



# Operating Policy – Clubs Advisory Council

## 1. Purpose

- 1.1. To represent MSU members 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 (Non-Voting Chair);
- 2.1.2. Assistant Clubs Administrator (Vice Chair);
- 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;

2.1.3.5.1. Each division shall have (1) MSU member and one (1) SRA member;

2.1.3.5.2. SRA and MSU members shall be elected to the CAC by the SRA at the time when elections occur for all other MSU committees;

- 2.2. Once elected to the CAC, the Divisional Chairs will be assigned to their positions;
- 2.3. The CAC term shall last from May 1 – April 30;
- 2.4. By-elections to fill SRA and MSU member vacancies on the CAC shall be conducted according to established MSU procedures;
- 2.5. Quorum shall consist of the Clubs Administrator, Assistant Clubs Administrator, and 50% of the Divisional Chairs;
  - 2.5.1. Vacancies will reduce the quorum value;

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- 2.5.2. Leaves of absences shall not reduce the quorum value;
- 2.6. 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

#### 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 Clubs;
- 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 Chair shall:

- 3.2.1. Assign Divisional Chair positions to those elected to the CAC;
- 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) business 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 CAC and delegate tasks where needed;

#### 3.3. The Vice Chair shall:

- 3.3.1. Support the Chairperson with administrative duties for the CAC;
- 3.3.2. Assist with planning meetings and agendas;
- 3.3.3. Attend all CAC meetings called by the Chairperson;
- 3.3.4. Review the operations of the MSU Clubs Department and CAC to provide feedback for future improvement;

#### 3.4. The Divisional Chairs shall:

- 3.4.1. Contact all members of their division after the adjournment of their first meeting and before the commencement of their second meeting;
  - 3.4.1.1. Communicate their email availability to all clubs' emails within their division;
  - 3.4.1.2. Notify all clubs within their division of their policy interests

- 3.4.2. Attend all CAC meetings called by the Chair;
  - 3.4.3. Act as the representative of the clubs in their division at CAC meetings;
  - 3.4.4. Review the operations of the Clubs Department and CAC to provide feedback for future improvement;
- 3.5. The SRA Divisional Chairs shall also:
- 3.5.1. Act as a liaison between the MSU Clubs Department and the MSU as a whole;
  - 3.5.2. Update the SRA of relevant CAC and MSU Clubs Department activities at SRA meetings;
  - 3.5.3. Promote awareness of the MSU Clubs Department to their constituents and MSU members.