

POLICY 2.10: Clubs Governance

Policy Responsibility

Board of Directors

Policy History

Board Approval Date:

Effective Date:

Last Review Date:

Review by Date:

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:

Semester-Based Funding Model

Recognized clubs are eligible to receive financial support on a per-semester basis, subject to pre-approval and compliance with CCSAI policies. Each active club shall be eligible for base funding of up to five hundred dollars (\$500.00) per semester, with the opportunity to access additional funding through a tiered performance model based on demonstrated student engagement.

a. Tiered Funding Eligibility

Clubs may qualify for increased funding, up to a maximum of one thousand three hundred dollars (\$1,300.00) per semester, based on cumulative student participation across club activities during the semester, as outlined in the table below:

Tier	Minimum Signed Members	Cumulative Event Attendance*	Maximum Funding
0	8	3+ attendees	\$500
1	10	10+ attendees	\$700
2	25	25+ attendees	\$1,000
3	50	50+ attendees	\$1,300

*Cumulative attendance refers to the total number of student attendees across all approved club events held within the same semester, regardless of repeat attendance by the same individuals.

b. Tier Progression and Reset

Funding tiers are assessed and reset at the start of each academic semester. Tier progression within a semester is contingent upon the submission and approval of required debrief documentation.

c. Proof of Engagement and Debrief Requirements

Access to tiered funding requires the submission of event debriefs that demonstrate proof of delivery and student engagement. Acceptable documentation may include, but is not limited to:

- Photographic evidence of events;
- Attendance records; and/or
- A demonstrated history of consistent and credible club activity, as determined by the Clubs Executive Committee.

d. Funding Unlock Mechanism

Upon approval of an event debrief, a club's cumulative attendance count shall be updated, and the club may become eligible for higher funding tiers for subsequent events within the same semester.

e. Financial Administration

All club funds must be administered exclusively through CCSAI financial accounts. Clubs are strictly prohibited from opening or maintaining independent bank accounts or handling funds outside CCSAI's approved financial systems.

f. Permitted Use of Funds

All expenditures must:

- Align with the club's approved mandate and objectives;
- Directly support student engagement and programming; and
- Comply with CCSAI's financial policies, procedures, and approval requirements.

g. Priority of In-Person Engagement

In-person event attendance shall be the primary metric for assessing student engagement for funding purposes. Digital engagement metrics, including follower counts or online interactions, shall not

independently qualify as evidence of engagement unless otherwise approved by the Clubs Executive Committee.

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.