

Club Name: \_\_\_\_\_



## Georgian College Students' Association 2022-2023 Club Package

*Your club. Your way. At Georgian.*

**PLEASE NOTE: Please bring any necessary documents to the GCSA Office (A163), Monday to Friday between 8:30 am – 4:00 pm or submit to GCSA VP Administration: [Bibek.Poudel@GeorgianCollege.ca](mailto:Bibek.Poudel@GeorgianCollege.ca)**

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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 Student Portal through GCSA Barrie. The Clubs page includes a description, photos, and a link to the current, active club executive'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.
- **Promote your club at a minimum of one (1) GCSA sanctioned events with approval from GCSA (Orientation, Open House, Events) per academic year.**
- Professional development and networking opportunities for club executive members.

## How to Find GCSA's Clubs Page:

- Log in to your student portal.
- Scroll over to the 'Student Life/GCSA' drop-down menu, followed by the 'Barrie GCSA' tab, and then click on the 'Clubs' link or image.

## How to Form a Club:

- Fill out the online Club Package Forms.
- Submit the completed package to the VP Administration of GCSA (GCSA Office- A163).
- Your group will then make a presentation to the GCSA clubs committee 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? Email [Bibek.Poudel@georgiancollege.ca](mailto:Bibek.Poudel@georgiancollege.ca) to arrange a time to give the presentation.*
- After deliberation from the committee, 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 Tannis Peacock who can be reached by emailing [Tannis.Peacock@georgiancollege.ca](mailto:Tannis.Peacock@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 Tannis 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:

Membership/Entry Fee:  Yes       No      If Yes, \$ \_\_\_\_\_

**FOR GCSA USE ONLY**

VP Administration/Designate: \_\_\_\_\_ 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

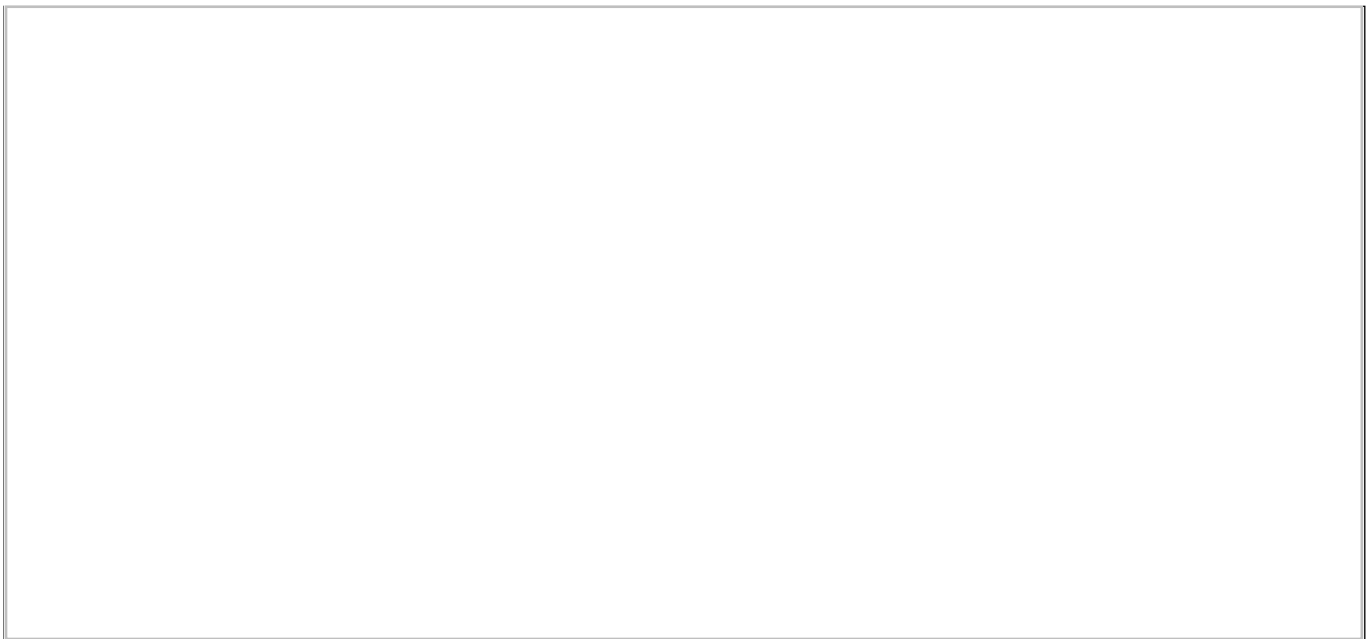
**Name of Club:** \_\_\_\_\_

**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. **All 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. The VP Administration will only use this information 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 Membership List

At least five (5) members are required 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
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		



# 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 Administration of GCSA.
2. All events that clubs are planning must be communicated to the VP Administration a minimum of two weeks before the date of the event.
3. Acknowledge that 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.
4. All clubs must not conduct business with any partner that is a direct competitor of Georgian College and the GCSA.
5. **All clubs are required to operate in accordance with GCSA By-Laws, GCSA Policies and Procedures, GCSA Finance Policies & 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, GCSA Policies and Procedures, & GCSA Finance Policies & 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.**
6. If a club commits to an event and does not give prior notice for **not attending**, the club may fall into a probationary period as a consequence. This will include, but is not limited to, a meeting with the VP Administration, loss of future funding, loss of room bookings, and loss of GCSA marketing materials and options.
7. 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 [Tannis.Peacock@georgiancollege.ca](mailto:Tannis.Peacock@georgiancollege.ca) on a first come first serve basis.

## Article 2 - Membership

1. Membership is open to 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 (the VP Administration of GCSA must approve such restrictions)
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 Administration for GCSA.
3. Any changes to the executive structure must be submitted to the VP Administration 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**
  - a) Will oversee the other members of the executive in the execution of their duties.
  - b) Will chair all meetings, if unable to do so, the Vice President will chair the meeting.
  - c) Will be the liaison to the GCSA.
  - d) Will be responsible for the public relations of the club.

- e) 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 Administration of GCSA within one (1) week of such said changes.

## 2. Vice President

- a) Will assist the President in their duties.
- b) Will assume responsibility in the absence of the President.
- c) Will be responsible for all club elections/bi-elections/committees.
- d) Will provide information regarding executive meetings and activities of the club as required by the VP Administration of GCSA.
- e) Will record the minutes of the executive meetings and submit a copy to the VP Administration of GCSA within two (2) week after each said meeting.

## 3. Treasurer

- a. Will be the Chief Financial Officer of the club.
- b. will be responsible for record-keeping of all financial transactions of the Club. This includes keeping accurate paperwork of club revenues and club expenses.
- c. Will be responsible for depositing revenues or fees earned by the club to the VP of Administration and /or the Student Life Accounting Officer.
- d. Will be responsible for submitting invoices and receipts of club expenses to the VP of Administration and/or Student Life Accounting Officer.

## 4. Club Advisor

- a) **Must be either a full time or part time Georgian College staff, faculty, or administrator excluding students.**
- b) Be familiar with the clubs’ mission statement, constitution, and/or mandate.
- c) Advise the club on various topics such as recruitment, events, and meetings.
- d) Keep in regular communication with the club executives at a minimum of once per month.
- e) Help executives complete year-end reports where necessary.
- f) Ensure proper succession planning and election processes.
- g) Help connect clubs to the appropriate resources both internally and externally.
- h) Help mitigate inner club conflict with the help of the GCSA VP Administration.

## Article 4- Funding

- 1. All GCSA sanctioned clubs have up to \$500 ask per fiscal year. In the case where funds are necessary a presentation must be given to the clubs committee, including but not limited to the following; *What are the funds needed for? What is the breakdown of expenses? Who is benefitting from this event/activity?*
- 2. Pre-approval for all money spent must be approved by VP Administration, with a request for approval submitted at least two (2) business days in advance. Request for approval must include; *what is the expense for? How much are you asking for in approval? Who will benefit from this expense?* **If approval process is not followed there will be no reimbursement.**

## Article 5 - Finances

1. GCSA Recognized Student Clubs are to adhere to all financial policies and procedures set by the Student Life & Transition Department Finance Policies & Procedures, in accordance with Georgian College Finance Policies & Procedures.
2. **Deposits/Revenue** earned from Club-related activities (cash, cheque, or debit/credit card payments) shall be given to Student Leadership and Transition Programs Manager, Student Life Accounting Officer or Student Life Office Assistant for processing into the Rectrac System at the front desk of the GCSA Office. An executive must inform the VP Administration when a deposit is made.
3. All Deposits must be submitted promptly, no later than the week deposits/revenue are earned.
4. Deposits shall include the following information to be submitted:
  - a) Club Treasurer's name making the deposit or; the name of the executive making the deposit
  - b) Club Name
  - c) Date of Deposit and event or activity
5. The Club Personnel for their record shall keep their RecTrac receipts.
6. **Club Expenses** incurred by the Club for Club-related activities must be submitted promptly to the Student Life Accounting Officer. The expenses will be reimbursed in person to the Club Treasurer. The due date for submission should be no later than the week expenses were incurred and/or before the last day of the month. The deadline ensures that expenses are submitted to the Georgian College Accounting Department for the month-end & year-end accounting period.
7. **Invoices or Receipts** for Club-related activities must be submitted to the VP Administration for payment processing.

Submitted invoices/receipts should include:

  1. Club Account #
  2. Date of Submission
  3. Name of Club Personnel
  4. Signature of Club Personnel
8. The Student Life Accounting Officer will print monthly Reports of your Club Account balances. The club reports will be placed in your Club File located at the GCSA Office. It is your responsibility to review your Club Account balances monthly. Any discrepancies or questions regarding your Account Balances should be directed to the Student Life Accounting Officer. The club's executive board has the option to set a club membership fee annually
9. The club will not keep funds outside of its GCSA account. Funds earned should be deposited to the Finance Officer for posting into your club account.
10. The club has an understanding and agrees that an audit at any time, with or without notice, may be performed by GCSA.
11. 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.
12. 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 6 - Meetings

1. Clubs must hold a minimum of one (1) general meeting per semester and an invitation must be sent to the VP Administration for GCSA with at least seven (7) days' notice.

2. Members will be informed of each of the meetings with at least seven (7) days' notice.

#### **Article 7 - 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.*
3. GCSA must be made aware of the election dates.
4. 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 GCSA's VP Administration.
5. In the event of a tie, GCSA will make the final decision based off a presentation to the GCSA council.

#### **Article 8 - Impeachment**

1. It is up to the club's executive board to contact their club advisor and the GCSA's VP Administration to notify them of the proposed impeachment. The VP Administration will then conduct an investigation.
2. All parties involved must attend a mediation hosted by the VP Administration. 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 Administration, 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 9 – 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 10 - Monetary Transfers**

1. If funds are needed beforehand, a cash advance form needs to be submitted to the VP Administration a minimum of two weeks before it is needed.
2. No expenses will be reimbursed for gas/travel expenses unless pre-approved by the VP Administration for GCSA.

#### **Article 11- Suspension**

1. The GCSA holds the right to suspend any executive member or faculty advisor in order to conduct an investigation.
2. The GCSA will submit a reason to the suspended party within 48 hours of suspension.  
The GCSA holds the right to remove any executive member or faculty advisor after holding an investigation. Some reasons for removal include but are not limited to; unprofessional conduct,

breaking the student code of conduct, lack of communication with the GCSA, holding unapproved events, etc.

**Article 12- Probation and Termination**

1. The GCSA holds the right to put any club on a probationary period. Some things that lead to probation include but are not limited to; not responding to emails from the GCSA for an extended period of time; hosting an unauthorized event; breaking any part of the GCSA constitution; the club constitution; the student code of conduct; GCSA Policies and Procedures; GCSA by-laws; Georgian college policies and procedures.
2. In the case of probation the club has 30 days to return to good standing with the GCSA. Probationary rules will look different depending on the reason of probation.
3. **If the club on probation does not return to good standing within the 30 day period, GCSA will immediately terminate the club.**

# 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 Administration /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