Club/Association Name: Year: 20 / 20



Georgian College Students’ Association

**Club & Association Application Package**

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**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**

1. Hold regular meetings on campus, min. of 2 meetings per month (excluding summer semester) to maintain “Active” status with GCSA.
2. 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.
3. 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.
4. Submit a “Request for Funding Form” to VP Internal Relations of GCSA if funds are necessary (≤$500).
5. Submit Semester End report of activities to VP Internal Relations of GCSA by semester’s end.
6. 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.
7. 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** |
|  |  |  |
|  |  |  |
|  |  |  |
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Faculty/ Staff Sponsor: Ext.

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

Mandate/ Purpose of Club/Association:

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 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**

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.**