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 Administrator, the Clubs Advisory Council (CAC), and the Student Representative Assembly (SRA).

3. Clubs Membership

3.1. Membership in clubs shall be open to all MSU members;

Approved EB 19-29
Revised EB 24-05, 24O, 25D

3.1.1. Exceptions may be made where granting membership jeopardizes the integrity of the club's purpose; such exceptions shall be determined by the Clubs Administrator in consultation with said club's Executive Team on a case-by-case basis;

3.1.1.1. Membership requirements and privileges must be clearly stated in the club's constitution.

3.2. Non-MSU members may hold honourary 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. Non-MSU members shall not vote in a club's election or in any other cases where a vote is held;
3.2.3. A minimum of two thirds (2/3) of the club's membership must consist of full-time MSU members (full-time undergraduate students).

3.3. All MSU 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;

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, including Executives, 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 a 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, via email, within two (2)

business 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 by emailing the Clubs Administrator within five (5) business days of their removal;

3.6.3.1. The Clubs Administrator will call a meeting of the CAC to hear the appeal and vote on a decision;

3.6.3.2. The decision of the CAC is final and is not subject to further appeal.

3.6.4. Any member who is removed from a club shall not be refunded any membership fees.

3.7. A club's President, Vice-President Finance or other members of the Executive Team, as outlined in the Club's Constitution, may be removed by a two-thirds (2/3) affirmative vote of the club's general members;

3.7.1. If the member removed is the club President, notice of removal and the reasoning for removal must be submitted to the Clubs Administrator by an alternate member of the club's Executive Team within two (2) business days of the decision;

3.7.2. Removed Executive Members may submit an appeal to the CAC by emailing the Clubs Administrator within five (5) business days of their removal;

3.7.2.1. The Clubs Administrator will call a meeting of the CAC to hear the appeal and vote on a decision;

3.7.2.2. The decision of the CAC is final and is not subject to further appeal.

3.7.3. Any member who is removed from a club shall not be refunded any membership fees;

3.7.4. Removed Executive Members will become General Members of the club 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, including:

4.1.1.1. Service from the MSU Clubs Accounting Clerk;

4.1.1.2. Access to MSU Clubs Funding in accordance with **Operating Policy – Clubs Financial Procedures**;

4.1.1.3. Access to MSU Sponsorships in accordance with **Operating Policy – Sponsorship & Donations Committee**.

4.1.2. Administrative support, including:

4.1.2.1. Use of the MSU name;
4.1.2.2. Risk management liability coverage for their events through the McMaster University Risk Management policy;

4.1.2.2.1. 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, including:

4.1.3.1. Participation in ClubsFest;
4.1.3.2. Acknowledgement on the MSU website;
4.1.3.3. Access to on-campus advertising space (e.g. video boards, campus TVs, MSU poster boards)
4.1.3.4. Ticket selling through MSU-provided ticketing platform.

4.1.4. Training sessions and workshops;
4.1.5. Space booking services, including:

4.1.5.1. Use of available club locker space;
4.1.5.2. Use of ClubSpace;
4.1.5.3. Use of Bridges Event Space;
4.1.5.4. Access to on-campus space bookings.

4.2. ClubSpace shall prioritize bookings for ratified MSU Clubs;

4.2.1. All bookings shall be made through the online booking portal on the MSU website;
4.2.2. ClubSpace meeting rooms are available for MSU Clubs to use under a self-managed booking system, on a first-come, first-served basis;

4.2.2.1. Clubs may reserve ClubSpace meeting rooms through the online booking portal linked on the MSU website, or use the meeting rooms for drop-in sessions if they are available.

4.2.3. The ClubSpace boardroom and centre area may be reserved by clubs, with approval from the Clubs Administrator;

4.2.3.1. Clubs may request to reserve the ClubSpace boardroom

and centre area by using the online booking portal linked on the MSU website.

4.2.4. Clubs are required to submit a valid Event Code from the McMaster Student Groups Event Portal in order to secure a booking;
4.2.5. Non-club student organizations may book ClubSpace meeting rooms, the boardroom, and the centre area at the discretion of the Clubs Administrator;

4.2.5.1. Non-club student organizations are required to submit a valid Event Code from the McMaster Student Groups Event Portal in order to secure a reservation.

4.3. Bridges Event Space will prioritize bookings for ratified MSU Clubs;

4.3.1. Bridges Event Space is available for MSU Clubs to rent on a first-come, first-served basis;
4.3.2. Fees for Bridges Event Space will be determined based on individual needs at the discretion of the Clubs Administrator;
4.3.3. All Bridges Event Space bookings shall be made through the Clubs Administrator;
4.3.4. MSU Clubs shall be granted a discount for Bridges Event Space bookings;
4.3.5. External groups shall be permitted to rent Bridges Event Space based on availability and at the discretion of the Clubs Administrator;
4.3.6. All Bridges Event Space Bookings must have a valid Event Code from the McMaster Student Groups Event Portal in order to secure a reservation.

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. The decision of the Clubs Administrator regarding locker assignment is final and cannot be appealed;
4.4.3. All clubs shall sign a club locker contract prior to being granted locker access and present it to the Clubs Administrator for their signature;
4.4.4. The Clubs Administrator will provide the combination lock for the lockers. Other locks will not be accepted;

4.4.4.1. Clubs that do not return their combination lock in working condition at the end of the academic term will be subject to a $10 fine.

5. Clubs Duties

5.1. An MSU Club shall:

5.1.1. Include the “MSU Clubs” logo on all Club marketing and communications;
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, via email, 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 Team and Constitution as they occur;
5.1.5. Attend Clubs training and CAC meetings as directed by the Clubs Administrator;
5.1.6. Hold any elections prior to the deadline for renewal;
5.1.7. Ensure that the Club’s Executive Team is structured in line with **Operating Policy – Clubs Status**;
5.1.8. Hold at least one (1) General Meeting per year;

5.1.8.1. Clubs’ General Meeting minutes should be made available to the Clubs Administrator upon request.

5.1.9. Be financially responsible for their activities in line with **Operating Policy – Clubs Financial Procedures**;
5.1.10. 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(s);
6.1.3. Bridges Event Staff;

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. Manage ClubSpace and Bridges Event Space;
6.2.4. Maintain records of Club Constitutions and Executive Team

Members;

6.2.5. Be hired by a hiring committee struck by the Board of Directors that shall consist of:

6.2.5.1. The Student Life Director;
6.2.5.2. The Director of Human Resources;
6.2.5.3. One member of the Board of Directors, or the General Manager.

6.2.6. In conjunction with the CAC, prepare a clubs ratification cycle report and present it to the SRA by June 30th;
6.2.7. Perform duties outlined in the Clubs Administrator job description;

6.3. The Assistant Clubs Administrator(s) 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. Provide administrative support to the Clubs Administrator as assigned;
6.3.3. Ensure that **Operating Policy – Clubs Status, Operating Policy – Clubs Operations,** and **Operating Policy – Clubs Financial Procedures** are upheld;
6.3.4. Prepare and participate in the transitioning of the incoming Assistant Clubs Administrator(s);
6.3.5. Be hired by a hiring committee that shall consist of:

6.3.5.1. The Clubs Administrator;
6.3.5.2. The outgoing Assistant Clubs Administrator (or designate, if the outgoing Assistant Clubs Administrator is unavailable);
6.3.5.3. Vice-President (Finance), or another member of the Board of Directors designated by the Vice-President (Finance).

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

6.4. Bridges Event Staff shall:

6.4.1. Supervise events held in Bridges Event Space;
6.4.2. Be responsible for the operation of AV equipment, including but not limited to: microphones, projectors, and PA systems;
6.4.3. Be responsible for enforcing Bridges Event Space policies;
6.4.4. Ensure that Bridges Event Space is locked and secure when not in use;
6.4.5. Be hired by a hiring committee that shall consist of:

6.4.5.1. The Clubs Administrator; and
6.4.5.2. The Student Life Director.

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 Student Life Director.