

# **Centennial College Student Association Clubs Program Policy**

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## **1. Introduction**

To aid in its efforts to advocate on behalf of and represent the interests of its members, the Centennial College Student Association (CCSAI) sanctions student groups, clubs and associations on campus. The CCSAI recognizes the value of clubs in helping students to gather and share their interests and ideas with fellow students, to help educate and engage the broader Centennial College community and to celebrate the diverse population and interests of all of its members.

## **2. Purpose**

The purpose of this policy is to establish the principles and guidelines within which all activities of CCSAI sanctioned clubs will take place. This policy is designed to assist students in the formation and operation of Clubs, and to make clear the rights and responsibilities that a club has to the CCSAI and to its members.

## **3. Policy**

### **3.1 General**

- 3.1.1 Clubs approved by the CCSAI shall represent members of the college community with similar interests, backgrounds, or ambitions to gather for educational, informational, and social purposes.
- 3.1.2 Decisions to grant club status shall be based on its proposed benefit to student life and to enhance a sense of community on campus.
- 3.1.3 The CCSAI reserves the right to deny and/or withdraw club status and funding from any student group whose articulated beliefs, values or behavior compromise CCSAI policies.
- 3.1.4 CCSAI will not support, fund or promote any club that engages in activities that are against the law or discriminatory as defined by Ontario Human Rights Code.
- 3.1.5 The CCSAI 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 College facilities, in accordance with its policies and procedures.
- 3.1.6 Students interested in creating or renewing a club shall submit a Club Proposal and follow the steps for approval as per the Club Application and Approval Process.

- 3.1.7 Clubs that propose initiation activities as a prerequisite to join, either with current or prospective will not be approved.
- 3.1.8 All clubs must incorporate the acronym CCSAI into their official name.
- 3.1.9 All applicants are bound by the CCSAI's bylaws and policies.
- 3.1.10 All clubs shall be ratified by the CCSAI Board of Directors.
- 3.1.11 Ratification as a club is not an official legal recognition of existence and does not entitle the group to enter into any contractual relationship as a CCSAI club or on behalf of the CCSAI. This includes goods and services contracts and bank accounts.
- 3.1.12 No club shall form an affiliation or partnership with any outside organization, group or program, unless it is a registered charity or is registered as a non-profit organization (NPO) with the Canada Revenue Agency.

### 3.2 Eligibility and Membership

- 3.2.1 Only currently enrolled Student Activity Fee paying students are eligible to join a CCSAI club.
- 3.2.2 No club shall discriminate or refuse membership to any students 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 a public assistance or record of offense, as per the Ontario Human Rights Code.
- 3.2.3 No club shall charge a fee for membership.
- 3.2.4 All clubs must maintain a minimum of ten (10) general members and five (5) executive members, as listed below;
  - a) President
  - b) Vice President
  - c) Chairperson
  - d) Administrative Officer
  - e) Publicity Director
- 3.2.5 Clubs are required to keep the CCSAI up-to-date on all changes that are made to their executive structure. Changes must be communicated to the Club Liaison and Event & Club Coordinator.
- 3.2.6 No CCSAI board member may hold an executive position with any CCSAI club

- 3.2.7 The CCSAI Club Liaison and Event & Club Coordinator shall be listed as ex-officio members of all CCSAI clubs and shall be included in all formal club communication, including but not limited to, notices of meetings and meeting minutes.

### 3.3 Meetings and Reporting

- 3.3.1 Clubs shall hold a minimum of two (2) meetings during each semester to maintain active status. There is no maximum number of meetings that a club may hold in each semester.
- 3.3.2 Clubs shall notify the CCSAI Club Liaison and Event & Club Coordinator of the meeting a minimum of twenty-four (24) hours prior to the meeting, and submit notes of the meeting to the CCSAI Club Liaison and Event & Club Coordinator within three (3) business days of the meeting
- 3.3.3 Where possible, and subject to room availability, the CCSAI will provide space on campus for club meetings. Requests to book space in the Student Centre/CCSAI offices shall be made to the CCSAI Club Liaison and Event & Club Coordinator a minimum of three (3) days prior to the meeting.

### 3.4 Activities and Operations

- 3.4.1 Clubs shall host a minimum of two (2) membership engagement activities each semester of operation. There is no maximum number of membership engagement activities that a club may hold in each semester, provided that the activities do not impede on other clubs and groups ability to host membership engagement activities.
- 3.4.2 Clubs may charge members ad-hoc fees for specific membership engagement activities.
- 3.4.3 Clubs shall request to hold membership engagement activities by completing and submitting the Event Proposal Form fifteen (15) days in advance of the event.
- 3.4.4 All club membership engagement activities shall be;
  - a) Held subject to the approval of the CCSAI Club Liaison and the Event & Club Coordinator
  - b) open to all Centennial College students
  - c) subject to all CCSAI and Centennial College policies, all applicable governing statutes, laws, and regulations;
  - d) in line with the club's purpose, the spirit of the club program and shall maintain the good name of the CCSAI and Centennial College
  - e) take place on campus and be alcohol free

- 3.4.5 All club membership engagement activities shall be held on campus and be alcohol free.

### 3.5 Finances

- 3.5.1 All clubs that have attained Official Club status shall be eligible for up to \$400.00 of CCSAI funding per semester.
- 3.5.2 CCSAI funding is available to clubs for meetings and membership engagement activities. Funding may not be used for any of the following:
  - a) Individual members' personal gain (gifts, honouraria, etc.)
  - b) Purchasing of assets or academic program materials
  - c) Purchasing alcohol
  - d) Purchasing illegal goods or services
- 3.5.3 Requests for funding shall be made by completing and submitting the Club Funding Request form for approval. Receipts submitted without prior approval may not be reimbursed.
- 3.5.4 Requests for funding may be denied if activities in question have no perceived benefit for the club membership.
- 3.5.5 CCSAI clubs may not open or operate any bank accounts. The CCSAI shall provide club financial account services including deposits, balance updates and approve expense reimbursement.
- 3.5.6 The CCSAI shall not be responsible for any debts incurred by a member of a club while acting on behalf of the club.
- 3.5.7 Clubs may generate funds through their activities. Deposits shall be verified by A CCSAI representative and remitted to the CCSAI. The CCSAI shall forward remittance to the advertised recipient(s) for each instance. All funds generated shall be subject to 3.5.2.
- 3.5.8 Any equipment purchased with club funds becomes the property of the CCSAI. Clubs must report all purchases of equipment to the Club Liaison.
- 3.5.9 If a club ceases to be active all equipment must be surrendered to the CCSAI to be kept in trust.

### 3.6 Probation, De-ratification and Discipline

- 3.6.1 Clubs may be placed on probation by the CCSAI Club Liaison and Event & Club Coordinator for failure to meet club requirements, including an incomplete Executive of less than three Executive members, and/or failure to meet meeting and event requirements as established in section 3.3 and 3.4 of this policy.

- 3.6.2 While on probation, clubs may not book space, hold meetings, and apply for or access funding. Clubs can apply to reinstate their status by contacting the CCSAI Club Liaison and Event & Club Coordinator.
- 3.6.3 Potential grounds for expulsion of a member-at-large, dismissal of an Executive member de-ratification of a club are as follows:
- a) Exhibited lack of financial accountability or management to both the CCSAI and members-at-large
  - b) Breach of the Club Agreement
  - c) Repeated valid complaints about the club from its membership or Centennial College students
  - d) Non-compliance with any Centennial College or CCSAI policies and procedures
  - e) Harassment by members of any member of the Centennial College community in the context of club activities

#### 4. Club Application and Ratification Process

- 4.1 A club schedule that includes application deadlines and club training and ratification dates for each CCSAI activity year (May – April) shall be listed in the Club Proposal form and communicated through all CCSAI-run media.
- 4.2 All forms relevant to the application process shall be available on the CCSAI website at [ccsai.ca](http://ccsai.ca) and at each of the four Student Centre/CCSAI office locations at Progress, Ashtonbee, Story Arts Centre and Morningside campuses.
- 4.3 The application process for club status consists of the following three steps.

**Step 1** – Each interested group of students shall submit a copy of the Club Proposal form to any of the Student Centre/CCSAI office locations. Upon approval from the CCSAI Club Liaison and Event & Club Coordinator, a club shall be deemed to have **Introductory Status**. Clubs that have achieved Introductory Status shall be eligible to recruit for new members, book space and schedule meetings, and participate in the Club Fair held at the beginning of each semester as per the Club schedule. Clubs are not permitted to apply for funding while holding introductory status.

**Step 2** – The club shall complete and submit the Executive Information form and the Club Agreement form to any of the Student Centre/CCSAI office locations. Upon approval CCSAI Club Liaison and Event & Club Coordinator, the club shall be deemed to have **Provisional Status**. Clubs that have achieved Provisional Status shall be eligible for a budget of \$50.00 to assist in holding membership drives and meetings.

**Step 3** – Prior to ratification, club members shall attend the Club training offered once per semester as per the club schedule. Upon ratification from the CCSAI Board, clubs shall be deemed to have **Official Club Status**. Clubs that have achieved Official Club Status shall eligible to apply for full funding amounts as

per section 3.5 of this policy. Clubs that do not complete the training and achieve ratification shall cease to exist and commence the application process the following semester.

## **5. Club Discipline and De-ratification Process**

5.1 Complaints or concerns that a club or club member has violated the policy shall be reported to the CCSAI Club Liaison and Event & Club Coordinator to hear and where possible, resolve problems that arise.

5.2 If the issue is deemed more serious in nature, or has escalated beyond the scope of the CCSAI Club Liaison and Event & Club Coordinator, the matter shall be referred to the Manager, Communications and Events.