



Clubs Department Changes FAQ

What prompted these changes?

The MSU Clubs system has grown to be a national leader in terms of the scale and scope of student clubs. It was time for some major upgrades to clubs policy and financial systems to meet the times. These changes will simultaneously add staff support to the Department in terms of both human and financial resources, while also streamlining the renewal process for existing clubs.

Club Exceptions

What changes/additions were made to what types of clubs can exist?

Clubs have never been permitted to be commercial in nature, this has not changed. In addition, clubs cannot focus on athletic activities. Moving forward, clubs can no longer - as a sole or primary activity: fundraise for a specific charity; teach or train specific academic skills, content, or other relevant material(s), and recruit volunteers on behalf of an external organization. In addition, clubs will not be ratified if they replicate or reasonably replicate mandates and/or purposes already fulfilled by another MSU club or campus group.

Can clubs still support charities?

Yes, clubs can still support charities, but fundraising for that charity can no longer be the sole purpose of a club. Clubs who plan to raise funds must plan and provide additional events outside of fundraising at the discretion of the Clubs Advisory Council (CAC).



Ratification Process

So once I become a club, will I remain a club forever? Do I still have to apply for ratification each year?

The process for ratification for the 2020-2021 academic year has already begun and will not change. However, there will be an expedited renewal process for existing clubs moving into the 2021-2022 cycle, which will begin in December of 2020. The renewal process will still be subject to clubs policies, but it will decrease the repetitive paperwork and submission expectations currently in use.

How many people do I need to have to be a part of the club in order to apply for ratification?

There are no changes for the 2020-2021 academic year. However, in December of 2020, as part of the 2021-2022 application cycle, all clubs (new and renewal) will require a minimum of 25 members to receive recognition. These 25 members exclude the president and executive members. All members must have valid McMaster email addresses and student numbers.

What is the Clubs Advisory Council (CAC)?

The Clubs Advisory Council assists the Clubs Administrator with vetting club applications and will recommend to the SRA which clubs should be ratified. The CAC will be made up of one MSU member to represent each of the clubs categories (Cultural, Social Issues, Academic, Recreational, and Religious), as well as one SRA member for each of the Clubs categories, for a total of ten representatives. The Clubs Assistant will chair the CAC.

What is the Club's Appeal Board (CAB)?

The Clubs Appeal Board, upon request, will review the appeal of a club if it was not recommended to the SRA for ratification. Once the SRA makes a decision to ratify a club or not, that decision is final and cannot be appealed.

Will club elections still occur?

Yes, Clubs Elections will still occur. As per the policy, clubs presidents and core executives must be elected by January. If clubs are unable to find leadership by the application due date, they may work with the Club Administrator for accommodations.



When can I expect to find out if my club is ratified?

Clubs will receive email confirmation of their recognition status within two (2) weeks of SRA approval, which will typically take place in February or early March.

Is there still a term I or term II ratification period?

No. There is only one club ratification opportunity. This process will begin in December of each year, for ratification in the following academic year.

Financial/Banking Process

Why are you bringing clubs bank accounts internally?

With the change to internal accounts, clubs will no longer be required to pay their monthly bank fees, allowing them to have more freedom to spend funds on events and programming. Additionally, the new policy changes will provide clubs with increased support. Specifically, there will be an individual working full-time within the new role of Clubs Accounting and Accounts Receivables Clerk. The Clubs Accounting clerk will be responsible for assisting clubs with their budgeting, event planning, reimbursements, and payment. Clubs can work with the Clubs Accounting Clerk to process payments, make online purchases and in some cases sign out a VISA card for a purchase.

Do I need to close my Club's bank account?

No, the MSU will close all clubs bank accounts and have them move internally, the MSU will begin bringing clubs internally as of July 2020.

What happens if I have not deposited my reimbursement cheque from the 2019-2020 academic year yet?

If you have not deposited your cheque for the 2019-2020 cheque by July 1st, 2020, please work with the Clubs Accounting and Accounts Receivables Clerk, clubsaccounting@msu.mcmaster.ca. Once confirmed with the Clubs Accounting Clerk, the money from 2019-2020 will be deposited directly into your MSU Account. If you need to reimburse any executive members still, the Clubs Accounting Clerk can also assist with this once the money has been moved over.



Will the money in my bank account now be the same in my account at the MSU?

Yes, your current balance in your club account will be transferred into the MSU account. With this change, you will no longer be required to pay monthly bank fees of either \$3 or \$6/month.

How will signing authorities work with the new internal banking system?

Signing authorities will work similarly to how it did with the banks. Two executives, the club President(s) and Vice-President Finance, from the club will sign a form at the beginning of the year to have signing authority over the club account. These individuals will have access to all account information and will be responsible for depositing/withdrawing funds from their MSU account.

What if I do not bank with PACE/CIBC and have a separate club bank account?

If you are a club with a bank account outside of PACE and CIBC, you must close your club account. A cheque with the account balance can be sent and addressed to the McMaster Students Union. The amount received will be deposited into your MSU account for your club's use. Please note you must close your external bank account as having an external bank account is an infraction of the Clubs Financial Procedures Policy.

I started as a new club in January and did not get a chance to open a bank account. How would I go about depositing my cheque with the new system?

If you are a newly ratified club from the January 2020 term and do not have a bank account open, please email the Clubs Accounting Clerk, clubsaccounting@msu.mcmaster.ca. The Clubs Accounting Clerk will ensure your 2020 finance reimbursement is transferred into your MSU account.



Room Booking/Event Approval

Are there any changes to booking space and event approval?

No, the EOHSS risk management system will not change. Clubs will continue to follow all relevant room booking and event approval processes.