



GRADUATE STUDENT ASSOCIATION



OPERATING POLICY – CLUBS COMMITTEE

1. PURPOSE

- 1.1 To provide a forum that will create a networking system between recognized GSA Clubs for the purpose of exchanging information and the pooling of resources within the clubs structure and with other student organizations;
- 1.2 Act as the Clubs Administration Advisory Board.

2. MEMBERSHIP

- 2.1 Members shall be:
 - 2.1.1 GSA V-P Services (Chair)
 - 2.1.2 Clubs Administrator (Co-chair)
 - 2.1.3 General members (Faculty Representatives Councils (FRCs), Council members and GSA members at large.
- 2.2 Each member shall be selected by the V-P Services via an application process. Each application package shall consist of:
 - 2.2.1 A cover letter detailing why they feel qualified to be their divisional chair;
 - 2.2.2 A resume that includes a record of all GSA Club activities.
- 2.3 Member representatives shall be elected to the Clubs Committee at the time when elections occur for all other GSA committees, or when a seat becomes vacant;
- 2.4 Applications shall be accepted on an ongoing basis as long as there is a vacancy;
- 2.5 By-elections to fill Council and GSA member vacancies on the Clubs Committee shall be conducted according to established GSA procedures;
- 2.6 Quorum shall consist of the Chair and three (3) other members;

- 2.6 Any member missing two (2) consecutive Clubs Committee meetings or more than three (3) meetings per academic year without written explanation to the Chair will forfeit their seat on the Clubs Committee.

3. DUTIES OF THE CLUBS COMMITTEE

- 3.1 The Clubs Committee shall:
- 3.1.1 Meet as necessary and at least once per semester with the aim of representing the needs of all recognized clubs;
 - 3.1.2 Assist the Clubs Administrator with planning and promotion of Club Administration events;
 - 3.1.3 Facilitate the Clubs Administrator's evaluation by clubs;
 - 3.1.4 Develop other events and activities that will enhance the awareness of the GSA and Clubs;
 - 3.1.5 Act as an advisory body to the Clubs Administrator on matters which concern the GSA Clubs and provide advice on necessary policy changes;
 - 3.1.6 Act as a judicial and appeal body for clubs as described in GSA Clubs Operating Policies. Only where specifically stated in that operating policy may the Clubs Administrator's decision be appealed.

4. DUTIES OF THE CHAIRPERSON

- 4.1 The Chairperson shall:
- 4.1.1 Call for nominations of the CC (Clubs Committee) members;
 - 4.1.2 Ensure members receive notice and a tentative agenda at least one (1) week prior to the meeting;
 - 4.1.3 Coordinate activities of the Committee.

5. DUTIES OF MEMBERS ALL OTHER MEMBERS

- 5.1 Attend all CC meetings called by the Chair person;
- 5.2 Promote awareness of GSA clubs at McMaster University and the greater community