

**Clubs and Services Handbook
2007-2008 Edition II**

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OBTAINING OFFICIAL CLUB STATUS FOR 2007-2008

Registering Your Club

“Student organizations are required to obtain official University recognition in order to be able to apply for the use of University facilities, apply for contributions from University-funded sources and to use the name of the University or any of its sub-units on behalf of the organization. Other privileges granted upon gaining official club recognition include the right... to use notice boards, to use the in-house mailing service... and other similar services. Note that some services require user fees.”

“There is no screening of the political orientation, philosophical views, or content of activities students engage in unless or until such activities impose upon the freedoms and rights of other members of the University Community. Presidential regulations on the standards of non-academic conduct state that ‘students may think, speak, write, create, study, learn, pursue social, cultural and other interests and associate together for all of these purposes, subject to the requirements that they respect the rights of other members of the University and general communities to pursue these same freedoms and privileges.’ This principle is adhered to when assessing groups for recognition.”

Glendon College does not recognize all organizations seeking official recognition. Recognition is granted when the applicant organization meets the appropriate criteria and agrees to abide by the Student Code of Conduct and all other University policies and procedures.

Per the Constitution of the GCSU, Part III;

“31. The Council shall grant formal recognition to any student organization upon application, provided that such an organization meets the following criteria:

- a. That the organization provides equal opportunity for all members of the Union to participate in the said organization;
- b. That the Rules and Regulations and Statements of Purpose / Constitutions of such organizations do not discriminate against any member of the Union, based in particular, on race, national or provincial origin, colour, religion, sex, sexual orientation, age, or student status within the University;
- c. That such organization provides detailed Statements of Revenue and Expenditure at least once each term and whenever requested by the Council.

32. Formal recognition by Council shall permit such student organizations to use the name Glendon College in their title, and shall make the eligible for financial

grants/support from the Council, except where specifically stated otherwise in [the] Constitution.”

Application for Recognition

New Clubs Recognition

Groups wishing to receive University recognition, with a membership of 10 or more registered students, must complete and submit a constitution and an application form for recognition as a student club/organization to the Director of Clubs and Services. The Club Constitution and Recognition Committee (CCRC) will review the application package. The application form is available from the GCSU office and on the GCSU website at <http://www.gcsu-aecg.ca>.

As of the 2007/08 academic year, new clubs must submit an Election Results Form (available at the GCSU website) after general elections for the executive are held. This must be submitted to the Director of Clubs and Services along with a copy of the meeting minutes.

Renewal of Recognition

As of the 2007/08 academic year, Clubs that have existed in previous years and wish to carry over to the current year with at least 5 existing members may do so by filling out the Application for Club Renewal and submitting it to the Director of Clubs and Services along with proof of activity from the previous year. The Clubs Constitution and Recognition Committee will review all renewal forms, and any clubs not approved for renewal by the CCRC may then choose to submit a new Application for Club Recognition. Renewed clubs must also submit an Election Results Form, either as their proof of activity if elections were held in the spring, or as a separate document later in the fall once elections have occurred. Both these forms can be found on the GCSU website.

The Club Recognition Committee reviews applications on a regular basis. After reviewing the application, temporary recognition will be granted, pending approval of the constitution. If full recognition is granted, the organization will be notified of their status. Student clubs and organizations are expected to report to the Club Constitution and Recognition Committee, care of the Director of Clubs and Services, and all changes of signing officers and executive members (by means of the Election Results Form), advisors, phone numbers and e-mails on

an on-going basis and within two weeks of the change. Recognition is granted for a period of one academic year and requires a new application or renewal each academic year.

Club Responsibilities and Liability

Submission of an application for recognition constitutes an agreement from the head(s) of the organization to adhere to the policies of conduct for the University. Violations of the Student Code of Conduct or other University policies or procedures (e.g. human rights violations, harassing recruitment policies, fiscal misappropriation, alcohol or controlled substance violations, misuse or abuse of facilities, etc.) may result in discipline for the organization, its executive, its advisors, and members. This could include sanctions listed in the Student Code of Conduct as well as withdrawal of club recognition and privileges.

“It is understood that although recognition enables groups to use the name of the University or [Glendon College], members of the organizations have no right to speak on behalf of the University, nor give the appearance of doing so. [The] University and the York Federation of Students [and the Glendon College Students' Union] accept no liability arising out of the recognition or out of the activities of the group. The group also accepts that any damages or legal costs which are incurred by the University or the YFS [or the GCSU], as a result of their activities, shall be repaid by the group and [the] University and the YFS [and the GCSU].

“The University reserves the right to invoke, in place of, or in addition to its own standards and procedures, and civil criminal, or other remedies which may be available to it as a course of law.”

All clubs and organizations are required to conform to all regulations and policies which may pertain to them. While the various governing bodies will make every effort to publicize changes which are made to policies and regulations, it is ultimately the responsibility of each club or organization to ensure that their actions conform to the rules.

Club Registry

The Glendon College Students' Union maintains a registry of student organizations at the Glendon Campus. This list is updated throughout the year and is distributed to other College offices which may provide facilities, resources, and services to student organizations.

Constitutional Guidelines

The following constitutional guidelines have been developed following Presidential Regulation Number 4, which underlines the basic standards of democracy, order, responsibility and financial accountability to which all student organizations and student governments must adhere.

A student organization's constitution should include:

1. **Interpretation:** ...clearly describe the method for its interpretation.
2. **Objectives:** ...clearly state the objectives of the organization. These must be consistent with University policies, federal and provincial laws, as well as the Ontario Human Rights Code.
3. **Powers:** ...clearly state the powers accorded to the organization and to all members and/or elected representatives, i.e. members of Council, members of the Executive, etc.
4. **Membership:** ...clearly define constituency membership.
5. **Membership:** ...clearly define Council membership, Executive membership, and/or membership on a Board of Directors, including qualifications for membership, terms or office, procedures to deal with vacancies and the responsibilities associated with membership. Definitions of voting vs. non-voting members should be included, if applicable.
6. **Duties:** ...clearly describe the duties of all members of the Council and / or elected representatives. Job descriptions should also be included.
7. **Conflict of Interest:** ...address the issues of conflict of interest for members of the executive, council, and/or members of advisory/management boards.
8. **Election Procedures:** ... include election procedures to deal with any/all elected positions. These procedures should clearly assign responsibility for calling elections, advertising elections in a manner which ensures that new members of the constituency will have ample opportunity to participate,

appointing a Chief Returning Officer (CRO), approving election results and dealing with challenges to elections procedures and/or results. A job description for the CRO should also be provided. Descriptions of nomination procedures, definitions of eligibility to vote, to run for office, campaign guidelines (expenses), ballot and polling procedures, etc. should also be stipulated. Some organizations may wish to specify annual dates for

elections within their constitution; nevertheless, they must ensure that elections are well advertised.

9. **Procedures of Council:** ... include provisions for all Procedures of Council. This may include provisions on how often meetings take place, who has responsibility for calling meetings, chairing meetings (i.e. will a speaker be appointed?), setting the agenda, how notice for meetings will be given, how much notice is required for meetings, who has voting privileges at meetings, procedures for proxy voting (if desired), a procedure to deal with a tie vote, quorum requirements, etc. (NOTE: The constitution should contain a clear and concise statement on quorum requirements for all orders of business.)
10. **Financial Responsibility:** ... clearly define financial responsibility. This should include who is to have signing authority, who is to strike the budget, approve the budget, maintain the financial records of the organization, who will prepare financial reports and make them available to members, who is responsible for financial reporting to the Vice-President, (CR/SA), etc.
11. **Committees:** ... include descriptions of all committees, including how they are created, who may serve as members, terms for reference for all standing committees, quorum requirements, responsibilities, reporting requirements, etc.
12. **Allegations of wrongdoing and disciplinary action:** ... include provisions for dealing with allegations against any member of the council or an elected representative. Provisions should include the circumstances which might dictate disciplinary action: censure, suspension, impeachment, and should indicate whose responsibility it will be to hear allegations and/or dictate sanctions. Constitutions which include job descriptions for elected officials will prove useful in determining breach of responsibility should this become necessary. Provisions for replacing elected officials (by-elections) if and when vacancies occur should also be included. Conflict of interest guidelines with regard to procedures of council, serving as an elected official and/or as an employee of the organization may also prove useful.
13. **Amendments:** ... include amendment procedures and should state how much notice is required to introduce changes to the constitution and/or by-laws, voting procedures to approve changes, quorum, etc.
14. **External Affiliations:** ... if necessary, include descriptions of any affiliations and/or jurisdictional relationships.
15. **Employees:** ... include job descriptions for employees of the organization. Descriptions should indicate employees' responsibilities, hours of work, etc.,

16. as well as who has responsibility for hiring, supervising, and disciplining employees.
17. **Employment Standards Act:** ... All funded organizations with paid employees must conform to the Employment Standards Act.
18. **Custodian of the Constitution:** ... Each funded group must designate an official "custodian of the constitution" for purposes of continuity between elected officials and for ensuring timely review and reporting regarding the constitution. Where appropriate, a member of the staff of the Vice-Principal for Student Affairs or the Office of Student Affairs could fulfil this role. If the group has permanent employees, one of their own staff members may be charged with the "custodial" role.
19. **Advisory/Management Boards:** ... Organizations who own and operate small businesses such as pubs, coffee shops, newspapers, game rooms, etc. should establish advisory/management boards to oversee these operations. Advisory/management boards provide student governments with an opportunity to manage their businesses in an appropriate arms-length relationship from the businesses. Advisory/management boards should ideally be comprised of students, staff, faculty and alumni who can lend their expertise to the organization. Conflict of interest guidelines should be adhered to when selecting membership for these advisory/management boards.

Funding

Per the constitution of the GCSU, Part III:

32. Formal recognition by the Council shall permit such student organizations to use the name Glendon College in the title, and shall make them eligible for financial grants/support from Council, except where specifically stated otherwise in [the] Constitution.
33. The Council shall not provide financial grants/support to any international, national, or provincial party, including youth groups of political parties, or any organization affiliated to political parties; however, such an organization shall be granted formal recognition as long as they adhere to Section 31.
34. Council shall assume financial responsibility/liability for each recognized organization only to the extent of the financial grant/support given by Council.

In order to fund their activities, some clubs charge a membership fee to those who wish to join the group. The new member may benefit from reduced charges at club functions.

Glendon Student Organizations may receive funding from GCSU, as our student government receives a portion of every student's academic fees. These funds are transferred to the York Federation of Students (YFS) and then on to the GCSU. These funds are, in part, directed to student-run activities.

In order to receive money, you will be asked for a statement of accountability for the spending of previous funds and a budget for new or continued funding. Well-planned requests for funding, which detail the projected costs and the range of activities planned, will enhance the chances of obtaining significant on-going funding. Student groups are advised to contact the GCSU in early September to ensure that deadlines are met.

→ GCSU Funding

Base Funding

Base funding applications are available only from and may be submitted only to the GCSU. All clubs are eligible for base funding of \$100 after official recognition by both the Clubs Constitution and Recognition Committee (CCRC) and the Clubs and Services Committee (CSC). Base funding is NOT as substantial amount of money and is intended only for basic operational expenses. It is often not available until well into each semester. In order to receive base funding, you must fill out an application form. Along with this form must be submitted:

- A disclosure of membership fees or other financial costs associated with membership;
- A proposed outline of events and projects for the year, including any projected costs or revenue; a total projected cost of operations for the upcoming year;
- The name of the organization's bank, account number and address, plus a statement of photocopy of the current bank balance;
- A disclosure of all other sources of income, including college donations, private contributions, etc., along with a projection of the amounts expected in the upcoming year.

Special Event Funding / Co-Sponsorship

Clubs are also invited to submit funding applications for certain special events they are planning. Such funding requests are considered by the CSC for recommendation for approval by the GCSU Council as co-sponsorship by the GCSU.

Certain criteria have been set by the YFS as follows:

1. All funding requests should be assessed objectively; therefore, funding questionnaires and evaluations for special event funding have been standardized.
2. As special event funding is limited, only necessary expenses will be considered eligible. These expenses include but are not limited to:
 - a. Facility rental within York University
 - b. Advertising costs
 - c. Conference fees
 - d. Transportation costs
 - e. The costs of increasing accessibility

The above items may be covered in full or in part depending on funding availability.

3. Items that do not fall under funding considerations include but are not limited to:
 - a. Refreshments/food
 - b. Recreational equipment
 - c. Decorations
 - d. DJ's or their equipment
 - e. Alcoholic beverages or their licenses
 - f. Production items (shirts, hats, buttons, etc.)
 - g. Facility rental outside York University
4. All clubs must demonstrate initiative to raise their own funds. This can be done through admission to events, fundraisers, raffles, draws, or other programs which will increase individual club budgets.
5. The following is essential to special event funding applications:
 - a. A detailed listing of all expenses from greatest to smallest
 - b. A detailed listing of [projected] revenue sources and values

6. Extra information not requested ... may also be submitted.
7. Clubs will be informed of the reasons for funding approval or denial. Funds are to be used in the manner for which they were requested. Failure to do so will result in an automatic suspension from further access to special event funding.
8. In the case of blatant misuse of [GCSU] funds, the [GCSU] will suspend the subsequent base funding and or special event funding for the remainder of the year. This could also affect funding and club recognition for following years.

→ Pepsi Funding

Pepsi funding is intended “to support and enhance the quality of student life at York University.” This money is accessible to student groups proposing events that fall under the following areas:

- Sport and Recreation, including funding for stadium upgrades
- Fine Arts and Culture, including increased exposure of York Productions and exhibitions
- Resources for central and local student governments, including funding for orientation, alcohol awareness programs, conferences, special events, etc.

Guiding Principles for Allocation of Funds:

The basic principles in allocating Pepsi funds are that:

- The funds must be allocated to student activities and programming; as well, funds may be allocated to improve accessibility to related facilities and/or events
- The funds should be used to provide services to the maximum number of students

Pepsi Fund applications are available at the GCSU office, on the GCSU website, and at the Office of Student Affairs, and must be returned to the Director of Clubs and Services. The Director of Clubs and Services will verify their completeness before submitting them to the Pepsi Committee for consideration.

Meeting and Event Planning

Posters/banners

Posters/banners must be bilingual, or have an accompanying poster in the second language. All club publications must be free of inappropriate language, including but not limited to: vulgarities; discrimination, relating in particular to race, national or provincial origin, colour, religion, sex, sexual orientation, age, mental or physical disability, etc. Posters/banners must not be affixed to glass windows or doors, mirrors, ceilings, non-designated walls or boards, or on external walls of any campus building. All posters/banners must be removed within seven (7) days after the end of the posted event. Repeated violations of any part of this policy may result in (sequentially): forfeiture of posting privileges for a specified period of time; loss of funding for the current or following years; loss of official recognition for the current or following years.

Student organizations are encouraged to utilize appropriate poster boards (not departmental boards), campus media, and electronic boards to announce meetings and events.

Food and Catering

Refreshments for **meetings** may not be purchased with GCSU funds.

Under no circumstances may alcohol be purchased with funding from the GCSU or Pepsi Funds.

Room Booking

Rooms must be booked through the appropriate office responsible for each room, **NOT** through the GCSU. All rooms must be reserved through the office of Student Affairs.

Audio/Visual Equipment

Audio/Visual Equipment may be rented through the Office of Student Affairs. A fee may apply.