

## CLUB MEETING/EVENT SCHEDULE

Clubs are required to hold regular events and meetings throughout the school year to provide activities for their members and to fulfill their democratic responsibilities. At least one meeting per month is recommended to report back to the membership, gain input, make decisions and recruit additional members.

SEPT		
Date	Event/MTG	Description of Activity
OCT		
Date	Event/MTG	Description of Activity
NOV		
Date	Event/MTG	Description of Activity
DEC		
Date	Event/MTG	Description of Activity
JAN		
Date	Event/MTG	Description of Activity
FEB		
Date	Event/MTG	Description of Activity
MARCH		
Date	Event/MTG	Description of Activity
APRIL		
Date	Event/MTG	Description of Activity

## THE CONSTITUTION

Each club must attach a Constitution for their individual club, unless you are a returning club AND you have confirmed that we have an existing one on file. The Constitution for a club is one of its most important documents, outlining the purpose and structure of the group. We have provided a sample on the next page which you may use as a model for creating your own.

Each constitution should include the following items. Please check for their inclusion before submitting your constitution with your application:

- Purpose of club
- Requirements for membership
- Breakdown of responsibilities of each Officer/Executive
- Guidelines for the election of the Officers/Executive
- Guidelines for the removal of Officers/Executive or members

For a sample constitution please email [clubs@sagbca.ca](mailto:clubs@sagbca.ca)

Club Applications can be submitted to any Student Association office or by email to [clubs@sagbc.ca](mailto:clubs@sagbc.ca)

### FOR OFFICE USE ONLY

Date Application Rec'd: \_\_\_/\_\_\_/\_\_\_ Rec'd by: \_\_\_\_\_

Approval Granted on: \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_



CLUB/ORGANIZATION NAME

EMAIL

WEBSITE

EXECUTIVES

NAME/POSITION:
STUDENT #:
PHONE #:
EMAIL:
SIGNATURE: X

NAME/POSITION:
STUDENT #:
PHONE #:
EMAIL:
SIGNATURE: X

NAME/POSITION:
STUDENT #:
PHONE #:
EMAIL:
SIGNATURE: X

NAME/POSITION:
STUDENT #:
PHONE #:
EMAIL:
SIGNATURE: X

FACULTY ADVISOR (IF APPLICABLE)

Table with 4 columns: NAME, EXT., EMAIL, SIGNATURE

STATEMENT OF RIGHTS & RESPONSIBILITIES

WE, the undersigned Officers, having read the Clubs Package and read and completed the Application Package, hereby accept the obligation of (Club Name)...

WE understand that approval of this request for recognition enables us to use the name of George Brown College and the Student Association of George Brown College in association with our activities.

Table with 3 columns: SIGNING OFFICER NAME, POSITION, SIGNATURE

MEMBERSHIP

Table with 3 columns: NAME, STUDENT ID, Email Address

Additional membership sheet attached? YES [ ] NO [ ] Total number of members: \_\_\_\_\_

CLUB BUDGET

\* Clubs may use this form or choose to attach a separate worksheet. \*

REVENUE:

Table with 10 columns: ITEM, Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr, Total

EXPENSES:

Table with 10 columns: ITEM, Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr, Total

VARIANCE:

REVENUE TOTAL ① - (minus) EXPENSES TOTAL ② = \$ [ ]

NOTES:

- Attempt to project as accurately as possible for the year.
Examples of expenses may be food for meetings, transportation to conferences, cost of events etc.
Examples of revenue may be an existing balance, funding from SA, fundraising etc.