



Clubs Policies

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1. The Clubs Program

The Student Association of George Brown College (SA) actively encourages students to form clubs and supports their stewardship of members. Clubs are an excellent way for students to connect across programs and fields of study, meet new people and enrich student life at George Brown College. When applying to receive club funding from the SA, applicants should consider the following:

- a) All applicants must agree to all SA policies, by-laws and constitution.
- b) No club shall discriminate or refuse membership to any students because of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex, pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of a public assistance or record of offense, as per the Ontario Human Rights Code.
- c) No club shall form an affiliation or partnership with any outside organization, group or program, unless it is a registered charity or is registered as a non-profit organization (NPO) with the Canada Revenue Agency.
- d) No clubs shall charge a fee for membership.
- e) Clubs may charge members ad-hoc fees for specific events and activities.
- f) Any equipment purchased with club funds becomes the property of the SA. Clubs must report all purchases of equipment to the Clubs Coordinator.
- g) If a club ceases to be active all equipment must be surrendered to the SA to be kept in trust.
- h) Clubs that propose initiation activities as a prerequisite to join, either with current or prospective will not be approved.
- i) SA will not support, fund or promote any club that engages in activities that are against the law or discriminatory as defined by Ontario Human Rights Code.
- j) All clubs money shall be held in an SA account.
- k) SA supports the principle of freedom of expression and freedom of association. This includes, but is not limited to, the freedom to communicate in any reasonable way, to hold and advertise meetings, to debate and to engage in peaceful assemblies and demonstrations, to organize groups for lawful activities and to make reasonable use of Student Association and George Brown College facilities, in accordance with its policies and procedures.
- l) SA reserves the right to withdraw club status and funding from any student group whose articulated beliefs, values or behavior will compromise the SA Policies or Mission Statement.
- m) Clubs are required to keep SA up-to-date on all changes that are made to their executive structure, budget and constitution. Changes must be communicated to the Clubs Coordinator or the Manager, Equity & Advocacy.
- n) All club meetings are to be held on campus. Clubs may request assistance from the Clubs Coordinator to locate and reserve space for meetings.
- o) Club events may be held on or off-campus. All information about club events must be communicated to the Clubs Coordinator or the Manager, Equity & Advocacy.
- p) Any food required for club meetings will be ordered through the SA and will come out of the club's general budget allotment.
- q) Clubs must submit reports for all events and activities they hold as well as meeting minutes for all meetings they hold. This information must be sent to the Clubs Coordinator or the Manager, Equity & Advocacy.
- r) Requests for club funding may be denied by the SA if the activities in question have no perceived benefit for the club membership.

2. The Clubs Package

All information on application forms is considered a Club Policy and should be adhered to. All information within the clubs package will be kept confidential. Access to information held in a club's package can be provided by the Clubs Coordinator with the permission of the club's executive membership.

In order to become an approved club, all clubs must complete a Clubs Proposal Package and adhere to all SA policies. The package includes the following:

Membership

- a) In order to be an official club, clubs must have a prospective or existing membership of no less than TEN (10) George Brown College students, including a minimum of THREE (3) Executive Members. Executive Members are defined as the club's leadership, responsible for the direction of club activities, reporting to SA and ensuring adherence to SA policies and procedures on behalf of the club.
- b) All club members must be reported to the SA via the Clubs Coordinator.
- c) No application will be processed if names and student numbers are missing, incomplete or illegible.
- d) All student names and student ID numbers must be validated prior to club ratification.
- e) If any changes occur to the club's executive membership, an updated signed form must be submitted to the Clubs Coordinator.
- f) All faculty advisors must be disclosed to SA via the Clubs Coordinator.
- g) Any affiliation with a registered charity or registered non-profit organization (NPO) must be disclosed to SA via the Clubs Coordinator.

Statement of Rights of Responsibilities

- a) All executive members are required to review and sign the Statement of Rights and Responsibilities.

Budget

- a) All clubs are required to prepare a projected operating budget for the year, including projections of funding to be provided by the SA.
- b) All projected club expenses and revenues are to be reported as accurately as possible.
- c) The variance should be as close to zero as possible, indicating a break-even budget.
- d) All projected event revenues must be recorded and submitted to SA via the Clubs Coordinator.

Meetings and Events

- a) All clubs are required to prepare a projected schedule of events and meetings for the year based on their status.
- b) All projected meeting and event dates must be accurately reported.

Constitution

- a) In order to become a ratified club funded by the SA, the club must provide a Constitution via the Clubs Coordinator.
- b) The Constitution will outline the purpose and structure of the club. Clubs may seek guidance from the Clubs Coordinator regarding the drafting of the Constitution if assistance is required.
- c) Each constitution must include the following items:
 - i. Club Name
 - ii. Mission Statement
 - iii. Purpose of club
 - iv. Requirements for membership
 - v. Breakdown of responsibilities of each Officer/Executive
 - vi. Guidelines for the election of the Officers/Executive
 - vii. Guidelines for the removal of Officers/Executive or members
 - viii. Three Goals for your club

3. Clubs Funding

- a) Only SA recognized clubs shall be eligible for SA clubs funding;
- b) Funding shall be given in the form of reimbursements and/or advances for SA recognized and approved clubs;
- c) The SA will maintain only one (1) club account from which all the money from each club will be held in trust;
 - I. Under no circumstances shall a debit card be issued for this account. All disbursements shall be done by SA cheques;
 - II. Any monies collected during fundraising events, sponsorship agreements, etc. will be deposited into the clubs account by the Finance Coordinator. All appropriate deposit slips must be filled out and reconciled with the club's Executive Membership;
 - III. For any disbursements from the clubs account, at least two signatures are required and will consist of one full time staff signing officer and one student executive signing officer;
- d) All funds are to be used for club business only.
- e) The Executive Membership of each club must maintain their own record of the club's accounts.
- f) The SA reserves the right to audit any club's financial records at any time, with or without notice.
- g) The SA shall not be responsible for any debts incurred by a member of a club while acting on behalf of the club. No member will represent themselves as a representative of the SA in financial or other matters, nor will they use the name of the SA without the express permission from the SA Board of Directors.
- h) At the end of the year if a club has not used all allocated funding, all remaining money will be put back into the SA clubs account.
- i) In the event of financial mismanagement, a club's funding will be frozen pending further investigation.

Funding Process

Funding will be distributed as follows:

- a) Prior to the receipt of any funds all clubs shall file a proposed budget for the upcoming year with the Clubs Coordinator.
- b) The Clubs Coordinator will inform newly ratified clubs of the amount of their grant for the year within one month of the application's receipt by SA.
- c) Clubs will only receive its money as it is spent, or about to be spent.
- d) No club shall receive sponsorship from any outside organization.
- e) Clubs may receive donations and may fundraise if a need exists and is outlined in the club's projected annual budget.
- f) Clubs will only be given monies for food for meetings that are held on campus.
- g) An event proposal, including a projected budget, must be submitted to SA via the Clubs Coordinator at least six-weeks in advance of each club event.
- h) Clubs will only receive reimbursement of expenses upon presentation of receipts, invoices, or valid written estimates to the Clubs Coordinator. Attach all appropriate documentation to the Clubs Request for Withdrawal Form within five school-days of the event or activity for which reimbursement is required.
- i) Clubs seeking funds in advance of an event or activity must submit a Club Request for Withdraw Form to the Clubs Coordinator, attaching appropriate receipts, invoices or valid written estimates at least five school-days prior to the event or activity in question.
- j) Failure to provide completed forms, receipts, invoices or valid written estimates to the Clubs Coordinator within the specified time-frame may void any reimbursements and/or further access to SA Clubs funding.
- k) Upon presentation of the documentation outlined in Article 4 Reporting, Sub Article 4.1 – Monthly Reports, the Clubs Coordinator will authorize the issue of a cheque to the Club for the amount noted on the form, to a maximum of the clubs financial allowance per semester.
- l) A copy of the Clubs Request for Withdrawal Form will be distributed to the Clubs Coordinator, Finance Coordinator and the club's Executive Membership to maintain appropriate records of financial transactions. All original receipts must go to the Finance Coordinator for audit purposes.
- m) Funding shall only be granted for events held throughout the academic year; all receipts for reimbursement must be submitted by the last day of the semester, each year.
- n) Any funds gained by donation and/or fundraising efforts shall remain in the clubs account at the end of the fiscal year and shall be considered the sole property of that club. However, any SA

funding shall not be rolled over to the following year's activities.

- o) A copy of the Clubs Account Bank Statement will be distributed to the Finance Coordinator and Clubs Coordinator on a monthly basis.
- p) If a club fails to renew its status, any monies remaining in the Clubs Account shall be held in trust for one (1) calendar year, at which time the Clubs Coordinator shall close the account and the proceeds shall be added to the Clubs Account.
- q) Clubs shall be responsible for any/all debts remaining from the current and previous years;
- r) Funding appeals shall be taken to the Clubs Coordinator, who will investigate and follow the procedures as outlined in Article 9 – Clubs Disciplinary Procedures.

3.1 Tiered Funding Structure

- a) All clubs begin at Bronze Status. Clubs must operate for at least one-year and must meet all requirements of their current status before being promoted to the next tier.
- b) Funds will be reimbursed to club Executive Members in the form of a cheque upon completion and approval of all required documentation (See Article 4 Reporting), available through SA offices and website.
- c) For a club to receive funding they must fulfill all requirements as laid out below.

i. Bronze Status

- a) New clubs will begin at Bronze Status and will be granted a stipend of \$300.00 per semester from September to April
- b) A club can receive a maximum stipend of \$600.00 for the year
- c) A club must hold a minimum of one (1) event per semester
- d) A minimum of one (1) executive must attend all club meeting
- e) Free printing of thirty (30) posters, per event
- f) Must promote all events and meeting of the members to students

ii. Silver Status

- a) Clubs with Silver status will be granted a stipend of \$500.00 per semester from September to April
- b) Clubs will achieve Silver Status upon successful completion of all requirements of Bronze Status over one academic year
- c) A club can receive up to a maximum stipend of \$1000.00 for the year
- d) A Club must hold a minimum of 3 events for the year
- e) All Executive Members must attend all club meetings
- f) Free printing of fifty (50) posters, per event
- g) Must promote all events and meeting of the members to students

iii. **Gold Status**

- a) Clubs with Gold Status will be granted a stipend of \$800.00 per semester from September to April.
- b) Clubs will achieve Gold Status upon successful completion of all requirements of Silver Status over one academic year
- c) A club with a Gold Status can receive up to a maximum stipend of \$1600.00 for the year.
- h) All Executive Members must attend the all club meetings
- i) Free printing of fifty (50) posters, per event
- d) Must promote all events and meeting of the members to students

3.2 **Clubs Funding Mismanagement**

Clubs funding is to be used by the club's Executive Members for day-to-day operations and events hosted by the event. Clubs funding cannot be used for:

- i. Gifts/meals/cash awards for club Executive and members as a "reward". However, food for club meetings is considered acceptable use of funds
- ii. Honoraria for club Executive Members and club members-at-large
- iii. Personal use
- iv. Purchase of illicit drugs
- v. Purchase of alcohol

If it is found that financial mismanagement has occurred a club will be put on probation (Article Article 6, Sub-Article 6.2) until a clubs mediation committee (Article Article 6, Sub-Article 6.3) will be called.

4. **Clubs Disciplinary Policies**

4.1 **Expulsion of a Member-at-Large**

Potential grounds for expulsion of a member-at-large, dismissal of an Executive member and withdrawal of club status are as follows:

- a) Exhibited lack of financial accountability or management to both the SA and members-at-large
- b) Breach of constitutional responsibility to the membership
- c) An incomplete Executive (less than three (3) Executive Members)
- d) Repeated valid complaints about the club from its membership or GBC students
- e) Non-compliance with any GBC or SA policies and procedures
- f) Harassment by members of any member of the GBC community in the context of club activities
- g) Using SA funds for unapproved purposes (See Article 5 Clubs Funding, Sub Article 5.3 Clubs Funding Mismanagement)

When any of the above conditions are thought to exist, the club's Executive Membership will meet with the Clubs Coordinator to discuss the legitimacy of the complaint and, if found to be legitimate a clubs mediation committee will be called to order (Article 6, Sub-Article 6.3).

4.2 Probation

Probation of a member-at-large, Executive Member or entire club may occur for any of the reasons listed in Article 4, Sub-Article 4.1. One-year probation may also be employed when an organization or individual reapplies for club status following a previous expulsion. During this period, the following conditions may apply:

- a) Reduction of monthly stipend
- b) Change of Executive Members
- c) A restriction deemed appropriate by the reviewing body (usually the Director of Student Life and Campus Relations and the Manager, Equity & Advocacy).

In the event that a club on probation fails to comply fully with the guidelines listed, their status as a club with SA will be revoked for two full academic years beginning the following September.

4.3 Clubs Mediation Committee

i. Composition

SA Staff:

Executive Director

Clubs Coordinator

Manager, Equity & Advocacy

SA Executive Members:

Director of Student Life and Campus Relations

Director of Internal Affairs (When required)

ii. Mandate

The key function of the Clubs Mediation Committee is to hear and resolve problems that arise related to clubs' status, Executive Member dismissals and reporting mismanagement. The Board Mediation Committee will be called if the issue has escalated beyond the scope of the role of the Clubs Coordinator. The Clubs Mediation Committee will follow the below disciplinary actions.

- a) A letter of concern will be issued to the club's Executive Membership by the Clubs Coordinator. This letter will outline the offense in question, with reference to the specific policies breached. Copies of this letter will be forwarded to the Director of Student Life and the Manager, Equity & Advocacy.
- b) The club will be allowed 7 school-days from the date the letter was written to respond to the appropriate Clubs Coordinator and Manager, Equity & Advocacy in writing. Once this letter has been received, a Clubs Mediation Committee will be struck.

- c) During this meeting the committee will review the letters and come to a decision.
- d) Following the meeting, the club will be informed of the review body's judgment of the situation and whether the club or club executive will be subject to disciplinary action.
- e) The club's Executive Membership then has five (5) school-days to present a written appeal to the Clubs Mediation Committee via the Clubs Coordinator.
- f) The appeal will be heard at the next scheduled meeting of the Clubs Mediation Committee. The club's Executive Membership may attend the Clubs Mediation Committee to represent the club.
- g) Follow the meeting the club will be informed of the outcome of the appeal in writing within three business days of the Clubs Mediation Committee meeting where the appeal is heard.