



Student-Led Networks and Clubs Policy and Procedures

Student-led Networks and Clubs Policy and Procedures: Amended September 2020

1



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Introduction Student-led Networks and Clubs	03
Student-led Academic Network.....	03
Student-led Health and Counselling Network	03
Student-led Recreation Network.....	04
Social Clubs	4
1. Eligibility	004
2. Student-led Networks and Clubs Application	05
2.1 Criteria	05
2.2 Student-Led Networks and Clubs Membership	06
2.3 Student-led Networks and Clubs Procedure.....	06
2.4 Statement of Rights of Responsibility	08
2.5 Budget	08
2.6 Meetings and Events	08
2.7 Constitution	08
3. Student-led Networks and Clubs Funding	09
3.1 Clubs Funding Structure	09
3.2 Guidelines and Procedures.....	10
3.3 Funding Process.....	11
3.4 Sponsorship	12
4. Student-led Networks and Clubs Funding Mismanagement.....	12
4.1 Restrictions	12
5. Student-Led Networks and Clubs Disciplinary Policies.....	13
5.1 Expulsion of a Member at Large	13
5.2 Probation	13
6. Student-led Network and Clubs Mediation Committee Meeting	14
6.1 Composition.....	14
6.2 Mandate	14



Introduction

The Student Association (SA) actively encourages and empowers students to form student-led networks and clubs that provide a safe space for George Brown College students, George Brown College community members and supports their stewardship of members. This program allows students to connect across various programs, meet new people and enhance student life experience at George Brown College. The Student-led Networks and Clubs program is active during the full academic year (Fall, Winter and Summer Semester). There are four (4) categories of student-led networks and clubs that is recognized by the Student Association and are available to full-time George Brown College students. The four categories of student-led networks and clubs that is available are: **Student-Led Academic Networks, Student-led Health & Counselling Networks, Student-led Recreational Networks and Social Clubs.**

Student-led Academic Networks

The Student-led Academic Networks are student groups with a focus on providing a space that allows for peer-to-peer learning and contribute to the academic success of George Brown students.

Student-led Health and Counselling Networks

The Student-led Health and Counseling network creates a community for students to come together to discuss health-related topics and learning opportunities to improve the health and wellness of students on campus. Through this initiative, the networks are able to provide students with counselling, resources and peer-to-peer mentoring.

Student-Led Recreation Networks

The Student-led Recreation Network promotes and enhance the physical, mental and emotional well-being of the George Brown community through traditional and non-traditional recreational activities that offer students an alternative to indulge in healthy and active lifestyle.

Social Clubs

The Social Clubs are non-essential activations to enhance student experiences at George Brown College. They are student collectives that focus on cultural, religious, political and social activations through events, initiatives and meetings to interact with students with shared interests.

1. Eligibility

Individuals, groups and/ or returning student-led networks and club must complete an application process every year for ratification. All student-led networks and clubs must adhere to the following criteria:

- 1.1. Registered full-time George Brown students.
- 1.2. Currently registered as full-time George Brown students on a reduce course load due to college-approved accessibility accommodation.
- 1.3. Groups must meet one of the four (4) listed categories for student-led networks and clubs.
- 1.4. Submission of the completed student-led networks or clubs application package.

2. Student-led Networks and Clubs Application

2.1 Criteria

- A) All information on the student-led networks or clubs' application form (also refer as the ratification package) is considered a Student-led Networks and Clubs Policy and should be adhere to. All information within the documents will be kept confidential. Access to information held in the student-led network and clubs' package, can be provided by the Student Networks and Club Coordinators with permission of the student-led network or club executives.
- B) In order to become an approved student-led network or club, all student groups must complete a student-led network or clubs' application and adhere to all the student-led networks, clubs and Student Association policies.
- C) The student-led networks or clubs' application must include the following:
- The student group must be recognized as one of the four listed categories for student-led networks and clubs.
 - Three (3) full-time George Brown students to oversee the executive roles and responsibility of the student-led networks or clubs.
 - Membership (minimum of 10 current George Brown students).
 - Completed Statement of Rights and Responsibilities.
 - Student Networks or Clubs Constitution.
 - Proposed Budget.
 - Outline of Meetings and Events for the current academic year.
- D) The Student Networks and Clubs Coordinator will inform a student-led network or club whether their application is ratified by the Student Association within one month of receiving their application form.
- E) The student-led networks or 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 Student Networks and Clubs Coordinator.
- F) Individuals, groups and/ or returning student-led networks and clubs that are interested in being activated in the summer (May 15th – August 15th) have to submit a student-led networks or clubs' application package to the Student Association for ratification.

2.2 Student-led Network and Clubs Membership

- i. In order to be ratified, student-led networks and clubs must have a prospective or existing membership of no less than TEN (10) current George Brown College students, including a minimum of THREE (3) Executive Members.
 - a. Executive members are defined as the leadership of the collective, responsible for the direction of the student-led network or club's activities, reporting to Student Association and ensuring adherence to Student Association policies and procedures on behalf of the student-led networks or clubs.
 - b. All student-led network or club membership list must be reported to the Student Networks and Clubs Coordinator.
 - c. No Application package will not 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 submission of the application package.
 - e. If any changes occur to the executive membership, an updated signed form must be submitted to the Student Networks and Clubs Coordinator.
 - f. All facility advisor must be disclosed to the Student Networks and Clubs Coordinator.
 - g. Any Affiliation with a registered charity or registered non-profit organization (NPO) must be disclosed to Student Association via the Student Networks and Clubs Coordinator.

2.3 Student-led Networks and Clubs Procedures

- i. All applicants must agree to applicable Student Association policies, guidelines and procedures.
- ii. The student-led networks and clubs shall not refuse membership to students.
- iii. The student-led networks and clubs shall not discriminate any student(s) 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 public assistance or record of offense, as per the Ontario Human Rights Code.
- iv. The student-led networks and clubs shall not form an affiliation or partnership with any outside organization, group or program, unless it's registered charity or is registered as a non-profit organization (NPO) with the Canada Revenue Agency and must be approved by the Student Association.

- v. Student Association 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.
- vi. The student-led networks and clubs shall not charge a fee for students of George Brown College.
- vii. The student-led networks and clubs may charge ad-hoc fee for student-related events, activities and/ or training.
- viii. Equipment purchased with student-led networks and clubs' funds is the property of the Student Association. The student-led networks and clubs must report all purchases of equipment to the Student Networks and Clubs Coordinator by the end of each semester or the academic year.
- ix. The student-led networks and clubs ceases to be active all equipment must be surrender to the Student Association to be kept in trust.
- x. The student-led networks and clubs cannot propose initiation activities as a prerequisite to join.
- xi. Student Association will not support, fund or promote any student-led networks or clubs that engages in activities that violates the Human Ontario Rights Code.
- xii. All student-led networks and clubs' sponsorship or donated funds shall be held in trust with the Student Association.
- xiii. The Student Association reserves the right to withdraw status and funding from any student-led network and club whose articulated beliefs, values or behaviour will compromise the Student Association policies or mission statements and George Brown College Code of Conduct.
- xiv. Student-led network and club meetings must be held on campus unless otherwise approve by the Student Network sand Clubs Coordinator. The student-led networks and clubs may request assistance from the Student Networks and Clubs Coordinator to locate and reserve space for meetings.
- xv. Student-led networks and clubs' activities that are held on or off campus must be communicated to the Student Networks and Clubs Coordinator. All information about events or activities must be communicated to the Student Networks and Clubs Coordinator or the Manager Equity & Advocacy.
- xvi. Student-led networks and clubs must attend one (1) training session and participated in two (2) student networks and clubs fair activation.
- xvii. Student-led networks and clubs must submit reports for events and activities as well as all meeting minutes to the student network and clubs.

2.4 Statement of Rights of Responsibilities

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

2.5 Budget

- I. All student-led networks and clubs are required to prepare a projected operating budget for the year, including projections of funding to be provided by the Student Associations.
- II. All projected expenses and revenues on behalf of the student-led networks and clubs are to be reported as accurately as possible.
- III. The variance should be as close to zero as possible, indicating a break-even budget.
- IV. All projected event revenues must be recorded and submitted to Student Association (SA) via the Student Networks and Clubs Coordinator.

2.6 Meeting & Events

- a) All student-led networks and clubs are required to prepare a projected schedule of events and meetings for the year.
- b) All projected meetings and events dates must be accurately reported.

2.7 Constitution

- i. In order to become a ratified student-led network or club and receive funding from the Student Association (SA), the student-led network or club must provide a constitution and submit the document to the Student Networks and Clubs Coordinator via attachment of the application package.
- ii. The constitution will outline the purpose and structure of the student-led network or club. The student-led network or club may seek guidance from the Student Networks and Clubs Coordinator regarding the drafting of the constitution if assistance is required.
- iii. Each constitution must include the following items:
 - I. **Student Network or Club Name**
 - II. **Mission Statement**
 - III. **Purpose of the Student Network or Club**
 - IV. **Membership Requirements**
 - 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**

3 Student-led Networks and Clubs Funding

3.1 Student-led Networks and Clubs Funding Structure

- a. Ratified student-led networks and clubs that are recognized by the Student Association are eligible to receive funding by the Student Association.
- b. Student-led networks and clubs must operate for at least one academic year and must meet all the requirements of their current status.
- c. The student-led networks and clubs will be granted a stipend of \$500.00 per semester from September to April.
- d. The student-led networks and clubs can receive a maximum stipend of \$1,000 for the year (September to April).
- e. The student-led networks and clubs that are activated in the summer semester, can receive a maximum stipend of \$250.00 from May 15th – August 15th.
- f. In case of college closure, student-led networks and clubs will be granted stipend of \$250.00 per semester from September – April.
- g. The Student Association will determine student-led networks and clubs' engagement by case by case process.
- h. The student-led networks and clubs must hold minimum of two (2) events per semester.
- i. One (1) student-led network or club executive must attend all meetings and training sessions that is coordinated by the Student Networks and Clubs Coordinator.
- j. The student-led networks and clubs are eligible to receive free printing of fifty (50) posters, per event.
- k. Must promote all the events and meetings of the members to students.

3.2 Guidelines and Procedures

- A) Student-led networks and clubs that are recognized by the Student Association are eligible to obtain funding from the Student Association.
- B) Funding is given in the form of reimbursements and/or advances for SA recognized student-led networks and clubs. The Student Association will maintain an account, where both student networks and clubs funds will be held in trust. Only one student network/ club account from which all the money from each student network and club will be held in trust.
- C) The student-led networks and clubs will only receive its money as it is spent and/ or pre-approved by Student Networks and Clubs Coordinator.
- D) No student-led networks and clubs shall charge a fee for membership.

- E) The student-led networks and clubs may charge members ad-hoc fees for special events and/or approved activities. The request for ad-hoc fees must be approved by the Student Network and Clubs Coordinator.
- F) The Student Networks and Clubs Coordinator that are participating in high-risk activities or off-campus event(s), must complete the *Student Association Release Form* and submit it to the Student Networks and Clubs Coordinator for approval.
- G) For any disbursements from the student network and club account, at least two (2) student network/club executive signatures is required. All funds are to be used for student network or club activities only.
- H) The executive membership of each student-led network or club must maintain their own record of account(s).
- I) The Student Association shall not be responsible for any debts incurred by a member of a student network or club while acting on behalf of the student-led network or club.
- J) At the end of the year, if the student-led network or club has not used all allocated funding, the remaining funds will be put back into the Student Association account.
- K) Request for student-led networks or clubs funding may be denied by the Student Association if the activities in question have no perceived benefit for the Network membership.
- L) The student-led networks and clubs may receive sponsorship from external organizations. The sponsorship request will have to be reviewed and approved by the Student Networks and Clubs Coordinator the Manager of Equity and Advocacy.
- 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) The Student Association reserves the right to audit any student network or club's financial records at any time, with or without notice.
- O) No student-led network or club member will represent themselves as a representative of the Student Association in financial or other matters, nor will they use the name of the Student Association without the express permission from the SA Board of Directors.
- P) If a student-led network or 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 Student Networks and Clubs Coordinator shall close the account and the proceeds shall be added to the clubs' account.
- Q) The student-led networks and clubs shall be responsible for any/all debts remaining from the current or previous years;
- R) Funding appeals shall be taken to the Student Networks and Clubs Coordinator, who will investigate and follow the procedures as outlined in the Student Networks and Clubs Disciplinary Procedures (Clubs Handbook Policy).

3.3 Funding Process

- I. Funding will be distributed as follows:
 - a. Funds will be reimbursed to the executives of the student-led network or club in a form of a cheque upon completion and approval of all required documentation available through Student Association offices. The student-led network or club executives can also request to have the cheque mailed out to their personal home address.
 - b. Event Proposal, including a projected budget, must be submitted to Student Association via the Student Networks and Clubs Coordinator at least three weeks in advance of each event.
 - c. After an event proposal is submitted to the Student Association, student-led networks and clubs must complete a cheque request form along and attached all original receipts and/or invoices or valid written estimates to the Student Networks and Clubs Coordinator.
 - d. If an event proposal form is not submitted for an event and the clubs submits a cheque request form, their cheque request will not be approved.
 - e. A copy of the *Clubs Request for Withdrawal Form* will be distributed to the Student Networks and Clubs Coordinator, Finance Coordinator and the Executive Membership of the student-led network or club to maintain appropriate records of financial transactions.
 - f. The Student Network and Club Coordinator will authorize the issue of cheque to the student-led network or club for the amount noted on the form, to a maximum of the club financial allowance per semester.
 - g. Failure to provide completed forms, receipts, invoices or valid written estimates to the Student Network and Club Coordinator within the specified time-frame may void any reimbursements and/or further access to Student Association student network and clubs funding.

3.4 Fundraising and Sponsorship

- a. The student-led networks and clubs may receive donations (materials or resources) from external organizations and may fundraise if a need exists and is outlined in the student networks and clubs' projected annual budget.
- b. The student-led networks and clubs may also receive sponsorship from external organizations in the form of financial compensation and in-kind gifts/donations.
- c. Any funds gained by sponsorship, donation and/or fundraising efforts shall remain in the student networks and clubs account at the end of the fiscal year and shall be

considered the sole property of the clubs. However, any Student Association funding shall not be rolled over to the following year's activities.

- d. If a club is receiving sponsorship they must notify the Clubs Coordinator prior to agreeing to any terms of the following:
 - Sponsor name
 - Sponsor contact information including telephone, email and mailing address
 - Sponsorship amount
 - Sponsorship Deck outlining the agreement and how it would benefit the Student Network and membership of the George Brown Community
- e. If a contract is being signed between the Student Network/Clubs and Sponsor, the club must submit the draft contract to the Student Networks and Clubs Coordinator prior to signing.

4 Clubs Funding Mismanagement

4.1 Restrictions

- a. The student-led network and clubs funding is to be used by the executive members for day-to-day operations and events hosted by the club. The student-led network or club funding cannot be used for the following:
 - Gifts/meals/ cash awards for club executive and members as a *reward*. Clubs may hand out prizes as a raffle to general members. They must include: students' full legal name, student number and student email upon presentation of receipts with a cheque request.
 - Honoraria for club executive member or club member-at-large
 - Personal use
 - Purchase of illicit drugs
 - Purchase of alcohol
- b. In the event of financial mismanagement, a student network or club's funding will be frozen pending further investigation.
- c. If it is found that financial mismanagement has occurred, the student-led network or clubs will be put on probation until a club's mediation committee is called.

5. Clubs Disciplinary Policies

5.1 Expulsion of a Member-at-Large

- i. Potential grounds for expulsion of a member-at-large, dismissal of an Executive member and withdrawal of student-led network or 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 student-led network or club from its membership or George Brown College 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 Student Association funds for unapproved purposes (See Article Student Networks and Clubs Funding, Sub Article 4.3 Clubs Funding Mismanagement)
- ii. When any of the above conditions are thought to exist, the student-led network or club executive membership will meet with the Student Networks and Clubs Coordinator to discuss the legitimacy of the complaint and, if found to be legitimate a mediation committee will be called to order (Article 6, Sub-Article 6.3).

5.2 Probation

a. Probation of a member-at-large, executive member or entire student-led network or club may occur for any of the reasons listed in Article 5, Sub-Article 5.1. One-year probation may also be employed when an organization or individual reapplies for ratification status following a previous expulsion. During this period, the following conditions may apply:

- Change of executive members
 - A restriction deemed appropriate by the reviewing body (usually by the Student Networks and Clubs Coordinator and Manager of Equity and Advocacy).
- b. In the event that a student-led network or club on probation fails to comply fully with the guidelines listed, their status as a ratified group with SA will be revoked for one full academic school year beginning the following September.

6. Student-led Networks and Clubs Mediation Committee

6.1 Composition

- a. Student Association Staff Member, Student Networks and Clubs Coordinator and Manager of Equity and Advocacy
- b. Student Association executive members: Director of Operations, Director of Commutations and Internal, and Director of Education and Equity (when required).

6.2 Mandate

- a) The key function of the Student Network and Club Mediation Committee is to hear and resolve problems that arise related to the status of the network or club, 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 Student Networks and Clubs Coordinator. The Student Network and Club Mediation Committee will follow the below disciplinary actions.
- b) A letter of concern will be issued to the student-led network or club executive membership by the Student Networks and Clubs Coordinator. This letter will outline the offense in question, with reference to the specific policies breached. Copies of this letter will be forward to the Manager, Equity & Advocacy.
- c) The student-led network or club will be allowed 7 school-days from the date the letter was written to respond to the appropriate Student Networks and Clubs Coordinator and Manager, Equity & Advocacy in writing. Once this letter has been received, a Student Network and Clubs Mediation Committee will be struck.
- d) During this meeting the committee will review the letters and come to a decision.
- e) Following the meeting, the student-led network or club will be informed of the review body's judgment of the situation and whether the student-led network or club executive will be subject to disciplinary action.
- f) The student-led network or club's executive membership then has five (5) school-days to present a written appeal to the Student Network and Club Mediation Committee via the Student Networks and Clubs Coordinator.
- g) The appeal will be heard at the next scheduled meeting by the Student Network and Clubs Mediation Committee. The club's executive membership may attend the Student network and Club Mediation Committee to represent the student-led network or club.
- h) Following the meeting, the student-led network or club will be informed of the outcome of the appeal in writing within three (3) business days of the mediation committee meeting where the appeal is heard.