

**Student Union Society**  
**Clubs and Associations Committee**

EFFECTIVE: July 6, 2007

AMENDED: April 25, 2016

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

Committee Structure Policy

**Purpose**

The purpose of the Clubs and Associations Committee (herein known as the CLASS Committee) is to be an oversight body for all of SUS's current and potential clubs and associations, and to review the processes of the SUS in regards to clubs and associations.

**1.0 Responsibilities**

1.1 The specific responsibilities of the CLASS Committee include, but are not limited to:

- 1.1.1 Vet and approve the registrations of all Clubs and Associations
- 1.1.2 Ensure that all Clubs and Associations are acting within applicable policies and as well on their own constitutions and aims
- 1.1.3 Provide administrative oversight and guidance to all Club and Association executives, as well as other non-executive students
- 1.1.4 Approve and monitor the usage of Clubs and Associations office spaces located in the SUB
- 1.1.5 Organize and facilitate workshops and socials for Club and Associations
- 1.1.6 Review and recommend updates to the policies and processes regarding Clubs and Associations as needed.
- 1.1.7 Support the Clubs & Associations Officer as the primary liaison between SUS, and Clubs and Associations
- 1.1.8 Bring the concerns of Clubs and Associations to the Executives as needed

**2.0 Membership and Chair**

2.1 Members of the committee are added and removed in accordance with the Committee Structure Policy

2.2 The Chair of the CLASS committee is the Clubs and Associations Officer by default.

2.2.1 If the Clubs and Associations Officer cannot chair the CLASS committee, the VP Internal is the chair by default

### **3.0 Quorum**

3.1 Quorum is one third of the voting members, but never less than three (3) voting members.

### **4.0 Responsibilities of Chair**

4.1 To provide leadership to the committee

4.2 To schedule meetings and set the agenda

4.3 To ensure that attendance and minutes are being taken and properly stored

4.4 To assign and coordinate the work of the committee

4.5 To be the primary liaison between the Committee and the SUS Executives

4.6 To report on the work of the committee for the Executive and/or the Board as required