**Club Name:** **Year:** 20 / 20



Georgian College Students’ Association

**Club Package**

***Your club. Your way. At Georgian.***

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**Club Benefits Page**

**What is a Club?**

A Club is a registered/sanctioned 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. Academic areas often form clubs that relate to their specific study as well i.e. Nursing, Business, Engineering, etc. Any Georgian student can form a club!

**Benefits of Being a GCSA Sanctioned Club:**

* The club will be visible on Georgian College’s website through GCSA’s Clubs page with a link to the current, active club member’s email.
* 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 on Blackboard, Student Planner, GCSA Boards & TV monitors, etc.).
* Advertising on Georgian Life social media (Facebook, Twitter, Instagram, Snapchat).
* Operational and financial assistance from GCSA.
* Ability to promote club at GCSA sanctioned events with approval from GCSA (Orientation, Open House, Events).
* Professional development and networking opportunities for club executive members.

**How to Find GCSA’s Clubs Page:**

* Go to <http://www.georgiancollege.ca/>.
* Scroll over to the “Campus Life’ drop down menu, followed by the ‘Georgian College Students’ Association’ tab, and then click the ‘Clubs and tab.

**How to Form a Club:**

* Pick up a “Club Package” in the GCSA Office located in the Student Life Centre – A162.
* Submit completed package to VP Internal Relations of GCSA (GCSA Office- A162).
* Your group will then make a presentation to the GCSA board outlining key aspects of the club. The presentation should include, but is not limited to the following: *What is the clubs purpose? Who is the clubs target audience? Why should this club be active through GCSA? How much does the club need for funding from GCSA?*
* After deliberation from the council, a decision will either be made to approve or not approve the club.

**General Information on Room Bookings as a GCSA Club:**

* Classrooms and meeting rooms can be booked on your behalf through Sheri who can be reached by emailing Sheri.Greenman@GeorgianCollege.ca. *Please note that during regular class times, rooms may be harder to book. Availability opens up more during non-traditional class times.*
* Rooms might be changed, relocated, or cancelled due to unforeseen circumstances.
* Rooms must be booked at a minimum of one (1) week in advance.
* Rooms can only be booked for the current semester after the add/drop date has ended.

**How to Book a Room as a GCSA Club:**

* Email Sheri at with the following information:
1. *Club name*
2. *Requested dates for room bookings*
3. *Requested time for room bookings (start and end)*
4. *Number (#) of people the room will need to accommodate*
5. *Preferred room type (i.e. Classroom, meeting, etc.).*

**Club Proposal Form**

## Name of Club:

Mandate/ Purpose of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, $

**FOR GCSA USE ONLY**

VP Internal Relations Name: Signature Date:

**Club Website Information Form**

Please tell us what information you would like to have displayed on the website. The information below will appear on the website exactly as it is below

**Name of Club:**

**Club Description:**

**Contact Email:**

**Social Media:**

**Club Logo (please draw or attach photo):**

**Executives & Club Advisor Signature Form**

The Executives and the Club Advisor listed below will have sole authorization as signing officers of the club. Two (2) signatures must be on this form before GCSA can process the request. This form can only be filed with GCSA if a club constitutional election has taken place, a position has been acclaimed, or a position acclaimed through club startup. This information will only be used by the VP Internal Relations for contact purposes.

**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**

**Club Advisor:**

 **Name**

 **Email Address**

 **Phone # Ext.**

 **Signature Date**

**Club Request for Funding Form**

**Name of Club:**

**Student Club: Representatives:** **President:**

 **Vice President:** **Treasurer:**

**Estimated Membership Revenue:**

Membership: X $ = $

**Estimated Expenses:**

Expenses: (if unsure, leave blank)

 $

 $

 $

 $

**Total Estimated Expenses:** $

**Estimated profit/loss** (Revenue - Expenses) = **$**

##### **Amount Requested from GCSA: $**

Signature of Club President: Date:

Signature of Club Vice President: Date:

Signature of Club Treasurer: Date:

**Club Membership List**

At least five (5) members are required in order to obtain and maintain club status, executives included. *(Please attach any extra membership lists as needed).*

Name of Club: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

A membership fee of $ has been paid by all members on this page. (Leave blank for no membership fee).

|  |  |  |
| --- | --- | --- |
| **Member’s Name** | **Student Number** | **Program**  |
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**Club Constitution**

**Article 1 - Club Requirements:**

1. The club “committee” is to hold a meeting within thirty (30) days after approval from GCSA to hold elections if one or more of the executive position(s) was not acclaimed. This election and the results must be communicated to the VP Internal Relations of GCSA.
2. All events that clubs are planning must be communicated to the VP Internal a minimum of two weeks before the date of the event.
3. Submit a “Request for Funding Form” to VP Internal Relations of GCSA if funds are necessary (≤$500).
4. Acknowledge GCSA reserves the right to limit or exclude the actions or initial club startup 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.
5. All clubs must not conduct business with any partner that is a direct competitor of Georgian College and GCSA.
6. All clubs 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 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 Constitution will generate an immediate review of the club by GCSA.
7. All executive members must fill out both the Supplier Setup Request Form and the Supplier Setup Maintenance Form within the first ten (10) business days of their elected position. The Supplier Setup Request Form will be filled out by the GCSA VP Internal Relations and the Supplier Setup Maintenance Form will be emailed to the club members by the Purchasing Department.
8. If a club does not give prior notice for not attending an orientation or open house, the club will fall into a probationary period as consequence. This will include, but is not limited to, a meeting with the VP Internal Relations, loss of funding, loss of room bookings, and loss of GCSA marketing materials and options.
9. Clubs are to book a vendor space in front of the library or subway a minimum of once per semester in order to gain new members and promote themselves. Vendor spots can be booked through Sheri.Greenman@GeorgianCollege.ca on a first come first serve basis.

**Article 2 - Membership**

1. Membership is opento everyone both internally and externally of Georgian College, *except* where such limitation is necessary to avoid a complete undermining of the club’s purpose/mandate (such restrictions must be approved by the VP Internal Relations of GCSA)
2. The Executive Committee shall consist of a: President, Vice President, Treasurer, and Club Advisor. More executive positions can be added as necessary with approval from the VP Internal Relations for GCSA.
3. Any changes to the executive structure must be submitted to the VP Internal Relations for GCSA.
4. Only current “Activity Fee” paying students of Georgian College are eligible to hold voting privileges and executive privileges.
5. The membership of this club shall have no fewer than five (5) including the executive members and the club advisor.

**Article 3 - 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.
5. Will be responsible for the public relations of the club.
6. Will provide any updates in changes made within the positions of the executive team, “Constitution”, account information, and the “Executive and Club Advisor Signature Form” to the VP Internal Relations of GCSA within one (1) week of such said changes.
7. **Vice President**
8. Will assist the President in their duties.
9. Will assume responsibility in the absence of the President.
10. Will be responsible for all club elections/bi-elections/committees.
11. Will provide information regarding executive meetings and activities of the club as required by the VP Internal Relations of GCSA.
12. 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.
13. **Treasurer**
14. Will be the Chief Financial Officer of the club.
15. Will be responsible for all financial dealings of the club, keeping accurate accounts of all club transactions and ensure that all disbursements are authorized and properly documented with accompanying receipts or invoices and provide it to the VP Internal Relations upon request.
16. 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.
17. **Club Advisor**
18. Must be either a full time or part time Georgian College staff, faculty, or administrator excluding students.
19. Be familiar with the clubs’ mission statement, constitution, and/or mandate.
20. Advise the club on various topics such as recruitment, events, and meetings.
21. Keep in regular communication with the club executives at a minimum of once per month.
22. Help executives complete year-end reports where necessary.
23. Ensure proper succession planning and election processes.
24. Help connect clubs to the appropriate resources both internally and externally.
25. Help mitigate inner club conflict with the help of the GCSA VP Internal.

**Article 4 - Finances**

1. If desired, the executive board will set a membership fee annually.
2. All funds obtained by the club will be deposited in the GCSA club account. In addition, this club will not keep funds outside of its GCSA account.
3. The club has an understanding and agrees that an audit at any time, with or without notice, may be performed by GCSA.
4. The club’s executives and advisors listed on the “Executive and Club Advisor Signature Form” are responsible for all funds and are accountable to the students of the club, GCSA, and Georgian College.
5. If club accounts sit inactive for two fiscal years and there has been no successful correspondence after reasonable attempted outreach, GCSA reserves the right to decide what the funds will go towards i.e. student scholarships, Food Locker, etc.

**Article 5 - Meetings**

1. Clubs must hold a minimum of one (1) general meeting per semester and an invitation must be sent to the VP Internal Relations for GCSA.
2. Members will be informed of each of the meetings with at least seven (7) days’ notice.

**Article 6 - Elections**

1. Elections must be held if two (2) or more people run for the same position.
2. Clubs must adhere to the following timeline for elections:

*1. One (1) week for nominations.*

*2. One (1) week for campaigning.*

*3. Three (3) business days to vote.*

1. GCSA must be made aware of the election dates.
2. The Vice President of this club will be responsible for all

Elections/bi-elections/committees of this club.

GCSA can setup/host/promote the club elections online with assistance from the CRO for GCSA.

1. In the event of a tie, GCSA will make the final decision based off a presentation to the GCSA council.

**Article 7 - Impeachment**

1. It is up to the club’s executive board to contact their club advisor and the VP Internal Relations for GCSA to notify them of the proposed impeachment. The VP Internal will then conduct an investigation.
2. All parties involved must attend a mediation hosted by the VP Internal. If the proposed impeached member fails to attend the meeting or fails to correspond within forty-eight (48) business hours of communication from the VP Internal, the proposed impeached member becomes eligible for immediate impeachment.
3. The VP Internal will make a final call on the proposed impeachment and will conduct any necessary vote, with fifty (50) plus one (1) percent of the club executive board vote.

**Article 8 – Active Term**

1. This club, 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. In the event that the club is not approved for re-activation (if the club is in bad standing with GCSA) or has no correspondence within one hundred and twenty (120) days, all acquired items and money become sole property of GCSA.
3. The “Executive and Club Advisor Signature Form” will be used in the process of activating this club from one academic year to the next.

**Article 9 - Monetary Transfers**

1. All the reimbursements, excluding food and beverage, up to $50, will be handed cash from Accounting (C327). All reimbursements will be processed after getting approval by the VP Internal Relations and Advisor for GCSA.
2. Expenses over $50 or any food and beverage reimbursement will be reimbursed by cheque or direct deposit. To complete this request, they must submit a completed reimbursement form and all original receipts to be authorized by the VP Internal and the GCSA Advisor.
3. If funds are needed beforehand, a cheque request form needs to be submitted to the VP Internal Relations a minimum of two weeks before it is needed.
4. No expenses will be reimbursed for gas/travel expenses unless pre-approved by the VP Internal for GCSA.

**Club Agreement Form**

Name of Club:

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

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

The club 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