

SAMPLE Clubs @ George Brown College

A Package for New and Returning Clubs

(INSERT CLUB NAME HERE)

1. PURPOSE:

(INSERT CLUB PURPOSE HERE, INCLUDE INFORMATION SPECIFIC TO DETAILS OF CLUB DUTIES).

2. EXECUTIVE STRUCTURE:

(INSERT CLUB NAME HERE) will be overseen by an executive structure of 3 officers: President, Vice-President and Treasurer

- a. The President shall be responsible for:
 - Calling meetings and organizing offsite trips
 - Acting as the official contact to the Student Association for all reports, info etc.
 - Recruitment of new members
 - Providing support to his/her fellow executives
- b. The Vice-President shall be responsible for:
 - Providing support to his/her fellow executives
 - Recruitment of new members
 - Act as President in the event the President is unable to be at meetings
- c. The Treasurer shall be responsible for:
 - Maintaining the financial files of the group including the budget, cash payable & cash receivable.
 - Coordinating with the Student Association on all banking matters.

3. MEMBERSHIP:

- I. Membership shall be open to all current students of George Brown College.
- II. No membership fee is required.

4. ELECTIONS:

- I. Elections for the Executive Team shall be held once per year between March and April
- II. Any club member may stand for election for any position.
- III. There shall be one vote per member which shall be cast by secret ballot.
- IV. The Term of Office shall be for two years unless the Executive member resigns or is removed under the Removal policy.
- V. Should there be a vacancy on the Executive due to resignation or removal, the club shall hold a general election as quickly as possible which fulfills the preceding Elections policy.

5. REMOVAL OF EXECUTIVE OR MEMBERS:

- I. Any member, including executives, may be removed if they are found by the majority of a meeting of the membership to be contravening any policies of George Brown College or the Student Association of George Brown College.
- II. Executives will be automatically removed if they fail to show up for 3 consecutive meetings of the Executive or membership and fail to give regrets or otherwise contact the club.