

# **GSA Draft Club Policy**

## **Preamble**

The GSA must maintain a policy and mechanism for the recognition of campus organizations under their supervision. For this policy, all such organizations, wishing to use 'Graduate Student Association Concordia' or 'GSA' in their names, and all groups wishing to access the GSA's services and to participate in GSA sponsored events, must first be recognized by GSA.

## **Rights and Responsibilities of Clubs**

The responsibility for the implementation of this policy is delegated to the Vice-President Mobilization & Faculty Manager, and/or their designate, as well as the Clubs Committee. All administrative decisions to deny or withdraw recognition or funding will be reported regularly to the Clubs Committee for discussion and ratification. In the case of denial or withdrawal of recognition, a statement of reasons will be provided. It is the responsibility of the GSA to notify the previous year's clubs lists and to reapply for recognition.

The Role of the Clubs Committee:

The GSA will host at least one (1) Clubs Executive Training session in both the Fall and Winter terms and at least two (2) Club Executive Training sessions in the Summer term.

The Clubs Committee has the right to request an independent evaluation of a club's budget or conduct an audit of a club if it wishes

## **Requirements for Clubs Registered Under the GSA Umbrella**

A minimum requirement will be as follows: the display of the GSA logo and the words "Sponsored in part by the GSA Concordia" and the display of a GSA banner and/or promotional materials at the event. It is the responsibility of the club to obtain said promotional materials from the GSA Concordia.

Clubs are expected to participate in the democratic decision-making processes of the GSA, including, but not limited to, the GSA General Assembly. At least one representative per registered club must be present for the duration of the GA.

## **Recognition Guidelines**

GSA recognized clubs must apply for recognition annually to maintain club status. The GSA recognition period begins on June 1 and ends on May 1 of any given year. Recognition requires clubs to register with the Dean of Students via online 'register a group' and then fill out a GSA club's recognition form.

Recognition of clubs shall be assessed annually per the following criteria:

1. The objectives and activities of groups seeking recognition should be attempting to contribute to the educational, recreational, social or cultural values of the Concordia University community.
2. Recognized clubs must uphold the Canadian Human Rights Code. This includes policies that uphold anti-discrimination practices against race, national or ethnic origin, colour, status, creed religion, sex, sexuality, gender identity, gender expression, age, class, mental or physical ability or political orientation. This is not an exhaustive list.
3. Clubs must obtain recognition by the Dean of Students.
4. Recognized clubs may not engage in activities that are commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising and sponsorship. However, a recognized club cannot:
  - Have as a major activity a function or event that makes it an on-campus part of a commercial organization.
  - Provide services and goods at a profit when that profit is used for purposes other than to benefit the organization.
  - Provide individual financial compensation to any of its officers/executives

5. To be recognized by the GSA, a club must have at least thirty (30) members, at least half of which must be GSA members. Every club applying for recognition must submit a full membership list as part of said application. The list must include the student name, student number & e-mail of each member.

6. The GSA requires a club's constitution to include:

- An organizational name
- A mandate/purpose
- An organizational structure (including executive structure)
- A definition of membership
- An election procedure
- Financial and administrative procedures

## **Operational Policy – GSA Clubs**

The GSA will provide constitution templates to groups on the GSA website.

GSA members must fill at least 80 per cent of leadership positions of a club.

If a club acts in a manner that is inconsistent with its constitution, the GSA may revoke its recognition. The club may apply for recognition status at the start of the next academic year. Clubs will be given at least one month's notice to make any necessary changes to avoid removal of recognition from the GSA.

The GSA will do the booking of spaces & bear booking costs of spaces for the events within the campus on behalf of the recognized clubs.

The GSA will not recognize a club that replicates the function, principle, or name of another recognized club as determined by the Clubs Committee. A proposed club that bears similarities to another recognized club, but can provide proof of difference for the purpose of recognition, may appeal to the Clubs Committee as to why the proposed club should be recognized and be considered to receive funding.

GSA recognized clubs should aim towards implementing the GSA's Sustainability Policy during club events.