Georgian College

Georgian College Student Association

Campus Bylaws

Barrie

3/3/2015

****

**Georgian College**

**Students’ Association**

# CONSTITUTION

Campus By-Laws

Barrie Campus

**Table of Contents**

1. **Vision**
2. **Mission Statement**
3. **Definitions**
4. **GCSA Structure**
5. **Executive Council**
6. **Student Directors**
7. **GCSA Representatives**
8. **GCSA Board of Directors**
9. **Student Athletic Association (SAA)**
10. **Honourarium By-law**
11. **Elections Policies and Procedures**
12. **Referendum Policy & Procedures**
13. **Posting and Solicitation Policy**
14. **College Committee Involvement**
15. **Clubs and Associations**
16. **Financial Policies and Procedures**
17. **Official Logo**
18. **Conflicting Statements**
19. **Amendments and Review of the By-laws**

**Georgian College**

**Students’ Association**

# CONSTITUTION

Campus By-Laws

Barrie Campus

***Revised Date:*** *March 2015*

***Approved Date:***

1. ***Vision***

To be a leader in student engagement.

1. GCSA Mission Statement

To connect with our student body to gain the knowledge necessary to effectively advocate for all students at Georgian College by providing services, activities and opportunities.

1. **Definitions**
	* + - 1. **GCSA** refers to the Barrie Campus of the Students’ Association
				2. **VP** refers to the Vice Presidents of the GCSA
				3. **The Executive** refers to the Executive Council consisting of The President, The VPs of Administration, Social, Internal Relations, Athletics, Marketing, and External.
				4. **Student Directors** refers to the elected representatives whom make up the Board of Directors.
				5. **S.A.A.** is the Students’ Athletic Association.
				6. **S.E.C.** is the Students’ Executive Council which is comprised of all GCSA Executives from each campus with an established student governing body.
				7. **Constitution** refers to the governing document of the GCSA for all campuses of Georgian College.
				8. **College** refers to Georgian College.
				9. **By-laws** refers to the GCSA By-laws for the Barrie Campus of Georgian College Students’ Association.

1. **GCSA Structure**

The Barrie Campus Students’ Association is comprised of:

1. The Executive (7)
2. The Student Directors
3. The Student Athletic Association (S.A.A.) (See Section IX)
4. The Advisor(s) (Ex-Officio)

See Appendices A & B & C (**GCSA Organizational Structure Chart, College Organizational Chart, Student Life Organizational Chart**)

1. **Executive Council**
2. The Executive Council is made up of the seven GCSA Executives.
3. The positions include the President and the Vice Presidents of Athletics, Administration, External, Social, Marketing, and Internal Relations.
4. All GCSA business matters affecting the activities, events, contributions, GCSA businesses, staffing and services may be handled at properly constituted meetings of the Executive Council.
5. The Advisor (ex-officio) is to be present at all official meetings of the Executive Council.
6. The Executive Council will be elected in the winter general elections.

See Appendix D **(Executive Job Descriptions)**

1. **Student Directors**

Student Directors are elected to fill the positions on the GCSA Board of Directors. Their duties shall be, but not limited to, act as a liaison between GCSA and the student body through the development of a class representative team, assist with events and activities, and attend the GCSA Board of Directors meetings.

See Appendix E (**Student Director Procedures & Job Descriptions**)

1. **GCSA Representatives**

GCSA Representatives are volunteers of the student body that shall:

1. Be responsible for distributing information on GCSA activities and services
2. Bring forward to the designated GCSA Director any program specific issues, concerns or announcements.
3. Act as a liaison between GCSA and the student body.
4. Help with the marketing and communications of GCSA activities and events by keeping classes informed well in advance of the dates.
5. Attend Monthly meetings organized by the designated GCSA Director.
6. **The GCSA Board of Directors**
7. The GCSA Board of Directors is comprised of the Executive, the Student Directors and the SAC Advisors (ex-officio).
8. It is the mandate of the Board to address concerns of the student body and to vote on issues regarding events, activities and services that may require the expenditure of GCSA funds, not budgeted for, or exceeding budgeted amounts.
9. The Board is also required to assist with the promotion of GCSA’s various services and activities through the meetings with the class representatives and/or any other means appropriate.
10. These meetings shall be chaired by the President (or designate) who will follow Robert’s Rules of Order and only vote in the case of a tie.
11. The GCSA Directors will meet at least by-weekly and GCSA retains the right to hold extra meetings as necessary.
12. **S.A.A. (The Students’ Athletic Association)**
13. The S.A.A. Constitution is and shall remain a part of the GCSA By-laws.
14. Amendments to the S.A.A. Constitution shall be presented to the GCSA for ratification after it has been passed by the S.A.A.

See Appendix F **(The Students’ Athletic Association Constitution)**

1. **Honourarium By-law**
2. This by-law is made in accordance with Article VIII Section 2 of the GCSA. Constitution.
3. There shall be honourarium for the Executive and the Student Directors, consisting of a monetary payment.
4. Honourarium shall be as follows:
5. The President may receive up to **$4000 (**Four Thousand Dollars) at the end of each academic term (not including GCSA Paid Co-operative semesters).
6. The Vice Presidents of Administration, Athletics, Social, External, Marketing and Internal Relations may receive up to **$3600** (Three Thousand Six Hundred Dollars) at the end of each academic term (not including SAC Paid Co-operative semesters).
7. The Student Directors may receive up to **$1000** (one thousand Dollars) at the successful completion of each academic term.
8. The Executive and the Directors are required to complete a performance review prior to receiving a honourarium.
9. Honourarium Review Reports by the Executive are due at the end of every month.
10. One GCSA Advisor shall be present during all reviews for executives and may be brought into the reviews for the directors as necessary.
11. Pay dates may be arranged for monthly, the midway point in the semester and/or the end of the semester.
12. All Executive members and Directors are required to sign the contract as provided in their orientation package.
13. Should a GCSA member apply for and receive a GCSA paid co-operative position, they may not eligible for honorarium for that semester. See Constitution for full rules.
14. Should an Executive, during their term of office, accept a co-operative placement off-campus, and is able to fulfill the required duties of the position, he/she may be eligible for a honourarium upon review.
15. For all reviews, honourarium review reports and appointments need to be completed prior to the end of the month following the month under review.
16. Failure to complete the review within the time required may result in a percentage loss of the honourarium.
17. Written review reports need to be received 24 hours before the scheduled review appointment. Failure to do so may result in a cancelled honourarium and percentage loss.
18. Honourariums may be deducted based on the following:
19. Missing a meeting without reasonable justification and or 48 hours’ notice - up to 25% may be deducted.
20. Not completing duties within the job description on a timely basis up to 25 % deducted.
21. Not completing the required office hours up to 2 % may be deducted.
22. Not completing the required goals set by the VP and the advisor up to 25%
23. Absence due to Illness or emergency (unless self-inflicted) will not be deducted.
24. GCSA may, from time to time, need to address actions that may require disciplinary action. Refer to the Constitution for Guidelines on Discipline. If there are no set guidelines or precedent, it may be referred to the Advisors for suggestions and possible resolution.

See Appendix H **(GCSA. Contract)**

See Appendix I and J (**Honourarium Review Form Executive & Student Directors)**

1. **Elections Policies and Procedures**
2. GCSA is responsible for hosting elections as needed throughout the year.
3. The election for the Executive is held in the winter semester and the election for the Student Directors is held in August to be in place for the fall semester.
4. GCSA holds the right to hire part time CRO and DRO student positions when needed.
5. As stated in the GCSA Constitution, the GCSA Executive and Directors are elected to a twelve (12) month term. Some of the Student Directors may be elected in the Fall semester for two (2) consecutive semesters should they not be elected in the spring.
6. Election of Directors shall take place as necessary, following the guidelines of Election Policies and Procedures. Executive terms of office shall commence May 1 and end April 30
7. GCSA will follow the election guidelines within the GCSA Constitution and within the Election Policies and Procedures.

See Appendix K **(The GCSA Election Policies and Procedures)**

.

1. **Referendum Policies and Procedures**

GCSA may have the need to conduct a student referendum. Please refer to GCSA. Constitution Article XVII.

1. **Posting and Solicitation Policy**

GCSA shall strive, at all times, to work within and uphold the rules of the College’s Posting and Solicitation Policy.

See Appendix L **(Georgian College Posting and Solicitation Policy)**

1. **College Committee Involvement**

It is the responsibility of the student leaders to attend the designated college committee meetings, as required, and report back to the rest of the council and SEC on the committee on a regular basis. Every attempt will be made to divide the committee membership up evenly and to best suit the timetable needs of each GCSA. member. GCSA Directors may sit on the various college committees.

1. **Clubs & Associations**

Student groups looking to form a club or association can apply to GCSA for recognition. GCSA will request a **Club/Association Request Package** be completed. Once approved, these clubs are responsible for managing their finances through the GCSA office and are able to book space on campus for meetings and events. All GCSA Clubs/Associations are responsible for maintaining a staff/faculty advisor, and will communicate regularly with the GCSA VP of Internal Relations. No student may hold two elected positions at the same time

See Appendix M (**Club/Association Request Package)**

1. **GCSA Finances**
2. **GCSA Budget**

GCSA is responsible for setting the yearly budget. This process is completed in consultation with the Advisors. GCSA will review and approve the operating budgets for all of the areas of GCSA including the contributions to The Athletic Department, Food and Beverage Operations, Orientation and Student Leadership.

1. **Capital Expenditures**

GCSA may decide to support capital projects. In doing so, they may vote to access funds from their operating budget and/or due to GCSA Accounts and may commit to a long term repayment plan. These plans require consultation with the Advisors, College Management as well as completing a GCSA Motion.

1. **GCSA Mortgage**

GCSA currently has mortgages/loans with the college for the Student’s Athletic Centre and The Last Class expansion and is responsible for making annual repayment transfers according to the operating agreement.

1. **GCSA Financial Policies and Procedures Document**

**Financial Policies and Procedures**

Edited April 2013

1. **PETTY CASH**
	* 1. Petty cash should only be used for the payment of small expenses.
		2. ****The limit will be $50.00. A **Cash Receipts Summary** form is required to be filled out and submitted to the Finance Officer with the original receipts attached**.** Any other expenses over and above this amount of $50.00 should be paid for by College cheque. A **Cheque Requisition** Form must be completed and forwarded to the Finance Officer to process.
		3. The Cash Receipts Summary form should record:
* name of person to be reimbursed
* amount of reimbursement (including HST)
* account number(s) to be expensed
* HST paid on purchase – split by 5% and 8%
* two authorized signatures
* dated
	+ 1. Cash advance limit is $50.00. A **Petty Cash Advance** form must to be filled out with your account number and an authorized signature.
		2. Cash Advances **must be cleared within 30 days.**
		3. Acopy will be held in an advance file until cleared. Once cleared filed monthly by journal # in batches of 50 and kept in the Finance Officer’s office in GCSA.
		4. The Finance Officer will be the only person authorized to make payments from this fund. The Custodian of the fund will therefore assume responsibility for the money.
1. **INVOICE PAYMENT PROCEDURE**
2. All payments will be supported by a properly approved invoice and purchase order without exception unless specified somewhere else in an established College Policy, Procedure or Practice.
3. These rules are in place to ensure the proper accounting methods and rationale are used for the spending of Student Activity Fees
4. GCSA is responsible to the College Board of Governors for ensuring that the Student Activity Fee is spent in a financially responsible manner. The Board of Governors has the authority to establish alternative methods if deemed necessary.
5. Any College cheque must be requested through the proper coding of an invoice. An invoice must have the appropriate cost centre and signature.
6. All invoices must be submitted to the Finance Officer in accordance to the schedule set forth to receive a cheque.
7. No signing officer should sign an invoice that has been requested by themselves. (i.e.,honourariums or advances).
8. All expenses above FIVE HUNDRED ($500.00) dollars must be approved by the GCSA President prior to cheque being written.
9. All requests for activity fee financial support over $500 must be tabled for at least one executive meeting in order to allow time for questions and research
10. The President will appoint a designee while absent.
11. If the President requests the cheque, then either VP will have the authority to approve.
12. Any expense that won't be approved by an Executive Council Member then must be approved through a GCSA motion.
13. All expenses above FIFTEEN HUNDRED DOLLARS ($1,500.00) must be brought to a GCSA meeting for approval through a motion.
14. All conference requests and expected expenditures must be approved through a GCSA motion and a Conference Request Form completed
15. All expenses must be submitted on a monthly basis or sooner.
16. GCSA has the right to deny expenses through a motion.
17. Copies of coded invoices are filed by journal # in batches of 50 and kept in the Finance Officer’s office in GCSA.

**3. ACCOUNTING PROCESSES FOR CLUBS**

**a.**  GCSA Recognized Student Clubs are to adhere to all financial policies and procedures.

b. All cash and/or cheques will be deposited into Rectrac System “Global Sales” at the front desk of the GCSA Office. A receipt will be given to the person depositing the money as well as a copy for the club file in the office of GCSA V.P. Internal Relations. The front desk staff will need to know: the name of the person making the deposit, the club name, and the reason for the deposit.

c. Any invoices to be paid by cheque should be received in the Student Life Finance Officer’s office by no later than Wednesday at noon to be processed for the College cheque run on Friday morning. Invoices should be coded with your club account number (H.S.T. separate 1010-03049) as well as two (2) authorized signatures. Cheques will be mailed out from the College’s Accounting Department Friday afternoon.

d. All petty cash reimbursements are for incurred expenses less than $50.00. A **Cash Receipts Summary** form must be filled out with your club account number and two (2) authorized signatures.

**e.** Cash advance limit is $50.00. A **Petty Cash Advance** form must to be filled out with your club account number and an authorized signature. Cash Advances **must be cleared within 30 days.**

f. A copy of your club monthly account balance will be printed from the College’s Banner System. You will receive a copy as well as a copy for your file in the GCSA V.P. Internal Relations office.

**4. TRAVEL REIMBURSEMENT PROCEDURE**

1. Any approved GCSArelated travel and miscellaneous, other expenses that have been incurred while on College business are eligible for reimbursement.
2. The **Statement of Travel Reimbursement** form is to be completed legibly in ink by the GCSA Executive/Staff seeking reimbursement as follows. The employee should specifically state:
* The name, division and phone number of the employee;
* The amount (s) of expense and to which account (s) it is to be charged with the College;
* The date on which the expenses were incurred;
* Where the employee travelled from and where he/she travelled to. The purpose of the trip must also be stated;
* The total kilometers travelled on the trip, if the employee used his/her own vehicle;
* Additional amount (s) being claimed for reimbursement under the appropriate categories on the form including details regarding, “other” Expenses under the “remarks” heading;
* Employee’s signature and date of signing.
1. Reimbursement is based on:
* Actual College related travel costs incurred supported by receipts except when using private automobile;
* Miscellaneous other expenses that are supported by receipts;
* An approved kilometric travel allowance for use of private automobiles;
* Per Diem rates established as part of agreements for employees involved in special projects or international travel.
1. The Statement of Travel Reimbursement with
* Receipts and/or cash advance documentation together with the balance of unused cash, attached to it, must be signed by the employee and the employee’s direct supervisor.
* Out-of-Province Travel form.
1. The Statement of Travel Reimbursement form is then to be submitted to the Finance Officer, Student Life Department for processing reimbursement. This must be done within seven (7) business days of completion of activity.
2. **Official Logo**
3. **Conflicting Statements**

Whereby, any conflicting statements between the GCSA. By-laws and the Constitution occur, the Constitution shall override the By-laws.

1. **Amendments and Review of the By-laws**

There is to be a By-law Review Committee struck that will include the Advisor, The gcsa Vice President Administration, The GCSA President and any other members that the President sees fit.

Review of By-laws may be conducted annually.

**Appendix A: Executive Job Descriptions**

1. **GCSA President Shall:**
	1. Shall participate in selection committees established to hire full time student life staff
	2. Be the lead contact for request to GCSA for student representation on college committees
	3. Delegate tasks to VPs and directors where appropriate
	4. Shall represent GCSA at senior management committees
	5. Support and assist with GCSA training and professional development
	6. Shall monitor the activities of the VPs to ensure the fulfillment of their job descriptions and be present for each honorarium review along with the Student Life Manager
	7. Be made aware of all major purchases for the GCSA office including SWAG, furniture and equipment
	8. Responsible for the overall direction and leadership of council
	9. Shall chair the constitutional and by-law review committees
	10. Shall attend Board of Governors’ meetings as requested
	11. Shall attend college meetings involving subsidiaries and businesses upon request
	12. Assist with Barrie hosted SEC meeting
	13. Chair the Job Description Review Committee, that must include the Student Life Advisor and/or the Manager of Residence and Student Life
	14. Chair (or designate) executive or board of director meetings
	15. Shall attend college meetings as requested by the GCSA president or a college official
	16. Required to be available within the GCSA office for a minimum of 24 hours a week; be open to hearing student issues and concerns
	17. Assist fellow council members as required
	18. Shall work closely with Manager for Residence and Student Life as well as the Student Life Manager
	19. Must maintain all GCSAdocument and records in an organized fashion and relinquish all those documents or records in their care to the successful incumbent at the end of the term
	20. Will provide reports as requested by the Student Life Manager as well as a year-end reports (for example: a transition binder)
	21. Assist with the organization and coordination of all college wide events on behalf of GCSA(for example: orientation)
	22. Develop, implement, and commit to a one-year operational plan that identifies the executives’ goals and objectives
	23. Participate in ongoing professional development (may include irregular hours)
	24. Assist with general office duties and inquires (for example: insurance questions)
	25. Strive to ensure that the executive and board of directors are aware of GCSA services and activities
	26. Must be informed of all services of GCSA and its businesses
	27. Must participate in the orientation and training of your successor at change-over
	28. Shall attend all meetings of executive, directors, SEC, in-service, and team building
	29. Shall represent the students to the best of their ability
	30. Will adhere to (and review) GCSA, policies, procedures, by-laws, and constitution as required
	31. Adhere to all college policy and procedures
	32. Responsible for working within the budget attributed to your portfolio, and presenting your budget updates upon request
	33. Work with the Student Life Manager on the procurement of goods and services for GCSA
	34. Participate in an annual review of all student ancillary fees and budget review (usually at SEC)
	35. Responsible for keeping Outlook calendar updated in a timely manner as well as responding to work emails and messages in a timely manner (i.e. less than 24 hours)
	36. Be available to meet regularly (minimum of monthly) with the Student Life Manager
	37. Present succeeding budget to council for approval
	38. Required to attend off campus and weekend conferences
2. **All Barrie Campus VP Shall:**
	1. Shall attend college meetings as requested by the GCSA president or a college official
	2. Required to be available within the GCSA office for a minimum of 24 hours a week; be open to hearing student issues and concerns
	3. Assist fellow council members as required
	4. Shall work closely with Manager for Student Life
	5. Must maintain all GCSA document and records in an organized fashion and relinquish all those documents or records in their care to the successful incumbent at the end of the term
	6. Will provide reports as requested by the Student Life Manager as well as a year-end reports (for example: a transition binder)
	7. Assist with the organization and coordination of all college wide events on behalf of GCSA(for example: orientation)
	8. Develop, implement, and commit to a one-year operational plan that identifies the executives’ goals and objectives
	9. Participate in ongoing professional development (may include irregular hours)
	10. Assist with general office duties and inquires (for example: insurance questions)
	11. Strive to ensure that the executive and board of directors are aware of GCSA services and activities
	12. Must be informed of all services of GCSA and its businesses
	13. Must participate in the orientation and training of your successor at change-over
	14. Shall attend all meetings of executive, directors, SEC, in-service, and team building
	15. Shall represent the students to the best of their ability
	16. Will adhere to (and review) GCSA, policies, procedures, by-laws, and constitution as required
	17. Adhere to all college policy and procedures
	18. Responsible for working within the budget attributed to your portfolio, and presenting your budget updates upon request
	19. Work with the Student Life Advisor on the procurement of goods and services for GCSA
	20. Participate in an annual review of all student ancillary fees and budget review (usually at SEC)
	21. Responsible for keeping Outlook calendar updated in a timely manner as well as responding to work emails and messages in a timely manner (i.e. less than 24 hours)
	22. Be available to meet regularly (minimum of monthly) with the Student Life Manager
	23. Present succeeding budget to council for approval
	24. May represent the President in their absence, upon request
	25. Required to attend off campus and weekend conferences
3. **The Barrie campus VP of Administration Shall:**
	1. Shall sit on constitution and by-law review committees
	2. Shall compile agenda items for all executive and board of directors meetings and distribute at least 24 hours before each meeting (submitted to the Student Life Manager)
	3. Coordinate any special guest presenters at executive or board or directors meetings
	4. Plan and implement professional development activities for the Board of Directors
	5. Coordinate GCSA Directors’ holiday banquet
	6. Responsible for recruitment and training of student directors
	7. Responsible for the GCSA election processes including executive and board of directors
	8. Shall coordinate the honorarium reviews for student directors
	9. Establish a means of regularly communicating with student directors
	10. Shall be the official recorder of the minutes of any or all executive and board of directors meetings and keep recorded copy of the minutes for the duration of the term of office
	11. Distribute the completed minutes within 48 hours of the meeting (including to the Student Life Advisors and Board of Governor)
	12. Responsible for filing and following up with any action required on any motions discussed within 48 hours
	13. External Financial request require a motion, that motion needs to be copied to the financial officer to be processed and the VP admin must also contact the requestor with a response within 48 hours of the motion being brought up (including a negative response)
	14. Responsible for recording all board of director meetings using a Dictaphone or voice recorder (this can be easily referred to while completing the minutes and to double check on conversations)
	15. Must take attendance at all meetings
4. **The Barrie campus VP of Marketing shall:**
	1. Recruit staff and volunteers to assist with the marketing of GCSA events and services (promo team)
	2. Responsible for advertising for all GCSA related activities, special initiatives, and services
	3. Maintaining the GCSA bulletin boards throughout the campus, keeping them current with information
	4. Provide approval for poster requests
	5. Shall develop a working relationship with local media (for example: news releases)
	6. Pay close attention to detail of all marketing materials to ensure professional and accurate information is being presented
	7. Ensure proper logo/branding is utilized in all marketing materials
	8. Shall develop a working relationship with the Colleges’ marketing department
	9. Shall work closely with the graphic designer within the GCSA department on creative marketing materials and effective online features (FB, BB)
	10. Monitor and update social media outlets that represent SAC through the staff Graphic Designer for GCSA (provide the appropriate and current information)
	11. Attend regular event and promotion meetings (minimum by-weekly)
	12. Work closely with VP Activities to follow the event proposal forms they provide
	13. Work with the Student Life Manaer to acquire GCSA branded “swag” and/or uniforms
	14. Coordinate GCSA presence at all exhibited events (Preview, Open House, Orientation)
5. **The Barrie VP of Social shall:**
	1. Work closely with the Student Life Manager to develop a yearly calendar of events
	2. Promote a sense of community through activities and programs
	3. Organize GCSAspecial events, activities and awareness weeks
	4. Follow procedures for organizing events including pre, during and post event duties
	5. Assist with the coordination of the annual GCSA appreciation banquet
	6. Be the liaison to the travel company that coordinates the student trips (be involved in the process of selecting that company)
	7. Work closely with the VP marketing to ensure events are promoted promptly and effectively by communicating the event particulars in a timely manner (fill out the event proposal form)
	8. Coordinate fundraising endeavors that SAC commits to
	9. Establish an event crew to assist with the organization of GCSA events (for example: concerts)
	10. In consultation with the Student Life Manager, work with the production companies and agents for artists, to negotiate contracts for live entertainment
	11. Attend regular event and promotion meetings (minimum by-weekly)
	12. Be available to attend COCA (Canadian Conference of Campus Activities) Conferences
6. **The Barrie VP of Internal Relations shall:**
	1. Responsible for informing the VP admin of internal (GCSA) requests or agenda items
	2. Work with internal groups on funding requests that need to go to council
	3. Shall act as the liaison for student clubs and associations in order to ensure they are organized
	4. Shall review and update the club and association application package and the constitution that governs clubs and associations
	5. Shall approve all payment authorization forms by clubs and associations (working with financial officer when required)
	6. Responsible for coordinating the food locker program
	7. Chair any GCSA endowment, scholarship and/or awards committees (for example; GCSA appreciation banquet)
	8. Keep accurate records of revenues and expenses for clubs and associations
	9. Maintain club and association files (keep them accurate and up to date)
	10. Be available to sit on selection committees for part time student positions within the GCSA office
7. **The Barrie Campus VP External shall:**
	1. Responsible for the promotion of Municipal, Provincial, and Federal elections
	2. Assist with planning for annual leadership conferences, training retreat, awards banquets, and holiday parties
	3. Keep a running list of volunteers, community members, and charitable donations
	4. Assist with the coordination and planning of an annual charity event for the students on Barrie campus (with proceeds benefiting the Barrie community
	5. Be the Barrie Campus representative for the Diversity committee and campaign
	6. Take minutes in the absence or the VP admin and speak in the absence of the president
	7. Maintain the general GSCA office area, ensuring that calendars, postings, handouts, pamphlets, and information is available for students
	8. Co-ordinate charitable donations from community partners and businesses
8. **The Barrie Campus VP of Athletics shall**:
	1. Attend OCAA annual general meetings
	2. Assist with the development of the Athletic programs for the upcoming year in conjunction with the athletic staff and SAA
	3. Strive to ensure that GCSA is aware of all athletic services and activities
	4. Shall participate in the part time athletic staff training
	5. Shall be present for the honorarium review process for the SAA positions
	6. Assist with athletic banquets and special events throughout the year
	7. Assist the SAA with marketing and promotions for athletic events
	8. Support home games/promotions
	9. Coordination of Barrie hosted intercampus athletic events
	10. Assist the athletic department in the review of the budget
	11. Assist with the training of the SAA
	12. Chair the SAA meetings
	13. Work on special projects for the athletic department
	14. Must work together with the athletic staff and SAA to create a positive image and increase college awareness of athletic services and activities
	15. In charge of SAA elections in consultation with the Manager of Athletics

**Appendix B: Student Directors**

1. **The Barrie Campus GCSA Directors Shall**:

* 1. Attend all weekly (or as necessary) GCSA Board Meetings.
	2. Vote on College issues that are not deemed executive mandated.
	3. Complete a honourarium review on a semester basis.
	4. Give the Executive Council direction on issues that will be voted on at the SEC business meetings.
	5. Assist with GCSA events and activities (concerts, pub nights, awareness weeks, etc.)
	6. Assist with GCSA elections and by-elections.
	7. Assist with the Food Locker program.
	8. Assist with marketing strategies for GCSA events and activities.
	9. Aid in reviewing GCSA policies and procedures (Constitution, By-Laws, etc.)
	10. May sit on committees and event planning teams
	11. Assist with fundraising initiatives of GCSA
	12. Plan an event to either inform or get student involvement (i.e. Fundraiser or awareness week booth)
	13. Complete at least four office hours per week in the GCSA office

**Appendix C: SAA Constitution**

Georgian College

**Students’ Athletic Association**

**CONSTITUTION**

APPROVED: April 2012

*Revised*: April 2012

**Article I:**

Name

The name of the athletic committee shall be the Students’ Athletic Association (SAA).

**Article II:**

Purpose

The purpose of the SAA is to organize and carry out functions pertaining to athletics, including varsity sports, campus recreation, and fitness, as directed and considered appropriate by the Students' Administrative Council (SAC), for the enjoyment of full-time and part-time students studying at Georgian College (Barrie campus).

**Article III:**

Membership of SAA

*Section 1*

The members of the SAA shall consist of SAC activity-fee paying students of Georgian College and the UPC.

*Section 2*

No group of students shall function as a sports organization/association within the college unless it has received written approval from the SAA.

*Section 3*

No student shall represent the SAA in any way unless they have the written approval for such actions and is responsible to the SAA.

**Article IV:**

Responsibility

The SAA is responsible to the SAC Vice President Athletics (hereinafter referred to as the President) for all its actions and events. The President is in turn responsible to the SAC.

**Article V:**

Objectives

The objectives of the SAA are:

1. To organize, promote, and support athletics at Georgian College
2. To organize various athletic activities in a variety of sports
3. To maintain and support the rights of all students to use the athletic facilities to their fullest capacity
4. To ensure the athletic interests of all students are recognized and the activities and services are supported

**Article VI:**

Structure

*Section 1*

The SAA shall consist of the following members:

1. President (SAC Vice President Athletics) *elected*

Coordinators:

b. Varsity Coordinator *elected*

c. Campus Recreation Coordinator *elected*

d. Fitness Coordinator *elected*

e. Marketing & Promotions Coordinator *elected*

Ex-officio members (officers):

f. Varsity Officer *full-time staff*

g. Campus Recreation Officer *full-time staff*

h. Fitness Officer *full-time staff*

i Marketing & Promotions Officer *full-time staff*

j Facility Supervisor *full-time staff*

*Section 2*

The President is elected by the students of Georgian College during the general SAC Elections of the same year.

*Section 3*

The committee shall be empowered to deal with routine athletic matters in order to expedite sports events and related subject matter but shall at all times be responsible to the President.

**Article VII:**

Honorarium

*Section 1:*

For SAA members to be eligible for the full honorarium amount they must complete a total of 80 hours per semester.

*Section 2:*

Increases in honorarium may only be made for the next SAA

*Section 3:*

Honorarium will be subject to the following performance standards:

1. Attending weekly meetings as scheduled by the President
2. Communicating regularly with the corresponding athletic coordinator through weekly scheduled meetings.
3. Attending all possible events relating to that coordinators specific job role.
4. Attending other SAA and SAC events to help support and encourage student participation in athletics and student life.
5. Meeting the specific job requirements and duties as specified in the SAA constitution
6. The honorarium process for review will be outlined by the current SAA
7. Coordinators may have the right to appeal the decision regarding their honorarium payout through a written notice to the Manager of Athletics

**Article VIII:**

Duties of SAA Members

*Section 1: President*

1. To direct and supervise the affairs of the SAA with the assistance of the full-time athletic staff, SAC, and Student Life Department
2. To monitor and allocate accordingly to the SAA budget
3. To call, prepare the agenda for, and chair the SAA meetings
4. To handle all correspondence and incidentals pertaining to the SAA and to work closely with all athletic department officers and coordinators
5. To be the custodian of all minutes and records other than those of the finances of the SAA
6. Shall at all times respect, support, and promote the Athletic Department and its activities and services
7. Shall represent SAA at official college events such as Orientation day, Preview day, Open house, Residence move in, and Orientation day
8. Shall attend Ontario Athletic Association and Canadian College Athletic Association general meetings when required
9. Shall attend Campus Recreation and Marketing & Promotion conferences when required
10. Through collaboration with the coordinators and officers, shall have input into program design evaluation, marketing and promotions
11. All co-ordinators shall be entitled to receive CPR, First Aid and AED Training

*Section 2: Varsity Coordinator*

1. To sign an SAA Contract upon the start of term of office and read the SAA Constitution in full
2. Upon formal request, assume the duties of the President of the SAA in his/her absence
3. To act as a liaison between the Athletic Department and the students of Georgian College in reference to varsity sports
4. On a regular basis, update the President on varsity activity
5. To assist with and ensure all promotion, publicity, and necessary media coverage, internally and externally, is completed for all varsity events, in consultation with the Varsity Officer
6. To act as an advisor to the Athletic Department for the students' varsity needs, regular meetings with varsity captains or representative through the year, therefore having input to program design
7. To assist with student staffing issues relating to varsity programming
8. To be aware of all SAC and SAA events and assist where necessary
9. Prepare, on a regular basis or as requested, varsity portfolio reports for the President
10. Submit written Honorarium reports prior to the end of the review period to the President and Varsity Officer
11. To coordinate and be responsible for home games and hosted events
12. In conjunction with the Varsity Officer, organize the varsity banquets
13. Work closely with the SAC to develop and promote varsity events at Georgian College within the Residence
14. Complete a minimum of 20 hours per month in order to be eligible for the full honorarium amount
15. Attend all SAA Meetings

*Section 3: Campus Recreation Coordinator*

1. To sign an SAA Contract upon the start of term of office and read the SAA Constitution in full
2. Upon formal request, assume the duties of the President of the SAA in his/her absence
3. To act as a liaison between the Athletic Department and the students of Georgian College in reference to campus recreation activities
4. On a regular basis, update the President on campus recreation activity
5. To assist with and ensure all promotion, publicity, and necessary media coverage, internally and externally, is completed for all

campus recreation events, in consultation with the Campus Recreation Officer

1. To act as an advisor to the athletic department for the students’ campus recreations needs, therefore having input to program design
2. To assist with student staffing issues relating to campus recreation programming
3. To be aware of all SAC and SAA events and assist where necessary
4. Prepare, on a regular basis or as requested, campus recreation portfolio reports for the President
5. Submit written Honorarium reports prior to the end of the review period to the President and Campus Recreation Officer
6. To act as student advisor to all athletic clubs and groups
7. May attend the CIRA Ont., CCCR Student Conference annual meetings as requested
8. To review and respond to possible rule and regulation changes and update as required in conjunction with the Campus Recreation Officer
9. Assist with championship games including the presentation of the trophy and team photos
10. Keeping in mind the demographics of the student body, work toward maximizing participation in campus recreation to be inclusive to all student groups
11. Act as an official as required for intramural or extramural events
12. In conjunction with the Campus Recreation Officer, organize the intramural/extramural banquets
13. Work closely with the SAC to develop and promote campus recreation events at Georgian College
14. Complete a minimum of 20 hours per month in order to be eligible for the full honorarium amount
15. Attend all SAA meetings

*Section 4: Fitness Coordinator*

1. To sign an SAA Contract upon the start of term of office and read the SAA Constitution in full
2. Upon formal request, assume the duties of the President of the SAA in his/her absence
3. To act as a liaison between the Athletic Department and the students of Georgian Colleges in reference to fitness activities
4. On a regular basis, update the President on fitness activity
5. To assist with and ensure all promotion, publicity, and necessary media coverage, internally and externally, is completed for all fitness events, in consultation with the Fitness Officer
6. To act as an advisor to the athletic department for the students’ fitness needs, therefore having input to program design
7. To assist with student staffing issues relating to fitness programming
8. To be aware of all SAC and SAA events and assist where necessary
9. Prepare, on a regular basis or as requested, fitness portfolio reports for the President
10. Submit written Honorarium reports prior to the end of the review period to the President and Fitness Officer
11. To act as a student advisor to all fitness clubs and groups
12. Assist coordinators in planning the year end banquets
13. May attend fitness conferences and special events as requested
14. Ensure all Fitness Rules/Regulations are updated, approved, and conveyed each spring
15. Work closely with the SAC to develop and promote fitness events at Georgian College
16. Complete a minimum of 20 hours per month in order to be eligible for the full honorarium amount
17. Attend all SAA meetings

*Section 5: Marketing & Promotions Coordinator*

1. To sign an SAA Contract upon the start of term of office and read the SAA Constitution in full
2. Upon formal request, assume the duties of the President of the SAA in his/her absence
3. On a regular basis, update the President on marketing and promotions activity
4. To assist with student staffing issues relating to marketing and promotions
5. To be aware of all SAC and SAA events and assist where necessary
6. Submit written Honorarium reports prior to the end of the review period to the President and Marketing & Promotions Officer
7. To ensure all promotion, publicity, and necessary media coverage, internally and externally, is completed for all varsity, campus recreation, and fitness events
8. To recruit, train and co-ordinate a student athletic marketing and

promotion team along with the marketing officer.

1. To ensure efficient communication between the Manager of Athletics**,** Varsity Officer, Campus Recreation Officer, Fitness Officer, President, the other members of SAA, SAC , and the Athletic Department
2. To uphold the respected image of the Athletic Department within the college system and the community
3. To work closely with all SAA, Public Relations, and Promotions with the SAC Vice President Marketing in order to ensure all college activities are appropriately advertised and that all college posting policy rules are followed
4. Prepare, on a regular basis or as requested, marketing and promotions portfolio reports for the President
5. May attend conferences and special events as requested
6. To record all SAA Meeting minutes and provide an official copy to the President within 2 business days of the meeting
7. Complete a minimum of 20 hours per month in order to be eligible for the full honorarium amount
8. Attend all SAA Meetings

*Section 6: Full-Time Athletic Staff*

1. Train students (including SAA members) and interpret college policies as well as those of SAC
2. Guide and advise the SAA in all areas of programming, policies, and special events
3. The staff shall be at liberty to make suggestions and to introduce matters for discussion but shall remain ex-officio members of the SAA
4. Review the implementation of any motion of the SAA (on occasion it may be necessary to refer motions to the SAC or the Manager of Student Life for resolution, solution, or input)

**Article IX:**

Resignation and Impeachment of SAA Members

*Section 1*

Should any member of the SAA fail to achieve a semester weighted average of 60% (full-time students and must have no more than 1 failure per semester and students taking less than 4 courses must have no failures) for their respective program in semester examinations, or find that he/she is unable to perform the duties of office, he/she shall at once submit their resignation to the President.

*Section 2*

The Manager of Athletics and the President hold the right to investigate the option of Academic Probation with the student. An Academic Probation option would need approval by the SAA and have the signature of the Manager of Athletics.

*Section 3*

If a position remains vacant after winter elections, a bi-election will be held in the fall, having the remaining members back fill the duties during the summer semester. Should the vacancy occur in the second semester (fall), a student from the remaining members may step into the vacated role with the approval (through a vote at a properly constituted meeting) of the members. There would then need to be an election to fill that position. Should the vacancy occur during the third semester (winter), the SAA has the option of not filling the position for the remainder of the term, having the remaining members back fill the duties, or going immediately to an election. In all cases, SAC must be made aware of the situation.

*Section 4*

Any member of the SAA may, for repeated negligence or dereliction of duties, be removed from office by a two-thirds vote of the members present at a properly constituted meeting of the SAA

*Section 5*

No student may hold more than one representative position on either the SAA or SAC concurrently.

**Article X:**

Amendments to SAA Constitution and By-Laws

Recommendations to make, amend, or repeal regulations and by-laws to this constitution must be presented to the SAA and lawfully passed then presented to the SAC for deliberation and ratification.

**Article XI:**

Election of SAA Members

*Section 1*

Nomination and selection of all candidates must be completed accordingly and follow the advertised nomination process and adhere to all laws governing the SAC Election Protocol as per The SAC Bylaws.

*Section 2*

To be nominated to the SAA executive, a student must have a 60%average in his/her respective program and must maintain that average for the duration of their term.

*Section 3*

 The results of the election shall be posted on the bulletin boards and published in the College newspaper.

*Section 4*

If any position is not successfully filled, the by-election process will be followed.

*Section 5:*

Each SAA member shall serve one year. The term begins May 1 and runs through until April 30 of each calendar year.

*Section 6:*

SAA elections must take place after the completion of the SAC Executive elections each year in order to avoid confusion between the SAA and SAC.

**Article XII:**

Rules of Procedure and Voting Power

*Section 1*

The order of business at regular meetings of the SAA should be as follows:

* 1. Attendance
	2. Acceptance of Minutes
	3. Reports
	4. On going business
	5. New Business
	6. Adjournment

*Section 2: Minutes*

The record of all SAA meetings and committee meetings shall be succinct and accurate minutes. These shall be read and approved at SAA meetings. Full records of deliberations and discussions may also be kept for reference.

*Section 3: Correspondence*

Before each meeting of the SAA, the President shall determine which items of correspondence constitute matters of new business. Such items shall be placed first on the agenda under the section entitled "new business".

*Section 4: Conduct of Discussion*

1. Every member shall, in speaking, address the chair, confine themselves to the question under discussions, and avoid personalities and inappropriate language.
2. No member shall speak more than twice upon a motion except to clarify his or her speech. The duration of any speech shall not exceed five minutes. This provision shall be implemented at the discretion of the chair.
3. The mover of a motion shall have the privilege, if they so desire, of closing discussion on their motion, except when closure has been moved.
4. A ruling of the chair may be appealed at any time. After the grounds of appeal and the reasons for the ruling have been stated, the question shall, without debate, be put as follows:

"Shall the ruling of the chair be sustained?" A two-thirds majority shall be required to override the ruling of the chair.

1. Cases not provided for in the foregoing rules shall be governed, as far as possible, by Robert's Rules of Order, the interpretation of which shall be made by the President.

*Section 5*

All members, excluding the President while acting as the chair, shall have equal voting power.

*Section 6: Attendance of SAA members*

Every member, in taking the position, is responsible to attend each SAA meeting, act in a professional manner at all times, and agree to abide by all policies and procedures found in this document and others in accordance to the SAC Policies and Procedures and the Constitution.

**Revised: April 2012**

**Appendix D: Executive Honourarium Form**

 **Monthly Honourarium Worksheet**

**Name: Position:**

**Month in Review: Requesting:**

**Reviewed By: Date of Review:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *5%**Never**meets expectations* | *10%* *Well**below**expectations* | *15%**Sometimes**meets**expectations* | *20%**Often**meets**expectations* | *25%**Consistently meets expectations* | **Self****Review** | **Staff****Review** |
| **Punctuality and Attendance Meetings** | -consistently late or absent-Did not notify 24 hours in advance  | -occasionally late or absent -distracted or otherwise occupied in meetings | -on time and at every meeting-active participant in meetings | -early and well prepared for every meeting-productive at meetings | -early and well prepared for every meeting-outstanding participation  |  |  |
| **Office Hours** | -does not attend any office hours-no response to emails or calls | -in the office less than 10 hours a week-very slow to respond to communication | -meets the office hours requirements-responds within 24 hours to communication | -meets office hours; very productive and efficient use of office hours-immediate response | - consistently meets and/or exceeds office hours-extremely visible and helpful-all time in office spent on SAC work |  |  |
| **Job Description** | -fails to meet any requirements from their job description | -occasionally meets requirements -may not complete some requirements | -meets bare minimum of job requirements-programs and events are not a success | -exceeds job requirements-programs and events considered a success | -exceeds far above job requirements-new, successful and well documented programs and events |  |  |
| **Monthly Goals****(as recorded by the SAC Advisor)** | -fails to create and goals for the month | -sets goals but reaches none of them | -sets and reaches at least one goal | -sets and reaches at least two goals | -sets and reaches at least three goals |  |  |

GCSA/ College Meetings

|  |  |  |
| --- | --- | --- |
| DATES | MEETING TYPE | HOURS |
| September 9/13 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Programs/ Projects/ Events

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF PROGRAM/EVENT | DESCRIPTION | SUCCESS (YES OR NO) & WHY | TIMES & HOURS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Office Hours

(Include all meetings and events)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | TIMES & HOURS | DATE | TIMES & HOURS | DATE | TIMES & HOURS | DATE | TIMES & HOURS | DATE | TIMES & HOURS |
| 1 |  | 8 |  | 15 |  | 22 |  | 29 |  |
| 2 |  | 9 |  | 16 |  | 23 |  | 30 |  |
| 3 |  | 10 |  | 17 |  | 24 |  | 31 |  |
| 4 |  | 11 |  | 18 |  | 25 |  |  |  |
| 5 |  | 12 |  | 19 |  | 26 |  |  |  |
| 6 |  | 13 |  | 20 |  | 27 |  |  |  |
| 7 |  | 14 |  | 21 |  | 28 |  |  |  |
|  |  |  |  |  |  |  |  | Sub |  |
| **Subtotal** |  |  |  |  |  |  |  | **Total:** |  |

1. **Punctuality and Attendance at meetings**:

I have attended all scheduled meetings and been on time and organized. Y N

***Comments:***

1. **Office Hours**: Total Office Hours Documented

Were those hours productive? Y N

***Comments:***

1. **Job Description**: In reviewing my job description, I am fulfilling the requirements and working on tasks related to my job.

***Comments:***

1. **Monthly Goals**: I have worked with Advisor to establish my three monthly goals: Y N

**Goals for upcoming Month:**

1)

2)

3)

**Biggest Challenge for this Month:**

**Major Accomplishment/s for the Month:**

**Goals Completed for Previous Month:** Yes No

**Signed by SAC Executive:**

**Percentage Achieved:**

**Signed by SAC President: Advisor:**

***Hours entered into the system:***  *(date)*

*SAC executives and directors have the right to appeal their honorarium decision as long as they adhere to the following policies:*

1. *That they submit their request to the Manager of Residence and Student Life (by email) within 24 hours of the end of their honorarium review meeting*
2. *That they include their original review sheet as well as written points on why they feel the decision from the review was not appropriate (facts)*
3. *That they realize that any arbitration decision made by the Manager for Residence and Student Life is final and cannot be appealed again.*

**Appendix E: Director Honourarium Form**

**Director Honourarium Report**

**Monthly Honourarium Worksheet**

**Name: Position:**

**Month in Review: Requesting:**

**Reviewed By: Date of Review:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***%0******Does not meet expectations*** | ***25%******Sometimes meets expectations*** | ***%50******Meets Expectations*** | ***75%******Exceeds Expectations*** | ***%100******Consistently Exceeds Expectations*** | **Self****Review** | **Staff****Review** |
| **Punctuality and Attendance Meetings** | -consistently late or absent-Did not notify 24 hours in advance  | -occasionally late or absent/ unavailable to attend meeting -distracted or otherwise occupied in meetings | -on time and at every meeting-active participant in meetings | -early and well prepared for every meeting-productive at meetings | -early and well prepared for every meeting-outstanding participation  |  |  |
| **Job Description** | -fails to meet any requirements from their job description | -occasionally meets requirements -may not complete some requirements | -meets bare minimum of job requirements-programs and events are not a success | -exceeds job requirements-programs and events considered a success | -exceeds far above job requirements-new, successful, programs/ events |  |  |
| **Monthly Goals** | -fails to create and goals for the term | -sets goals but reaches none of them | -sets and reaches at least one goal | -sets and reaches at least two goals | -sets and reaches at least three goals |  |  |

GCSA Meetings

|  |  |  |
| --- | --- | --- |
| DATES | MEETING TYPE | Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Hours |  |  |

Duties, Activities, and Special Events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | NAME OF DUTY/EVENT | DESCRIPTION | SUCCESS (YES OR NO) & WHY | Hours |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |
|  |  |  |  |  |

Total Overall Hours: Meetings\_\_\_\_\_\_\_\_\_\_\_\_\_ + Events\_\_\_\_ \_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Projects:

3 Semester goals:

Comments/Concerns (completed by VP Admin):

TOTAL HOURS THIS MONTH:\_\_\_\_\_\_\_\_\_\_\SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VP Amin Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix F: GCSA Elections Policies and Procedures**

**Barrie Campus**

**Revised: January 2013**

1. Definitions:

“CRO” means Chief Returning Officer

“DRO” means Deputy Returning Officer

“election” means general election or by-election

“elector” means a person who is entitled to vote at an election to the Georgian College Students’ Association for Barrie

“Voter” means an elector voting electronically “candidate” means an individual that has been nominated to stand for election as per the guidelines set out in this policy.

1. Council may establish additional rules and regulations regarding general elections provided such regulations do not conflict with any Constitution principles
2. Where an amendment to this election by-law is proclaimed less than two weeks before the date of an election, such amendment shall not apply to the election unless so authorized by Council and a 2/3 vote.
3. Every person is qualified to vote at an election of a student to council who, on the day(s) set for voting is:

A registered student of Georgian College Barrie Campus having paid GCSA activity fees and is either:

i) on Co-operative Placement

ii) attending full-time classes or

iii) attending part-time classes

1. The 7 Student Executive Positions (as seen in By-law Section III) shall be elected in the spring general election
2. The Student Directors shall be elected in May to fill 2 positions and be paid $500.00 for the summer semester and 8 more positions to be elected in the fall semester and be paid $1000.00 for fall and winter semester (see positions in By-law Section IV)
3. Whenever a vacancy occurs on the GCSA during the summer semester, the position shall be filled in the fall elections.
4. Whenever a vacancy occurs within the GCSA during the fall semester, a by-election shall be held within thirty days of the position becoming vacant.
5. Whenever a vacancy occurs within the GCSA during the Winter Semester, it will be at the discretion of the remaining members of the GCSA in consultation with the advisors, whether a position will be filled by by-election, appointment or remain vacant.
6. No person is eligible as a candidate who, on or after the beginning of the nomination period of a particular election, has been engaged as an election official.
7. No person shall be nominated and consent to be nominated so as to be a candidate for election as a member of Council for more than one position at the same time. If any person is nominated contrary to this section and consents thereto, all of that candidate’s nominations are void.
8. For a general election or a by-election, a nominating period of no less than 4 school days or not more than twenty-one consecutive calendar days shall be allowed for each person.
9. The nominating period shall be determined by the C.R.O. in consultation with the GCSA member whose responsibility it is to monitor the Election processes.
10. A campaign period shall not last longer than fourteen calendar days.
11. The Council members will appoint the C.R.O.
12. The C.R.O. shall act in an impartial manner in every respect concerning an election to GCSA. The C.R.O. shall in no way support any candidate, except when exercising the right to vote.
13. The C.R.O. may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with :

i) The GCSA. Constitution

ii) Any instructions of Council issued prior to the opening of nominations

1. The C.R.O. may appoint up to two Deputies (D.R.O.) who shall:

i) Shall remain impartial

ii) Be removed from office at the discretion of the C.R.O. in consultation with the Manager

* + 1. Approve all postings (either physical posters or on line campaigns)
1. The C.R.O. will ensure that the student body has proper access to all of the election information and that it is accurate with the help of the advertising and design support staff
2. Immediately following the nomination period the C.R.O. shall call a meeting to inform each candidate of his or her status as an acclaimed candidate, or a candidate still having to campaign for a position.
3. The C.R.O. shall be responsible for informing all candidates of their rights and responsibilities concerning election conduct as provided for in the election candidate’s package. See Appendix G **(Sample Election Package)**
4. The C.R.O. shall make copies of the GCSA Constitution and all subsidiary regulations available to each candidate.
5. The C.R.O. shall ensure that a complete list of candidates, as well as those who have been acclaimed, is posted immediately following the close of the nominations period. Such list shall be posted outside the office of the GCSA and any other locations the C.R.O. or GCSA deems appropriate.
6. The C.R.O. shall direct the candidates that they are personally responsible for all costs related to their campaign.
7. The C.R.O. shall organize a minimum of one event whereby the candidates address the student body.
8. Should a candidate violate a posting or campaigning policy, the C.R.O. and the Manager will decide upon sanctions in an appropriate and consistent manner
9. In the event that circumstances arise that would adversely affect the students’ ability to vote on the days specified for voting, and the C.R.O. considers that in the interest of a fair election the number of voting days should be extended, the C.R.O. may increase the number of voting days. Such a decision must be made in advance of the originally scheduled closing time for the polls, and every reasonable attempt must be made to notify candidates and electorate.
10. Following the on line voting, the C.R.O. shall post the results at the appropriate places around the campus, notify the correct administration, and email both the successful and unsuccessful candidates with a standard message; aided by the Manager
11. Those candidates not present shall be notified of the results by phone as soon as possible.
12. The C.R.O. is also required to present to GCSA a post-election results report, at which point, the Council shall accept the results of the election and the candidate(s) shall be considered the incumbent(s).
13. Where for any reason, the C.R.O.’s report is not presented, but there is sufficient reasonable evidence to indicate who was fairly and justly elected, GCSA shall immediately validate the election of such candidate(s).
14. There needs to be the full testing of the systems and the process prior to validating and announcing the results. All electronic records shall be kept for two weeks after the election to give all candidates the opportunity to view the results.
15. In the event that a decision made by the CRO in consultation with the Student Life Manager is in dispute, an Election Tribunal may be struck from external Georgian College Staff or Faculty to review the decision.

Appendix G

Posting Policy

The CRO, President, and Manager for Student Life shall contact physical plant and the marketing department annually to get the most up to date posting policies; which must be followed

Club/Association Name: Year: 20 / 20

NEW LOGO

Georgian College Students’ Association

**Campus Bylaws**

Barrie Campus **Table of Contents**

Cover Page 1

Table of Contents Page 2

Club/Association Application Information Page 3

Club/Association Proposal Form Page 4

Request for Funding Form Page 5

Executive & Signing Officers Form Page 6

Club/Association Constitution Page 7

Membership List Page 11

Club/Association Agreement Form Page 12

Current Clubs & Associations Page 13

**Club/Association Application Information**

**What Is a Club?**

A Club is a registered formal organization of students with a similar interest. Activities of the Club may be on a number of levels including instructional, competitive, educational, social, or general interest. Any Georgian student can form a club!

**What is an Association?**

An Association is an academic related group that relates to a specific programming study i.e. Nursing, Firefighting, Engineering, etc. Any Georgian student can form an association!

**Requirements**

* Hold regular meetings on campus, min. of 2 meetings per month (excluding summer semester) to maintain “Active” status with GCSA.
* The club/association “Committee” is to hold a meeting within 30 days after approval from GCSA to hold elections (President, Vice President, and Treasurer – min. of 3 elected positions) and submit results to VP Internal Relations of GCSA. In addition, submit to VP Internal Relations of GSCA a Calendar of Events outlining the semester, within 15 days after such said election.
* Open membership to *any* Georgian/UPC student, *except* where such limitation is necessary to avoid a complete undermining of the club’s/association’s purpose/mandate (such restrictions must be approved by the VP Internal Relations of GCSA) i.e. a particular academic study/concentration.
* Submit a “Request for Funding Form” to VP Internal Relations of GCSA if funds are necessary (≤$500).
* Submit Semester End report of activities to VP Internal Relations of GCSA by semester’s end.
* Acknowledge GCSA reserves the right to limit or exclude the actions or initial ratification of any group who, in their opinion, would compromise the unbiased, non-denominational, non-partisan activities and good name of the Georgian College Students’ Association and of Georgian College.
* All clubs/associations are required to operate in accordance with GCSA By-Laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct; and must follow the club’s/association’s Constitution. Any violation of the GCSA By-Laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct; and the club’s/association’s Constitution will generate an immediate review of the club/association by GCSA.

**Benefits of Being a GCSA Recognized Club/Association**

* Use of college facilities during operating hours and use of available college equipment.
* Assistance with marketing and promotions (graphic design, posters, tickets, signage, creating logo’s, photographer, advertising in the Georgian Eye, Blackboard, Student Planner, GCSA Boards & TV monitors, etc.).
* Operational and financial assistance from GCSA.

**How to Form a Club/Association**

* Pick up a “Club & Association Application Package” in the GCSA Office located in the Student Life Centre – A162
* Submit completed package to VP Internal Relations of GCSA (GCSA Office)
* Your group **will be** required to make a presentation to GCSA for approval

**Club/Association Proposal Form**

**Name of Club/Association:**

**Student “Committee” Representatives – Minimum of Five (5)**:

|  |  |  |
| --- | --- | --- |
| **Name (Please Print)** | **Student Number** | **Phone** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Faculty/ Staff Sponsor: Ext.

Please provide your College contact information or attach a business card.

Mandate/ Purpose of Club/Association:

Estimated Group Size:

Membership/Entry Fee ⬜ Yes ⬜ No If Yes, $

Facility/Rooms Required ⬜ Yes ⬜ No

\*If you are requesting Funding you must also submit a completed “Request for Funding Form”

**FOR GCSA USE ONLY**

VP Internal Relations Name: Signature Date:

**Request for Funding Form**

**Name of Club/Association:**

 **Student “Committee”: Representatives:**

**ESTIMATED REVENUE:**

Membership: X $ = $

Events: $

 $

 $

**Total Estimated Revenue: $**

**ESTIMATED EXPENSES:**

Expenses: (please specify)

 $

 $

 $

 $

**Total Estimated Expenses: $**

**ESTIMATED PROFIT/LOSS** (Revenue minus Expenses): **= $**

**Amount Requested from GCSA: $**

Signature of Faculty/ Staff Advisor: Date:

Signature of Student “Committee” Rep: Date:

**FOR GCSA USE ONLY**

To: Club/Association Account # From: GCSA Account #

Amount Given By GCSA: $ Date Given By GCSA:

Signature of VP Internal Relations Signature of GCSA Staff Advisor/Manager

**Executives & Signing Officers Form**

This form must be completed and filed in the GCSA office in order for the club/association to maintain their good standing and to Re-Ratify the club/association from one academic year to the next. The Executives and the Faculty Advisor listed below will have sole authorization as Signing Officers of the club/association. Two (2) signatures must be on the “Club/Association Cheque Request Form” before GCSA can process the request. This form can only be filed with GCSA if a club/association constitutional election has taken place.

**President:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Vice President:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Treasurer:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Faculty/Staff Advisor:**

 **Name**

 **Email Address**

 **Phone # Ext.**

 **Signature Date**

**Club/Association Constitution**

**Article 1 – Name**

The Club’s/Association’s official name will be “ ”. No other name will be used in the advertisement or representation of the club/association.

**Article 2 – Purpose/Mandate for the Club/Association Existence**

**Article 3 – Membership**

1. Membership is open *any* Georgian student, *except* where such limitation is necessary to avoid a complete undermining of the club’s/association’s purpose/mandate (such restrictions must be approved by the VP Internal Relations of GCSA)
2. Only current “Activity Fee” paying students of Georgian College are eligible to hold voting privileges and executive privileges.
3. Associate, non-voting members (Alumni, Community, Faculty, etc.) shall not be entitled to vote, but are allowed to participate within the club/association.
4. The membership of this club/association shall have no fewer than five (5).

**Article 4 – Executive**

(These positions represent the minimum required, but are not necessarily the maximum)

1. The Executive Committee shall consist of a:
2. President
3. Vice President
4. Treasurer

**Article 5 – Duties of the Executive**

1. President
2. Will oversee the other members of the executive in the execution of their duties
3. Will chair all meetings, if unable to do so, the Vice President will chair the meeting
4. Will be the liaison to the GCSA and shall attend the Annual General Meeting
5. Will be responsible for the public relations of the club/association
6. Will provide Semester-End report of activities to the VP Internal Relations of GCSA by semester’s end i.e. December/April.
7. Will provide any updates in changes made within the positions of the executive team, “Constitution”, account information, and the “Executive and Signing Officers Form” to the VP Internal Relations of GCSA within one (1) week of such said changes
8. Vice President
9. Will assist the President in his/her duties
10. Will assume responsibility in the absence of the President
11. Will be responsible for all club/association elections/bi-elections/committees
12. Will provide information regarding executive meetings and activities of the club/association as required by the VP Internal Relations of GCSA
13. Will record the minutes of the executive meetings and submit a copy to the VP Internal Relations of GCSA within two (2) week after each said meeting
14. Treasurer
15. Will be the Chief Financial Officer of the club/association
16. Will be responsible for all financial dealings of the club/association, keeping accurate accounts of all club/association transactions and ensure that all disbursements are authorized and properly documented with accompanying receipts or invoices
17. Will provide any updates/changes made within the “Request for Funding Form” and the “Request for Special Event Funding Form” one (1) month before such said updates/changes are needed to be mandated
18. Will provide a Semester-End report of revenue and expenses of the club/association each semester in conjunction with the President’s Semester-End report of activities i.e. Dec/Apr
19. Will provide a copy of all original receipts/invoices used in account withdrawals to the VP Internal Relations of GCSA before the request can be process, to keep within accounting practices

**Article 6 – Finances**

1. If desired, the executive will set a membership fee annually.
2. All funds obtained by the club/association will be deposited in the club/association GCSA account. In addition, this club/association will not keep funds outside of its GCSA account, whether in cash, in a bank or otherwise.
3. This club/association has an understanding and agrees that an audit at any time, with or without notice, may be performed by GCSA.
4. This club’s/association’s executives listed on the “Executive and Signing Officers Form” are responsible for all funds and are accountable to the students of the club/association, GCSA, and Georgian College.

**Article 7 – Meetings**

1. A minimum of two (2) general meetings per month shall be held during the school year (excluding the summer semester), in addition to the Annual General Meeting hosted by the VP Internal Relations of GCSA.
2. Members will be informed of each of the meetings with at least seven (7) days notice.
3. The VP Internal Relations of GCSA and/or a representative of GCSA shall have the right attend any executive meetings/events of the club/association.

**Article 8 – Elections**

1. All election procedures will be set in advance of the election and GCSA will be made aware of the date(s) and location of the election.
2. The Vice President of this club/association will be responsible for all

elections/bi-elections/committees of this club/association. Ballot boxes are available upon request.

**Article 9 – Amendments**

1. The members present must carry amendments to the constitution with a two-thirds majority vote.
2. The VP Internal Relations of GCSA will be given written notification of any change in the constitution and approval must be granted by GCSA prior to it going to a vote at the club/association level.

**Article 10 – Impeachment**

1. Any member of the club/association who commits an act negatively affecting the interests of the club/association and its members may be given notice of impeachment by letter, within thirty (30) days of such said act.
2. The impeached individual will have the right to justify his/her actions.
3. A two-thirds majority vote of members present will result in the removal of the individual from the club/association and the loss of any privileges associated with the club/association.

**Article 11 – Agency Clause**

This club/association is not an agent of the Georgian College Students’ Association and its views and actions do not represent those of the Georgian College Students’ Association.

**Article 12 – Ratification Period**

1. This club/association, with the approval of GCSA, will be sanctioned from the date of the presentation to GCSA until April 30 of the current academic year.
2. All items/assets bought by this club/association will become property of GCSA at the end of the ratification period, April 30. All goods will be held for the club/association up to the point of re-ratification the following academic year.
3. In the event that the club/association is not approved for re-ratification (if the club/association is in bad standing with GCSA), all goods and money become sole property of GCSA.
4. The “Executive and Signing Officers Form” will be used in the process of ratifying this club/association from one academic year to the next. It will be the responsibility of the executive council of this club/association to complete and submit to the VP Internal Relations of GCSA within fifteen (15) days following any election within the club/association.
5. If a change is made throughout the academic year, notification will be given within fifteen days (15) to the VP Internal Relations of GCSA.

**Article 13 – Monetary Transfers**

1. At no point in time of ratification may this club/association transfer funds/assets of any type to another club/association, student, student group, or outside group/individual/charity without the prior written consent of GCSA.
2. GCSA will issue all cheques for this club/association when a “Cheque Request Form” has been submitted; and if approved by the “Signing Officers” of the club/association and the VP Internal Relations of GCSA.
3. For any such reasons this Article is not followed, the VP Internal Relations of GCSA has the authority to temporarily “hold” all account movement until a ruling has been made by GCSA.
4. Expenses incurred by club/association executives, upon approval by submission of receipts, reimbursement form and VP Internal Relations of GCSA, will be reimbursed through cheque.
5. The entire approved fund will be stored in the separate club account under the supervision of GCSA.
6. All the reimbursements up to $50 will be handed cash from Accounting (C327) and the reimbursed amount more than that would be delivered by cheque. All the reimbursement will be processed after getting approved and authorized by VP Internal Relations of GCSA.
7. No expense will be reimbursed for gas/travel expenses, unless approved by VP Internal Relations/GCSA during approval of funding application along with the clear expense plan included in the presentation.
8. No advance money will be handed from the club and charity accounts; even there is an available balance, unless approved by VP Internal Relations of GCSA.
9. All the reimbursements will be made in favor of the president of the club unless informed in writing or by e-mail by the president of the club.
10. The reimbursement form will have to be signed by faculty advisor. If faculty advisor is not available he/she needs to e-mail regarding approval of the reimbursement to VP Internal Relations.
11. Any reimbursement application can be completely or partially denied, if VP Internal Relations/GCSA feels to be over or inappropriate spending.
12. The reimbursement application can be put on hold if VP Internal relations/GCSA finds something confusing, wish to discuss, or would like to further inquire into the expense.
13. The president of the club or any representative suggested by the president in his/her absence may be requested to have a meeting to discuss the expense before approval, if needed.
14. All the decisions taken regarding the approval of funding and reimbursement will be taken by GCSA and VP Internal Relations respectively and will be considered final.

**Membership List**

(At least five members are required in order to obtain and maintain club/association status, executives included. Please attach any extra membership lists as needed.)

**Name of Club/Association:**

**Date:**

A membership fee of $ has been paid by all members on this page.

|  |  |  |
| --- | --- | --- |
| **Member’s Name** | **Student Number** | **Program**  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |

**Club/Association Agreement Form**

Name of Club/Association:

This club/association is liable for all unauthorized debts, claims, suits, or other damages incurred by the club/association; and release the Georgian College Students’ Association (GCSA), Georgian College, and its representatives from any actions, claims, suits, or other damages/losses.

This club/association agrees to follow the club’s/association’s Constitution as written and approved by GCSA; and operate in accordance with GCSA By-laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct.

This club/association agrees and understands that should there be any violation of this Agreement, an immediate review of this club/association by VP Internal/GCSA will be initiated, and may or may not cause the immediate dissolution of our club/association.

This club/association is also aware and agrees that the club/association will be termed “dissolved” as a result of two-thirds majority vote by GCSA.

President (Print Name) Signature Date

Vice President (Print Name) Signature Date

Treasurer (Print Name) Signature Date

**Current Clubs & Associations**

**http://www.georgiancollege.ca/campus-life/students-administrative-council/clubs-associations/**

**Please visit the GCSA Clubs & Associations web page at the above address for full information and links to current club web pages, Facebook groups, Twitter accounts and more.
For more information contact Vice President of Internal Relations or GCSA office at A162.**

Club/Association Name: Year: 20 / 20

Georgian College Students’ Association

**Campus Bylaws**

Barrie

**Table of Contents**

Cover Page 1

Table of Contents Page 2

Club/Association Application Information Page 3

Club/Association Renewal Form Page 4

Request for Funding Form Page 5

Executive & Signing Officers Form Page 6

Club/Association Constitution Page 7

Membership List Page 11

Club/Association Agreement Form Page 12

Current Clubs & Associations Page 13

**Club/Association Renewal Information**

**What Is a Club?**

A Club is a registered formal organization of students with a similar interest. Activities of the Club may be on a number of levels including instructional, competitive, educational, social, or general interest. Any Georgian student can form a club!

**What is an Association?**

An Association is an academic related group that relates to a specific programming study i.e. Nursing, Firefighting, Engineering, etc. Any Georgian student can form an association!

**Requirements**

* Hold regular meetings on campus, min. of 2 meetings per month (excluding summer semester) to maintain “Active” status with GCSA.
* The club/association “Committee” is to hold a meeting within 30 days after approval from GCSA to hold elections (President, Vice President, and Treasurer – min. of 3 elected positions) and submit results to VP Internal Relations of GCSA. In addition, submit to VP Internal Relations of GSCA a Calendar of Events outlining the semester, within 15 days after such said election.
* Open membership to *any* Georgian/UPC student, *except* where such limitation is necessary to avoid a complete undermining of the club’s/association’s purpose/mandate (such restrictions must be approved by the VP Internal Relations of GCSA) i.e. a particular academic study/concentration.
* Submit a “Request for Funding Form” to VP Internal Relations of GCSA if funds are necessary (≤$500).
* Submit Semester End report of activities to VP Internal Relations of GCSA by semester’s end.
* Acknowledge GCSA reserves the right to limit or exclude the actions or initial ratification of any group who, in their opinion, would compromise the unbiased, non-denominational, non-partisan activities and good name of the Georgian College Students’ Association and of Georgian College.
* All clubs/associations are required to operate in accordance with GCSA By-Laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct; and must follow the club’s/association’s Constitution. Any violation of the GCSA By-Laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct; and the club’s/association’s Constitution will generate an immediate review of the club/association by GCSA.

**Benefits of Being a GCSA Recognized Club/Association**

* Use of college facilities during operating hours and use of available college equipment.
* Assistance with marketing and promotions (graphic design, posters, tickets, signage, creating logo’s, photographer, advertising in the Georgian Eye, Blackboard, Student Planner, GCSA Boards & TV monitors, etc.).
* Operational and financial assistance from GCSA.

**How to Renew a Club/Association**

* Pick up a “Club & Association Renewal Package” in the GCSA Office located in the Student Life Centre – A162
* Submit completed package to VP Internal Relations of GCSA (GCSA Office)
* Your package will be presented by the VP Internal Relations to GCSA and voted on for renewal

**Club/Association Renewal Form**

**Name of Club/Association:**

**Student “Committee” Representatives – Minimum of Five (5)**:

|  |  |  |
| --- | --- | --- |
| **Name (Please Print)** | **Student Number** | **Phone** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Faculty/ Staff Sponsor: Ext.

Please provide your College contact information or attach a business card.

Mandate/ Purpose of Club/Association (If different than previous year):

Estimated Group Size:

Open To All Students ⬜ Yes ⬜ No If “No”, please make an appointment with the VP Internal Relations of GCSA for assistance with this application.

Membership/Entry Fee ⬜ Yes ⬜ No If Yes, $

Facility/Rooms Required ⬜ Yes ⬜ No

\*If you are requesting Funding you must also submit a completed “Request for Funding Form”

**FOR GCSA USE ONLY**

VP Internal Relations Name: Signature Date:

**Request for Funding Form**

**Name of Club/Association:**

 **Student “Committee”: Representatives:**

**ESTIMATED REVENUE:**

Membership: X $ = $

Events: $

 $

 $

**Total Estimated Revenue: $**

**ESTIMATED EXPENSES:**

Expenses: (please specify)

 $

 $

 $

 $

**Total Estimated Expenses: $**

**ESTIMATED PROFIT/LOSS** (Revenue minus Expenses): **= $**

**Amount Requested from GCSA: $**

Signature of Faculty/ Staff Advisor: Date:

Signature of Student “Committee” Rep: Date:

**FOR GCSA USE ONLY**

To: Club/Association Account # From: GCSA Account #

Amount Given By GCSA: $ Date Given By GCSA:

Signature of VP Internal Relations Signature of GCSA Staff Advisor/Manager

**Executives & Signing Officers Form**

This form must be completed and filed in the GCSA office in order for the club/association to maintain their good standing and to Re-Ratify the club/association from one academic year to the next. The Executives and the Faculty Advisor listed below will have sole authorization as Signing Officers of the club/association. Two (2) signatures must be on the “Club/Association Cheque Request Form” before GCSA can process the request. This form can only be filed with GCSA if a club/association constitutional election has taken place.

**President:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Vice President:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Treasurer:**

 **Name**

 **Email Address**

 **Mailing Address**

 **Phone # Student #**

 **Signature Date**

**Faculty/Staff Advisor:**

 **Name**

 **Email Address**

 **Phone # Ext.**

 **Signature Date**

**Club/Association Constitution**

**Article 1 – Name**

The Club’s/Association’s official name is “ ”. No other name will be used in the advertisement or representation of the club/association.

**Article 2 – Purpose/Mandate for the Club/Association Existence (If different than previous year):**

1.
2.
3. ­

**Article 3 – Membership**

1. Membership is open *any* Georgian student, *except* where such limitation is necessary to avoid a complete undermining of the club’s/association’s purpose/mandate (such restrictions must be approved by the VP Internal Relations of GCSA)
2. Only current “Activity Fee” paying students of Georgian College are eligible to hold voting privileges and executive privileges.
3. Associate, non-voting members (Alumni, Community, Faculty, etc.) shall not be entitled to vote, but are allowed to participate within the club/association.
4. The membership of this club/association shall have no fewer than five (5).

**Article 4 – Executive**

(These positions represent the minimum required, but are not necessarily the maximum)

1. The Executive Committee shall consist of a:
2. President
3. Vice President
4. Treasurer

**Article 5 – Duties of the Executive**

1. President
2. Will oversee the other members of the executive in the execution of their duties
3. Will chair all meetings, if unable to do so, the Vice President will chair the meeting
4. Will be the liaison to the GCSA and shall attend the Annual General Meeting
5. Will be responsible for the public relations of the club/association
6. Will provide Semester-End report of activities to the VP Internal Relations of GCSA by semester’s end i.e. December/April.
7. Will provide any updates in changes made within the positions of the executive team, “Constitution”, account information, and the “Executive and Signing Officers Form” to the VP Internal Relations of GCSA within one (1) week of such said changes
8. Vice President
9. Will assist the President in his/her duties
10. Will assume responsibility in the absence of the President
11. Will be responsible for all club/association elections/bi-elections/committees
12. Will provide information regarding executive meetings and activities of the club/association as required by the VP Internal Relations of GCSA
13. Will record the minutes of the executive meetings and submit a copy to the VP Internal Relations of GCSA within two (2) week after each said meeting
14. Treasurer
15. Will be the Chief Financial Officer of the club/association
16. Will be responsible for all financial dealings of the club/association, keeping accurate accounts of all club/association transactions and ensure that all disbursements are authorized and properly documented with accompanying receipts or invoices
17. Will provide any updates/changes made within the “Request for Funding Form” and the “Request for Special Event Funding Form” one (1) month before such said updates/changes are needed to be mandated
18. Will provide a Semester-End report of revenue and expenses of the club/association each semester in conjunction with the President’s Semester-End report of activities i.e. Dec/Apr
19. Will provide a copy of all original receipts/invoices used in account withdrawals to the VP Internal Relations of GCSA before the request can be process, to keep within accounting practices

**Article 6 – Finances**

1. If desired, the executive will set a membership fee annually.
2. All funds obtained by the club/association will be deposited in the club/association GCSA account. In addition, this club/association will not keep funds outside of its GCSA account, whether in cash, in a bank or otherwise.
3. This club/association has an understanding and agrees that an audit at any time, with or without notice, may be performed by GCSA.
4. This club’s/association’s executives listed on the “Executive and Signing Officers Form” are responsible for all funds and are accountable to the students of the club/association, GCSA, and Georgian College.

**Article 7 – Meetings**

1. A minimum of two (2) general meetings per month shall be held during the school year (excluding the summer semester), in addition to the Annual General Meeting hosted by the VP Internal Relations of GCSA.
2. Members will be informed of each of the meetings with at least seven (7) days notice.
3. The VP Internal Relations of GCSA and/or a representative of GCSA shall have the right attend any executive meetings/events of the club/association.

**Article 8 – Elections**

1. All election procedures will be set in advance of the election and GCSA will be made aware of the date(s) and location of the election.
2. The Vice President of this club/association will be responsible for all

elections/bi-elections/committees of this club/association. Ballot boxes are available upon request.

**Article 9 – Amendments**

1. The members present must carry amendments to the constitution with a two-thirds majority vote.
2. The VP Internal Relations of GCSA will be given written notification of any change in the constitution and approval must be granted by GCSA prior to it going to a vote at the club/association level.

**Article 10 – Impeachment**

1. Any member of the club/association who commits an act negatively affecting the interests of the club/association and its members may be given notice of impeachment by letter, within thirty (30) days of such said act.
2. The impeached individual will have the right to justify his/her actions.
3. A two-thirds majority vote of members present will result in the removal of the individual from the club/association and the loss of any privileges associated with the club/association.

**Article 11 – Agency Clause**

This club/association is not an agent of the Georgian College Students’ Association and its views and actions do not represent those of the Georgian College Students’ Association.

**Article 12 – Ratification Period**

1. This club/association, with the approval of GCSA, will be sanctioned from the date of the presentation to GCSA until April 30 of the current academic year.
2. All items/assets bought by this club/association will become property of GCSA at the end of the ratification period, April 30. All goods will be held for the club/association up to the point of re-ratification the following academic year.
3. In the event that the club/association is not approved for re-ratification (if the club/association is in bad standing with GCSA), all goods and money become sole property of GCSA.
4. The “Executive and Signing Officers Form” will be used in the process of ratifying this club/association from one academic year to the next. It will be the responsibility of the executive council of this club/association to complete and submit to the VP Internal Relations of GCSA within fifteen (15) days following any election within the club/association.
5. If a change is made throughout the academic year, notification will be given within fifteen days (15) to the VP Internal Relations of GCSA.

**Article 13 – Monetary Transfers**

1. At no point in time of ratification may this club/association transfer funds/assets of any type to another club/association, student, student group, or outside group/individual/charity without the prior written consent of GCSA.
2. GCSA will issue all cheques for this club/association when a “Cheque Request Form” has been submitted; and if approved by the “Signing Officers” of the club/association and the VP Internal Relations of GCSA.
3. For any such reasons this Article is not followed, the VP Internal Relations of GCSA has the authority to temporarily “hold” all account movement until a ruling has been made by GCSA.
4. Expenses incurred by club/association executives, upon approval by submission of receipts, reimbursement form and VP Internal Relations of GCSA, will be reimbursed through cheque.
5. The entire approved fund will be stored in the separate club account under the supervision of GCSA.
6. All the reimbursements up to $50 will be handed cash from Accounting (C327) and the reimbursed amount more than that would be delivered by cheque. All the reimbursement will be processed after getting approved and authorized by VP Internal Relations of GCSA.
7. No expense will be reimbursed for gas/travel expenses, unless approved by VP Internal Relations/GCSA during approval of funding application along with the clear expense plan included in the presentation.
8. No advance money will be handed from the club and charity accounts; even there is an available balance, unless approved by VP Internal Relations of GCSA.
9. All the reimbursements will be made in favor of the president of the club unless informed in writing or by e-mail by the president of the club.
10. The reimbursement form will have to be signed by faculty advisor. If faculty advisor is not available he/she needs to e-mail regarding approval of the reimbursement to VP Internal Relations.
11. Any reimbursement application can be completely or partially denied, if VP Internal Relations/GCSA feels to be over or inappropriate spending.
12. The reimbursement application can be put on hold if VP Internal relations/GCSA finds something confusing, wish to discuss, or would like to further inquire into the expense.
13. The president of the club or any representative suggested by the president in his/her absence may be requested to have a meeting to discuss the expense before approval, if needed.
14. All the decisions taken regarding the approval of funding and reimbursement will be taken by GCSA and VP Internal Relations respectively and will be considered final.

**Membership List**

(At least five members are required in order to obtain and maintain club/association status, executives included. Please attach any extra membership lists as needed.)

**Name of Club/Association:**

**Date:**

A membership fee of $ has been paid by all members on this page.

|  |  |  |
| --- | --- | --- |
| **Member’s Name** | **Student Number** | **Program**  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |

**Club/Association Agreement Form**

Name of Club/Association:

This club/association is liable for all unauthorized debts, claims, suits, or other damages incurred by the club/association; and release the Georgian College Students’ Association (GCSA), Georgian College, and its representatives from any actions, claims, suits, or other damages/losses.

This club/association agrees to follow the club’s/association’s Constitution as written and approved by GCSA; and operate in accordance with GCSA By-laws, Policies and Procedures; Georgian College Policies and Procedures; and the College Code of Conduct.

This club/association agrees and understands that should there be any violation of this Agreement, an immediate review of this club/association by VP Internal/GCSA will be initiated, and may or may not cause the immediate dissolution of our club/association.

This club/association is also aware and agrees that the club/association will be termed “dissolved” as a result of two-thirds majority vote by GCSA.

President (Print Name) Signature Date

Vice President (Print Name) Signature Date

Treasurer (Print Name) Signature Date

**Current Clubs & Associations**

**http://www.georgiancollege.ca/campus-life/students-administrative-council/clubs-associations/**

**Please visit the GCSA Clubs & Associations web page at the above address for full information and links to current club web pages, Facebook groups, Twitter accounts and more.
For more information contact Vice President of Internal Relations or GCSA office at A162.**