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 – March 31;

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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 or the Assistant Clubs Administrator, and 50% of the Divisional Chairs;

2.5.1. Vacancies will reduce the quorum value;
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 prior 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. Hold office hours, as needed, to meet with Clubs and address any questions or concerns that they may have;
3.1.5. Act as an advisory body to the Clubs Administrator on matters which concern MSU Clubs and provide advice on necessary policy changes;
3.1.6. Act as the primary ratification body for clubs as described in **Operating Policy – Clubs Operations** and **Operating Policy – Clubs Status;**
3.1.7. Fulfill 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 by August 1;
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:

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.