not official until mandatory completion of clubs training which takes place yearly in the beginning of the school year. Each club must send two executives; a president and an additional executive. Clubs will be contacted during this time with details on how to register for clubs training. Failure to attend clubs training will result in loss of clubs status.

Clubs Finances

The McMaster Students Union is a not-for-profit organization, and so are clubs. All clubs must be transparent and accountable, and any money raised by a club must go towards its programming or be directed to a charity. The MSU oversees club purchases, as all clubs have bank accounts with the MSU's internal banking system. External bank accounts are not permitted. The MSU assumed no responsibility for financial debts incurred by a club.

Signing Authority

An MSU Clubs must have a minimum of two and maximum of three signing authorities who will conduct financial affairs for their club. Signing officers will be the President(s), and Vice-President Finance (or equivalent).

Officers can authorize payments, sign off on reimbursements, and make deposits into their club's bank account. As signing officers hold financial responsibilities for the club, authority cannot be transferred to another individual unless expressly authorize by MSU staff. All signing officers must be 18 years of age or older.

Membership Fees

Clubs may set membership fees (optional) which will be deposited directly into the clubs bank account and will be decided on by the executive team no later than September 1st of each year. If a prospective club member is experiencing financial difficulties and is unable to pay their club's fee, please contact the MSU Clubs Accounting & Accounts Receivables Clerk. All clubs' fees must be paid no later than September 30th of the academic year on the MSU's E-Commerce website, and cash transactions will NOT be permitted. Club members may request a refund for their fees to their executives no later than December 1st under the following circumstances:

- The club's mandate or proposed activities as specifies to the member when signing for membership are not congruent with the club's actual mandate or proposed activities
- Serious organization issues within the club executive lead which lead to a lack of communication with club members or a lack of programming as promoted to potential club members
- Any circumstance that seriously inhibits the member's ability to enjoy membership in the club
- Use of club funds in manner that was not communicated to club members

Clubs Finances

Allocating Funds

MSU clubs are eligible to receive funding each year as a partial reimbursement for operating costs related to the club. Funding will follow a set criterion that has been recommended by the MSU Vice-President (Finance) and the Clubs Accounting & Accounts Receivables Clerk. New clubs are eligible for a maximum of \$150 per academic year and returning clubs are eligible for a maximum of \$800 per academic year. Funding shall be deposited directly into the club's MSU account and allocated at the discretion of MSU Vice-President (Finance) and the Clubs Accounting & Accounts Receivables Clerk.

Club Funding Applications will be available to clubs after clubs training with applications **due October 7th unless another due date is communicated otherwise**. Clubs must submit a budget request form in order to receive funding, which will be made available during clubs training.

Allocating Funds

- Undergraduate Student Initiative Fund (USIF)- Additional funding source administered by Student Affairs on a per-term basis; applications can be found on their website. Activities to be funded must have significant educational/cultural value and be of interest and benefit to McMaster students/faculty/staff.
- MSU Sponsorships- Clubs are eligible for sponsorships (not donations) from the MSU on an application basis.
 - A Sponsorship can be defined as: A contribution(s) made in return for advertising and/or promotion (e.g. logo use at event, etc.).

Additional Funds

Clubs must deposit all external funding into their MSU Clubs account in the following ways:

- Manual debit/credit card payment over the phone. There will be some fees associated with this transaction
- A time can be arranged for clubs to drop off cash or make a payment in person
- Cheque payable to club and mailed out to the MSU Accounting Office at MUSC 201
- Payment via PayPal at clubsaccounting@msu.mcmaster.ca. If a club is transferring from a personal PayPal account, please ensure you select the option to send to a friend - this will omit fees. There will be some service fees applied if making payment with a card or if you select the option to make a payment for a good or service
- Payment via INTERAC E-Transfer to clubsaccounting@msu.mcmaster.ca. In the notes section, please specify the club account you are transferring the funds to & your name

Clubs Finances

Collecting Payments - Moneris

To collect funds directly into a club account contact the Clubs Accounting Clerk (clubsaccounting@msu.mcmaster.ca) to set up a Moneris ID. This allows clubs to collect money whenever they have access to internet. This can be used during ClubsFest to collect membership fees or whenever a club is taking payments Fundraisers!

Bridge Financing

Upon request, the MSU may provide a club with bridge financing. This financing shall take the form of a short-term, no interest loan, which will financially assist clubs in meeting their mandate through events or programming. An event description, EOHSS submission, and written application must be submitted to the Clubs Accounting Clerk and approved by the Vice-President (Finance). A repayment schedule will be set out by the MSU and all clubs must abide by this schedule and failure to do so may result in the MSU Director of Finance Freezing the clubs financial account until repaid. **Clubs will not be allowed to apply for bridge financing as a subsidy for their overall budget.**

Accessing Funds

Clubs may access their funds via the MSU Accounting Office at MUSC 201. Clubs have their own unique GL Account Code, which is used when filling out forms and it's a way for the MSU to keep track of club finances. For an updated balance on your account, please contact clubsaccounting@msu.mcmaster.ca. Moreover, clubs are encouraged to keep track of their own finances.

Reimbursements

Expenditures under \$150 shall be paid for by the club and reimbursed after completing a Clubs Claim Form and sending it back to clubsaccounting@msu.mcmaster.ca. All receipts for reimbursement for approved events held from the time of budget approval to December 1st must be submitted by December 15th. All receipts for reimbursement for approved events held after December 1st must be submitted by April 15th.

Underground Vouchers

In addition to MSU funding, all clubs get a tax free credit of \$100 with the Underground. Clubs will need to fill out an Underground intake form and you will be charged internally. You will provide your clubs account number on the form (available on Avenue 2 Learn on the Clubs Training course). This can be used towards club business cards, posters, stickers, banners, buttons, graphic design advertising, and more!

Clubs Finance Team

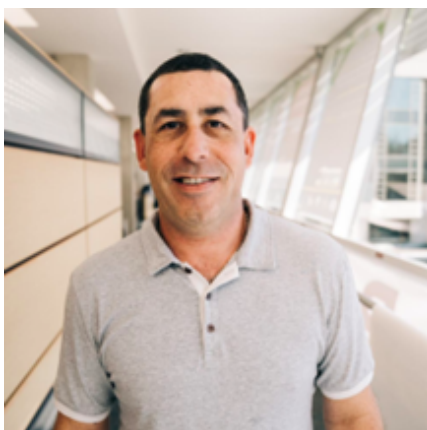
Introduction to the Finance team

We have an experienced team in the MSU Accounting Department who are here to offer their support to ensure your club has a successful financial experience.

Contact us

905-525-9140 x 27301

MSU Main Office, MUSC 201



Jason Barnes (he/him)

Accounts Receivable &
Cash Management Supervisor
receivables@msu.mcmaster.ca



Kevin O'Mara (he/him)

Accounts Payable Supervisor
payables@msu.mcmaster.ca



Jaycee Zhou (she/her)

Accounting Intern
accting@msu.mcmaster.ca



Hannah Shouldice (she/her)

Clubs Accounting Clerk
clubsaccounting@msu.mcmaster.ca

Club Events



Club events play an integral role in the McMaster community and campus life. Here are some guidelines regarding different aspects of event planning.

Define the Purpose of your Event

Meet with your executive team and start brainstorming the purpose of your proposed event. Will this event financially help your club or fundraise for a charity? Is it to promote your student group or engage the campus community? Who is your event targeted towards and what resources will you need to successfully organize this event?

Budget for your event

Make sure you have adequate resources (financial and human). Is the event expected to make money or break even? Get cost estimates or quotes for service rentals. If the event loses money, what is the plan? What is your sales ticket target? Explore all sources of funding such as registration/ticket sales, MSU, USIF, Special Projects Funding, etc.

A budget template can be downloaded at Event resources website:
studentgroups.mcmaster.ca/event-resources

Get the event approved (Events Management Portal)

Before any event can be held on or off campus it must be submitted through the Events Management Portal. Event forms must be submitted a **minimum of 10 business days** prior to an event. This ensures that event organizers are considering any risk associated with the event and allows you to book space on campus. Clubs can sign into the event management portal with their club email and password.

studentevents.mcmaster.ca

Club Events

Event Forms

In filling out the event management portal, it will outline that waivers are required for specific events (all of which are downloadable from the events portal). This includes: Alcohol, Sports, Bus trips, Social/Cultural events

Event organizers need to ensure that attendees complete all necessary waivers

Bus Monitor Contracts

Required for any trip involving bus travel EXCEPT for Hamilton Street Railway (HSR). These forms must be submitted with event approval forms.

Events involving Alcohol

- Alcohol Waivers are required for all events involved alcohol
- Alcohol must be served by a licensed bartender (if off-campus)
- If there are multiple venues, there may only be alcohol served at one of the venues
- If there are multiple venues, there may only be alcohol served at one of the venues (no bar/pub hopping). Walking/HSR may only be used within distance of 2.5km from campus. If your event is further in distance you MUST provide buses from the event to bring students back to campus.
- Event security must be present if the number of participants for an off-campus event involving alcohol is expected to exceed 100.
- Hamilton Police Services must be notified if the number of participants for an off-campus event, not being held at a bar or nightclub and involving alcohol is expected to exceed 300.
- A certificate of insurance is required for all off-campus events involving alcohol.

Club Events

Film Event Form

The MSU has a movie license with Criterion Pictures, found at [criterionpic.com](https://www.criterionpic.com).

Films not found here i.e. documentaries or independent films can only be shown with permission from the director or film/distribution company. A completed Film Event Form must be submitted with each club's event submission.

Event Contracts

If you have questions about any contracts required for your event related to venues, performers, rentals etc, reach out to clubs department for guidance and support.

Visit studentgroups.mcmaster.ca/event-resources for FAQs on primary event organizers

Event Risk Levels

The risk level of your proposed club event will impact the departments required to approve your submission. Keep this in mind when submitting an event on the events management portal.

Low Risk Events

- Non- alcohol, on campus, no guest speaker, general meetings, small group events, etc.
- Automatically approved by the system, no wait time!

Medium Risk Events

- Involve guest speakers, off-campus locations etc. (may vary)
- Require Clubs Admin approval only

High Risk Events

- Involve alcohol, guest speakers, large event audience, off-campus locations, physical activity, international trips, overnight stays, etc.
- Require Clubs Admin and EOHSS approval

Club Events - Booking Campus Spaces

MUSC Administration

MUSC Administration books meeting rooms, main floor marketplace, CIBC Hall, banner spaces, information tables, bake sale table, posters, and more.

- TO BOOK: visit **muscmcmaster.ca**
- Before booking MUSC space, clubs must set up their booking privileges by filling out the student group privilege form filled out once per year, available on their website
- Although general booking rooms are free, there is a charge for special event spaces
- As an MSU ratified club, you can receive 50-75% off the base cost of the rental

MUSC- Bake Sale Tables

The Bake Sale Table program in MUSC is very popular and is one of the best fundraising opportunities available on campus. The daily bake sale is located in the south wing, near Starbucks.

Please remember that bake sale items must be homemade/home-prepared. Prepackaged or commercial items, like chocolate bars, doughnuts and bakery cookies or cupcakes are not permitted.

To request a bake sale table and read up on all rules and regulations, visit: **muscmcmaster.ca/bake-sale-tables**

ClubSpace

- ClubSpace is an open concept space designed for MSU Clubs located on the 2nd floor of MUSC (Room 215) comprised of club mailboxes, 168 lockers, 8 bookable meeting rooms, the Clubs Boardroom, and the lounge
- Capacity: 60
- To book the boardroom, club meeting rooms, or lounge for general meeting events: **visit <https://muscmcmaster.ca/meeting-rooms/>**
- A Projector and Projector screen is also available for clubs to book for events; please email the Clubs Admin Assistant (clubsasst@msu.mcmaster.ca) to schedule a time for pick up. Clubs will be communicated with when this is made available

Club Events - Booking Campus Spaces

Conference & Event Services

Conference & Event Services covers outdoor spaces, classrooms, lecture theatres, lobbies (except for those booked through MUSC and FHS)

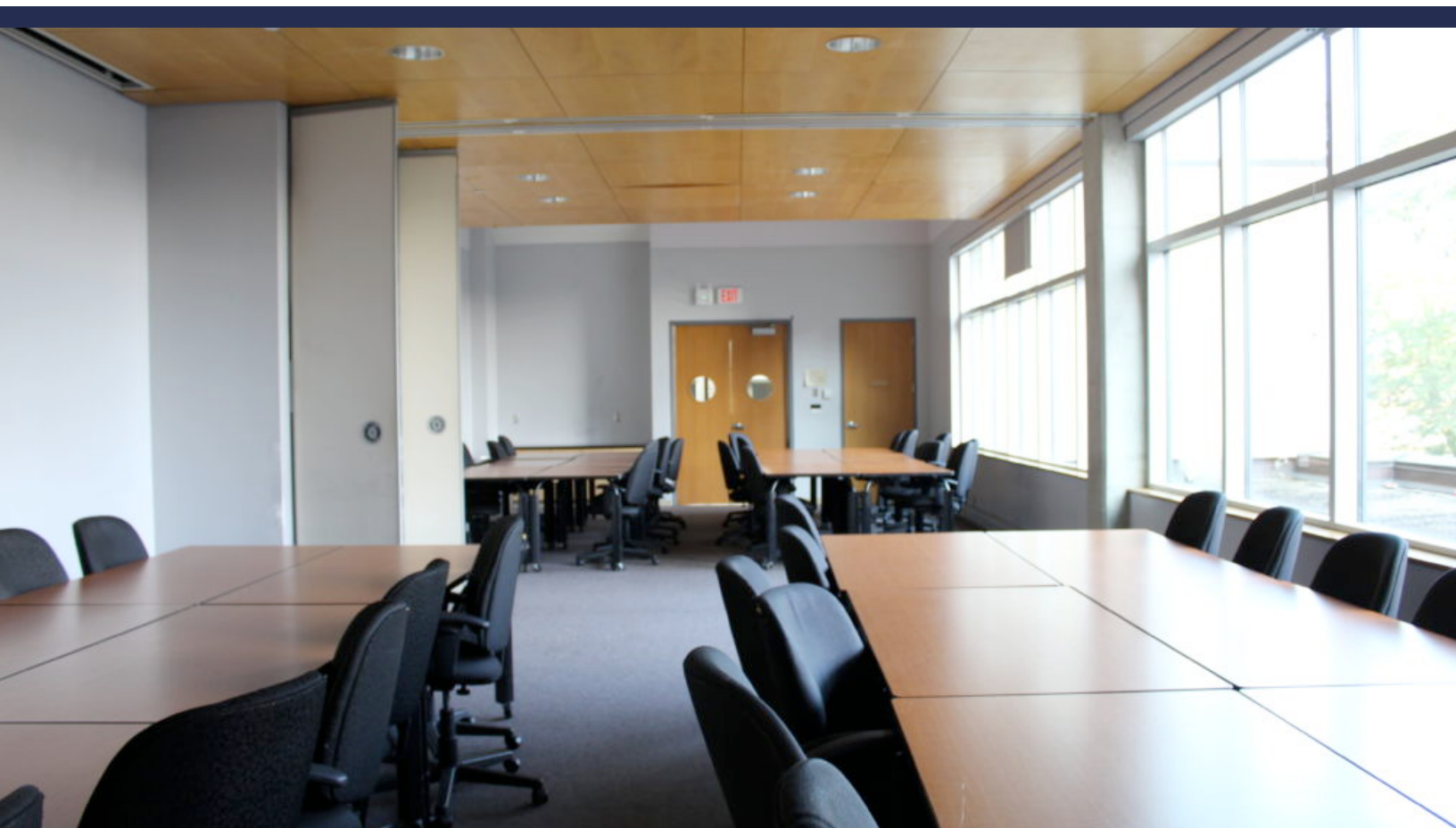
TO BOOK: visit their website

housing.mcmaster.ca/conference-event-services/student-room-booking

- Clubs MUST have an APPROVED event code prior to booking space, sent to them by email at meet@mcmaster.ca
- Booking forms must be submitted a minimum of 10 business days in advance of the event using a mcmaster.ca address only

Faculty of Health Sciences (FHS)

- FHS covers room bookings for MDCL and HSC
- For booking MDCL/HSC visit:
https://fhs.mcmaster.ca/corporate/room_bookings.html
- Charge is \$10/hour. Payment must be received 48 hours prior to booking.



Club Events - Booking Campus Spaces

Food at Events

- MUSC/ McMaster Spaces: Must use McMaster Catering Services (excluding MUSC Bake Sale Tables)
- ClubSpace: Any catering (store bought, home-made, 1280,etc).
- TwelvEighty: In-house catering only
- The Grind: In-house catering only

Catering

McMaster Catering Services: <https://catering.mcmaster.ca/>

Go to their website, browse the menu and email for an invoice. Set up and tear down will be done by catering staff.

Union Market

- \$23 + Tax Urn - Coffee/Tea
- 1 urn= 15-20 medium sized cups
- Comes with med cups, sugar, milk, stir sticks, sleeves, etc.
- All payments must be made prior to the event
- Note: Fees apply if urns are not returned
- Email **unionmarket@msu.mcmaster.ca** for more information



Promoting your event

Once you have received confirmation of your space booking, it is time to promote your event. Events can be promoted around campus in multiple ways, listed below.

Posters

All posters must be approved by Underground Media + Design. It is highly recommended that you email a PDF of your poster BEFORE printing to underground@msu.mcmaster.ca. A digital stamp will be added to your file provided all criteria are met. If you would also like Underground to print your posters, please request the size and quantity required in the email as well.

In the event that you have already printed your posters, you can request approval in person by visiting MUSC B117 and physical stickers will be added. Note that the first 10 stickers are no charge and any additional stickers required will \$0.25 each.

Please include the following details on your poster to ensure a smooth approval process:

- Name of Club
- Contact info for club such as email address, Instagram account or website
- MSU Clubs Logo (black, white or colour versions only)
- English translation of all information
- Date and location of event if applicable

Other Guidelines:

- Posters must not be larger than 11x17
- Events involving liquor must conform to McMaster University Guidelines
- Must not promote violence, substance abuse, oppressive or discriminatory practices
- Must follow the principles of Good Taste in Advertising
- Must not contravene McMaster University's Anti-Discrimination and the MSU's Anti-Oppression policies

Promoting your event

Posting

MUSC Administration posts in the Student Centre- a maximum of 8 posters can be delivered to MUSC 222 for posting. Clubs will be responsible to put up any remaining posters around campus. You can post on any bulletin boards that are labelled with a black Underground Logo tag (approximately 50 around campus) or any boards that are unclaimed. DO NOT post on walls, doors or specific faculty boards- these posters will be removed by McMaster or MUSC facilities staff.

MUSC TV Screens

The MSU operates a digital screen network across campus of approximately 30 screens that run 24 hours a day, 7 days a week. Club events can be advertised for a discounted rate of \$10 per day or \$50 per week. Ads must be in PDF or high-res JPG format and should be sized at 1504x846 pixels. Please contact ugmanager@msu.mcmaster.ca for more information, or to submit your ad artwork for posting.

MUSC Banner Space

Banner space is booked on a weekly basis from Monday-Sunday. Clubs are allowed one banner space per week for no more than two weeks per month. Book at the following link: <https://muscmcmaster.ca/banners/>

After your event

- o Hold a post event debrief and discuss what went well and what can be improved. This will be important for next year's planning committee.
- o Pay invoices on time
- o Upload waivers on events portal
- o Send thank you notes!

MSU Departments and Resources



- Offers standard event food options as well as the ability to prepare almost any food you can dream up
- Great venue to hold a variety of events (max 250 seating/ 650 standing)
- Coffee house, club night, movie night, acoustic night, info sessions, meet and greets
- Contact: sm1280@msu.mcmaster.ca



- Offers standard event food options as well as the ability to prepare almost any food you can dream up
- Great venue to hold a variety of events (max 250 seating/ 650 standing)
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AVTEK Productions is a division of MSU Campus Events. They are equipped to handle all your audio-visual production requirements, whatever the size of your event. Some of their services include **rentals of projectors, screens, basic PA systems, cables/adaptors and larger scale event setups with staging of a variety of sizes.**

We also offer lighting and video recording/live streaming services! Feel free to contact them via email at eventsoffice@msu.mcmaster.ca or through our extensions **[ext 28835]** for more information or to get an estimate! (club discounts may apply!)

MSU Departments and Resources



We are a Media & Design Centre with a range of products and services catered to students. **Come visit us in the basement of the Student Centre.**

Colour prints/copies, black & white prints/copies, graphic design, scanning, business cards, large format printing, binding, roll-up banners, table-top roll-up banners, cutting, advertising (Almanac, wall calendars, Silhouette) & more! Contact us via **underground@msu.mcmaster.ca**



CFMU is your campus radio station, sending broadcasting signals from the basement of the Student Centre, to you! Bringing together the voice of McMaster students and members of the Hamilton Community, 93.3 CFMU is the station for the everyday listener. As a community radio station, content is developed with the local audience in mind.

If you'd like to promote your club, CFMU's "Clubs Spotlight" provides club with the opportunity to promote their clubs at McMaster through a short video. If interested, please contact **cfmucom@msu.mcmaster.ca**

***Note: CFMU can only accommodate 3 clubs per month!**



The Union Market is home to the most affordable coffee and best bagels on campus, along with sandwiches, chips, snacks, and a large selection of cold drinks. Come by and see why we are McMaster's favourite place to grab a coffee or a snack!

Policies

Please note all MSU Operating Policies below can be found at the following link:

<https://msumcmaster.ca/governance/bylaws-policies/>

Operating Policy- Clubs Operations

Operating Policy- Clubs Status

Operating Policy- Clubs Financial Procedures

Operating Policy- Clubs Advisory Council

Code of Student Rights and Responsibilities

<https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf>

