



POLICY 2.10

Board Governance

Clubs Governance

Policy Intent

To establish governance principles and enforceable policies for all CCSAI-approved clubs to ensure alignment with the Association's mission, values, and operational framework.

Policy

Authority and Oversight

2.10.01 The CCSAI Board of Directors approves the creation, ratification, and governance of all clubs within Centennial College.

2.10.02 All clubs must adhere to CCSAI policies, Centennial College policies, the Ontario Human Rights Code, and applicable legislation.

2.10.03 The CCSAI retains the right to revoke club status or funding for breaches of policy, misconduct, or failure to meet operational requirements.

2.10.04 Clubs shall be overseen by the CCSAI Clubs Liaison, who report to the Manager, Events and Clubs, and ultimately to the Board of Directors.

Governance Principles

2.10.05 Formation and Ratification:

- a. Clubs must submit a proposal detailing their purpose, membership structure, and planned activities.
- b. Proposals will be reviewed by the CCSAI Clubs Liaison before being forwarded to the Board for approval.
- c. Clubs must attend mandatory training before official ratification by the Board.

2.10.06 Membership Requirements:

- a. Clubs must maintain a minimum of five (5) general members and three (3) executive members: President, Vice President, and Administrative Officer.
- b. Membership must be open to all Centennial College students, without discrimination.
- c. Club executives cannot include CCSAI Board members or hold multiple roles within the same club.

2.10.07 Meetings and Reporting:

- a. Club executive team must hold a minimum of one (1) meeting per month, notifying the CCSAI Clubs Liaison at least one (1) business day prior.
- b. Clubs must submit meeting minutes to the CCSAI within three (3) business days after approval.

2.10.08 Activities and Operations:

- a. Clubs must host at least one (1) membership engagement activity per semester.
- b. All activities require pre-approval from the CCSAI Clubs Liaison and must comply with CCSAI and Centennial College policies.

2.10.09 Financial Accountability:

- a. Clubs are eligible for up to \$400.00 of funding per semester, subject to pre-approval.
- b. Upon receiving club status, a club shall be eligible to apply for financial support from CCSAI under the terms and conditions set out in the Club Policy, as amended from time to time.
- b. Club funds must be managed through CCSAI accounts; no independent bank accounts are permitted.
- c. Purchases must align with the club's mandate and adhere to CCSAI funding policies.

Discipline and Compliance

2.10.10 Clubs may be placed on probation for failing to meet policy requirements, including membership, meeting, or activity obligations.

2.10.11 Grounds for probation, de-ratification, or dismissal include but are not limited to:

- a. financial misconduct or mismanagement.
- b. Breaches of CCSAI or Centennial College policies.
- c. Failure to align activities with the club's approved mandate.

2.10.12 Complaints regarding club activities or members must be reported to the CCSAI Clubs Liaison and Engagement Coordinator, who will attempt resolution or escalate to the Manager, Events and Clubs if necessary.

Appeal Process

2.10.13 Any club or club executive who disagrees with a decision made under this policy, including but not limited to funding decisions, event approvals, disciplinary actions, or club status determinations, has the right to appeal in accordance with the procedures outlined below.

2.10.14 Appeals must be initiated within ten (10) business days of receiving the disciplinary decision and follow CCSAI's formal appeal process.

2.10.15: Appeal Submission

Step 1: Submitting the Appeal

- a. Appeals must be submitted using the official CCSAI Clubs Governance Appeal Form (Appendix A). The form must include:

- The appellant's name, club name, and role within the club;
- A clear description of the decision being appealed;
- The grounds for the appeal (e.g., procedural error, new information, or perceived unfairness);
- Supporting documentation, if applicable;
- The desired outcome or resolution.

b. Appeals must be submitted to the CCSAI President within ten (10) business days of receiving the written notification of the decision.

2.10.16: Appeal Review Process

Step 2: Initial Review

- a. Upon receiving the appeal, the CCSAI President will:
 - Confirm receipt of the appeal within two (2) business days;
 - Conduct a preliminary review to ensure the form is complete and the appeal is based on valid grounds.
- b. If the appeal is incomplete or lacks merit, the appellant will be notified, and the appeal will be dismissed. The appellant has five (5) business days to provide additional information if applicable.

Step 3: Appointment of the Appeals Panel

- a. The CCSAI President will appoint an Appeals Panel consisting of Four (4) individuals with no direct involvement in the original decision. The panel will include:
 - One (1) governance advisor (CGRO) (if available);
 - One (1) student-at-large from a club not directly involved;
 - Two (2) members (Voting or Non-Voting) of the CCSAI Board of Directors not associated with club governance.
- b. The Appeals Panel shall be convened within seven (7) business days of appointment.

Step 4: Panel Deliberations

- a. The Appeals Panel will:
 - Review the submitted appeal form and supporting documentation;
 - Conduct interviews or request additional information if necessary;
 - Assess whether the decision in question followed CCSAI policies and procedures.
- b. The panel must reach a decision by consensus or, if necessary, by majority vote.

Step 5: Decision and Notification

- a. The Appeals Panel will provide a written decision to the appellant within five (5) business days of concluding deliberations. The decision will:
 - Outline the panel's findings;

- Specify whether the appeal is upheld or denied;
- If upheld, provide instructions on corrective actions.

b. The decision of the Appeals Panel is final and binding.

2.10.17: Grounds for Appeal

Appeals will only be considered if based on one or more of the following grounds:

- a. *Procedural Error* – A deviation from the established policy or process that materially affected the outcome.
- b. *New Evidence* – Information that was not available during the initial decision-making process and may impact the outcome.
- c. *Perceived Unfairness or Bias* – A reasonable belief that the decision was biased or unjust.

2.10.18: Confidentiality and Impartiality

- a. All documentation and discussions related to appeals shall remain confidential.
- b. Panel members must disclose any potential conflicts of interest before reviewing the case. If a conflict is identified, the panel member will be replaced.

2.10.19: Record-Keeping

The President, the Board's Secretary and the Manager, Events and Clubs are all responsible for maintaining records of all appeals, including:

- Copies of appeal forms and supporting documents;
- Meeting notes from Appeals Panel deliberations;
- Written decisions and actions taken.

Records shall be kept in accordance with CCSAI's Records Management Policy.

Related References, Policies, Procedures, and Forms

Appendix A: CCSAI Clubs Governance Appeal Form (*To be attached to the policy*)

Policy Responsibility

Board of Directors

Policy History

Original Approval Date: March 4, 2025

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