



GOVERNANCE POLICY

Title: CCSAI Governance Committee Charter

Responsibility: President and Executive Director/CEO

Created: March 15, 2021

Approved by CCSAI Full Board: March 29, 2021

PREAMBLE

The Centennial College Student Association Incorporated (CCSAI) provides services to the students of Centennial College both directly through their campus offices, through service and community partners, social media platforms as well as collaboratively with Centennial College.

The Governance Committee is a standing committee which acts to enhance and strengthen the supports provided to students at Centennial College by reviewing and, when necessary, improving, the governance structure of the CCSAI.

1.0 COMPOSITION

- 1.1 All CCSAI board members will be members of this committee, as well as the Executive Director/CEO and the Advocacy Coordinator and Research Coordinator.
- 1.2 The President and the Executive Director/CEO shall act as co-chairs.
- 1.3 Guests can be invited from time to time, shall be approved by the co-chairs.

2.0 FUNCTIONS OF THE COMMITTEE

- 2.1 The committee will be responsible for overseeing all aspects of the organization's governance functions on behalf of the board by;
 - 2.1.1 Making recommendations to the board on governance policies, practices and procedures related to non-profit organizations;
 - 2.1.2 Monitoring compliance with non-profit governance regulations and, accordingly, providing prudent and timely guidance to the board;
 - 2.1.3 Monitoring and assessing the relationship between the board and managers and making recommendations to the board to ensure that the board continues to function independently from the management, and;

- 2.1.4 Reviewing and approving changes recommended by management, including issues regarding disclosures, policies and ethical considerations.

Recommendations of the Committee

- 2.2 The committee shall forward any recommendations to the Board of Directors.

3.0 MEETINGS

- 3.1 A meeting schedule will be established at the beginning of the Board of Directors year (May 1) or as soon as possible beginning in the new board year. Changes to the meeting schedule may take place with the agreement of the co-chairs, provided that the period of time between any two working group meetings does not exceed one month.

Quorum

- 3.2 Quorum will be 50% + 1 of Board of Directors members. Quorum does not include the Executive Director/CEO or the Advocacy and Research Coordinator.

Voting

- 3.3 Members who are part of the CCSAI Board of Directors may vote. A 2/3 majority of members who are present is required to pass a motion.

Agenda

- 3.4 The co-chairs will jointly prepare an agenda and sent out to the committee in advance of the next meeting.

Notes

- 3.5 Minutes will be taken at each meeting and will include any recommendations/decisions put forward.
- 3.6 Minutes of the committee's most recent meeting will be prepared and sent to the members for review prior to the next meeting.
- 3.7 Minutes, along with other relevant documents, will be stored on the shared CCSAI SharePoint, accessible through Centennial College's OneDrive.

Robert's Rules

- 3.8 Robert's Rules of Order are not necessary however, the intent of Robert's Rules of Order shall be observed at all times to ensure a respectful and meaningful atmosphere.

4.0 GENERAL

- 4.1 The committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the committee.
- 4.2 The committee shall review the terms of reference yearly during the co-chairs' term of office.
- 4.3 The outgoing committee shall forward all recommendations to the incoming committee.

5.0 REVISION LOG

Date	Summary of Changes
September 2024	<ul style="list-style-type: none">• Minor changes – formatting and updating CCSAI branding