

## APPLICATION FORM

\*Applications for club status may be submitted by **September 30<sup>th</sup>** for returning clubs and **October 15<sup>th</sup>** for new clubs in the fall semester; and **January 31<sup>st</sup>** and **February 15<sup>th</sup>** respectively for the winter semester. All clubs regardless of the date of application will be dissolved as of **April 30<sup>th</sup>**.

Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

Club Home Campus: \_\_\_\_\_

### APPLICATION or a RE-APPLICATION

(Circle One)

When was the last active semester of your club? **FALL/WINTER** \_\_\_\_\_

(Circle One)

What level of ratification do you hope to achieve?

**PERMANENT      YEAR-TO-YEAR      TEMPORARY**

(Circle One)

### Club Contact Information

#### Primary Contact

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Student Number: \_\_\_\_\_ Program: \_\_\_\_\_

Position in club: \_\_\_\_\_

#### Secondary Contact

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Student Number: \_\_\_\_\_ Program: \_\_\_\_\_

Position in club: \_\_\_\_\_

#### Faculty Advisor \*(Only required if obtaining **PERMANENT CLUB STATUS**)

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Ratified On: \_\_\_\_\_

## CLUB APPLICATION PROCESS

1. Complete the Centennial College Student Association Club package in its entirety
  - a. Application form
  - b. Club mandate (Purpose of the club) must be a minimum of 100 words (typed)
  - c. Goals/Objectives (outline the year by semester)
  - d. Benefit to student life (how will students gain for your clubs existence)
  - e. Club constitution (See Sample)
  - f. Completed budget detailed for each semester
  - g. Promotional paragraph (To be used in CCSAI web/print advertising)
  - h. Agreement forms (Ensure all signatures are present)
2. Submit completed package to your Campus Vice-President
  - a. Progress Campus Vice President – (416) 289-5000 ext. 2691
  - b. HP Campus Vice President – (416) 289-5000 ext. 5166
  - c. Ashtonbee Campus Vice President – (416) 289-5000 ext. 5044
  - d. CCC Campus Vice President – (416) 289-5000 ext. 5113
3. The Centennial College Student Association Inc. Board of Directors will meet to approve or reject your requested proposal. (You may attend the meeting to provide additional information)
4. Please be patient, the process may take 2 – 3 weeks
5. Once you have received approval you may begin!

### Club Ratification

The Centennial College Student Association Board of Directors will approve or deny your proposal based on the following 4 criteria:

1. Club history, similar clubs on campus, club mandate, and its benefit to student life
2. Adheres to the club package criteria, CCSAI By-laws & guidelines as well as the Centennial College policies & relevant laws
3. Legal, ethical, and appropriate for a college environment
4. Liability exposure and insurance risk

## CLUB STATUS

Club status will be determined by the CCSAI BOD at the time of ratification and will be based on the following criteria:

1. **Academic:** A club that is related to a specific area of study shared by some or all members.
2. **Social:** A club where its members share a specific interest in a non-academic subject or area.
3. **Cultural/Religious:** A club where its members share a specific belief or heritage.

In addition, your club will be classified into the following categories based on various conditions:

1. **Permanent:** A club that has the support of a faculty advisor and has obtained ratification for 4 consecutive semesters
2. **Year-to-Year:** A general classification for most clubs that have obtained ratification in the fall semester.
3. **Temporary:** A club that has received ratification for the current semester only, and will be dissolved as of the last day of classes for the same semester.

\* The CCSAI BOD has the final say on any and all matters concerning the ratification and status of clubs on campus.

\* Please take the time to research and properly prepare this application package.

## CLUB STATUS CON'T

### Do's and don'ts to maintain club status

#### DO!

- a. Participate in club week (See Activities and Special Events Coordinator for details).
- b. Hold, advertise and promote all club meetings and events (minimum 2/semester) and submit documents to Campus VP in a timely manner.
- c. The President of the club **must** attend a Club Presidents Meeting (advance notice will be given).
- d. Provide the CCSAI BOD with a club update by the last Full Board Meeting of each semester.
- e. Give a report on the clubs activities at the CCSAI Annual General Meeting in the fall semester.

#### DON'T!

- a. Hold events that have **NOT** been approved by the student life committee.
- b. File false or incomplete financial statements.
- c. Fail to abide by the CCSAI By-Laws and Centennial College policies.
- d. Fail to follow and uphold club constitution.

## MEMBERSHIP

Membership in every CCSAI Ratified clubs **MUST** be open to any and all "Full-time, activity fee paying students" that may wish to take part in the activities and the day-to-day operations of the club.

Each club must list under its active members one (1) CCSAI BOD as a club liaison. No current CCSAI BOD may participate as a member of a club in an officer position.

Maintain a minimum 9 club members and 6 club executive for a total of 15 members. (CCSAI BOD liaison does not count towards this total).

**NO CLUB** may limit its membership on the basis of age, college program, colour, creed, disability, ethnic origin, gender, race, social status or any other restriction under the Ontario Human Rights Code.

**NO CLUB** may take part in **any** initiation of its members in **any** form.

**NO CLUB** may charge a fee for membership. All Clubs **MUST** operate on a **non-profit basis**.

A club seeking "Permanent" status may use a faculty advisor. This individual will allow for easier access to resources from the college and will help sustain the club from year to year.

The Club Officer positions are in place to be official representatives for your club to the CCSAI BOD and other clubs on campus. All officers must be elected or appointed to their position in a democratic and barrier-free way. Your club is required to maintain the following positions along with 9 general members:

**Club President**

**Club Vice-President**

**Club Secretary**

**Club Chairperson**

**Club Treasurer**

**Club Publicity Director**

#### Important Note\*

To ensure diversity in a fair and equitable manner, cultural/religious clubs seeking ratification may also be required to receive approval from the Centennial College Dean of Diversity.

**MEMBERSHIP CON'T**

## Club Position Descriptions:

**President**

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Responsible for all aspects of the operation of the club.  
Acts as an official liaison between the club and the Centennial College Student Association Inc.  
Prepares semester reports on the activities and agenda to be submitted to the clubs members and the Centennial College Student Association Inc.  
Be a signing officer on all funding requests.  
Liaise with CCSAI Appointed Rep and CCSAI BOD for any club or CCSAI requirement.  
Attend all meetings including the CCSAI General Meeting in the Fall Semester.

**Vice-President**

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Assists the President in his/her duties.  
Assumes the Presidents duties in his/her absence.  
Attend all meetings.  
Maintain an updated list of members.  
Be a signing officer on all funding requests.

**Chairperson**

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Chairs all meetings of the club.  
Responsible for setting meeting agendas and schedules.  
Holds tie-breaking vote.  
Ensures that meeting agendas and minutes are submitted to their CCSAI Club Liaison.

**Treasurer**

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Develop and maintain all club and event budgets.  
Report on all financial matters each semester to the CCSAI Club Liaison.  
Be a signing officer on all funding requests.  
Attend all meetings.

**Secretary**

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Records minutes of each meeting.  
Submits meeting reports to the CCSAI on a timely basis.  
Attends all meetings.

**Publicity Director**

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Coordinates all promotion of the club and its events.  
Provides all copies of promotional materials to the CCSAI for approval.  
Attends all meetings.

**Faculty Advisor\***

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Provides continuity and may act as a resource person between the club and the college.  
Helps the club to develop guidelines and other documents with a strong and efficient constitution.  
Provides guidance and assistance to the club with regards to external agencies and companies.  
Ensures the clubs on-going success.

**\*Faculty advisors are not responsible for the day-to-day operations of the club and do not make decisions on behalf of the club. These duties are the responsibility of the club executive.**

## CLUB MARKETING & EVENT PLANNING

Throughout the fall and winter semesters each club is required to hold at least 2 club meetings or 2 events to maintain their club status. As well, all events and/or meetings that are held **must** be advertised to the general student population in a timely manner.

To help ensure that your clubs events are a success and that you have completely planned out your event you will be required to submit a completed “Event Package” to the Student Life Committee of the CCSAI. (See any CCSAI office for a copy)

Each semester your club will be allowed to post up to 120 posters throughout the 4 campuses at Centennial College. Every club must abide by the club posting policy and failure to do so may result in the suspension of posting privileges:

- a. All Posters **must** have a original CCSAI stamp of approval and initials from a full time staff member of the CCSAI
- b. Posters are **not** to be posted on/in any:
  - i. Doors
  - ii. Stairways
  - iii. Painted Surfaces
  - iv. Glass or windows
  - v. Outside of Centennial College buildings
  - vi. Washrooms
  - vii. Lockers
- c. Posters are **not** to cover any other poster which is already posted
- d. Posters **must** not exceed the size of 11x17 unless you have the expressed consent of the CCSAI
- e. Posters must be **removed** within 48 hours of your event or meeting (Some posters advertising a long running meeting or a consistent event may be exempted)
- f. All postings must be affixed to an authorized location with MASKING TAPE ONLY.
- g. DO NOT USE STAPLES or SCOTCH TAPE!
- h. At HP Campus, posters MUST remain on the red posting boards
- i. Posters must be written in ENGLISH or include a full ENGLISH translation if written in any other language
- j. Unsanctioned clubs may be allowed up to 3 posters per campus to advertise for a club start-up, if required

Clubs exist to enhance student life *on campus*. As such, due to liability and insurance policies, any/all CCSAI ratified clubs *may not* hold events at off-campus locations with out the express consent of the Activities & Special Events Coordinator. Doing so, would result in the immediate de-ratification of said club.

Also, clubs planning events must do so within the parameters set out by the Student Life Committee and/or Activities & Special Events Coordinator; and should not compete with existing Centennial College Student Association events throughout the semester.

***\*Club meetings are mandatory and failure to ensure the meetings are posted and open to all students will result in the dissolution of your club and/or no financial support from the Centennial College Student Association Inc.***

## CLUB FUNDING

Club funding is intended to help support the fundraising efforts by the club and ***is not a guaranteed source of income*** for the club. It will be distributed on the basis of availability, justification of use, and the number of sanctioned clubs in existence.

Each club must make a formal request through their CCSAI liaison to gain access to funds each semester up to a maximum \$600 per semester.

If funding is approved; it will be in the form of ***reimbursement only*** when the request is equal to or less than \$200.00.

For example you want to have a pizza lunch for your club and have submitted all documentation and have been approved for financial support.

Pizza Lunch	\$200.00 – You must pay the cost and will be reimbursed
Pizza Lunch	\$201.00 – You may receive these funds in advance

In either case a request must be made in advance of the event before financial support will be considered.

Funding requests may be made on the following:

- a. Supplies to be used by the club (Paper, pencils etc...)
- b. Items purchased to help run an event
- c. Items purchased to help run a fundraiser
- d. Food for your meetings

Funding will not be approved for the following:

- a. Events unrelated to the clubs purpose
- b. Events involving alcohol
- c. A student's personal gain
- d. Failure to comply with all aspects of this package
- e. Failure to submit your club report at the end of the semester
- f. Miscellaneous cost at the discretion of the Activities & Special Events Coordinator

### **Fundraising**

All banking is to be conducted through the CCSAI office and must be reported. If receiving a donation from an internal or external source, a cheque *must* be written to the Centennial College Student Association Inc. attention your club's official name. The money will be deposited into an account set up for your club.

\*At no time clubs to accept cash donations.

*At no time is a cheque to be addressed to a club, or its membership, for any reason, from a source other than the CCSAI through the Activities & Special Events Coordinator*

At the end of each semester all outstanding financial reports, receipts, and monies are due and must be reported by the last day of classes in each semester. As well, any/all tangible goods are the property of the Centennial College Student Association Inc. and must be submitted to the Association by the end of the clubs ratification period.

*\*Failure to comply may result in your club not receiving any financial support during the following semester and/ or the immediate dissolution of your club.*

**\* Before you spend any money, ensure that you have the written approval from the Activities & Special Events Coordinator to ensure your club gets reimbursed.**

**CLUB BENEFITS**

Great News! Once your club has been ratified you may be eligible for the following benefits...

**ALL CLUBS**

Student Centre event booking

MyCentennial postings

Access to CCSAI group rates

Access to CCSAI Student Life Committee to help plan your event

Discounts on CCSAI event tickets

Web link from the CCSAI Website

**PERMANENT CLUBS**

Free Email Address

Free Voicemail Extension

To access any of these club benefits please see the Activities & Special Events Coordinator once you have been ratified.



## CLUB OFFICERS

Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

### CLUB PRESIDENT\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

### CLUB VICE-PRESIDENT\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

### CLUB TREASURER\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

## CLUB OFFICERS CON'T

Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

### CLUB CHAIRPERSON\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

### CLUB SECRETARY\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

### CLUB PUBLICITY DIRECTOR\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

<b>CLUB OFFICERS CON'T</b>
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Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

**CCSAI LIAISON\***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

\*Your name and contact information will be shared with prospective members

**FACULTY ADVISOR\***

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Ext. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

\*Your name and contact information will be shared with prospective members



<b>DISSOLUTION AGREEMENT</b>
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Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

Date: \_\_\_\_\_

We, \_\_\_\_\_, being a ratified club under the Centennial College Student Association Inc., have read and understood and agree to follow the CCSAI By-Laws and its Policies and Procedures in particular reference to By-Law #3 – Clubs

In the event that we violate any CCSAI By-Law or its Policies, the club will be subject to internal dissolution or separation. We are also aware that the club may be dissolved at any time as a result of a two-thirds majority vote from the CCSAI Board of Directors and agree to these terms.

We may appeal any CCSAI Board of Directors of CCSAI Senior Management decision via By-Law #4 – Judicial Committee

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Vice-President

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Club Chairperson

\_\_\_\_\_  
Club Secretary

\_\_\_\_\_  
Club Publicity Director

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
CCSAI Liaison

\_\_\_\_\_  
CCSAI PRESIDENT

\_\_\_\_\_  
Date

<b>STATEMENT OF RESPONSIBILITY</b>
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Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_

Date: \_\_\_\_\_

All Centennial College Student Association Club Presidents are required to read, sign and understand the “Statement of Responsibility”.

As the President of a CCSAI Club, I have read and understood, and hereby acknowledge my responsibilities as follows:

- ◇ To act in accordance to the Centennial College Student Association by-laws, Centennial College policies and relevant law
- ◇ To ensure that all Club Executive Members follow the same policies including those governing the club in mention and act in a way that is uplifting to the college community
- ◇ To prepare a report by the last day of classes of each and every semester in which the club is in existence, and I act as President, for submission to the Centennial College Student Association Inc.
- ◇ To attend all scheduled club meetings, as well as, the Centennial College Student Association Inc. “Annual General Meeting” in the Fall Semester.
- ◇ To act as one of the signing officers of the club executive

\_\_\_\_\_  
Club President

\_\_\_\_\_  
CCSAI PRESIDENT

\_\_\_\_\_  
Date

**CLUB CONSTITUTION**

**Article 1 – Name**

- i. The club shall be officially known as:  
Club Name: \_\_\_\_\_ Acronym: \_\_\_\_\_. No other name will be used in the advertisement or representation of the club.

**Article 2 – Preamble**

- i. \_\_\_\_\_, its Executive, and its constitution will abide by the CCSAI By-Laws, Policies & Procedures, Centennial College Policy and the Ontario Human Rights Code.
- ii. The current years, \_\_\_\_\_ constitution takes precedence over any and all previous \_\_\_\_\_ constitutions.
- iii. \_\_\_\_\_ Club understands that they will assume full responsibility for any unresolved issues of the club from past years.
- iv. Any member of \_\_\_\_\_ who feels that the original intent of \_\_\_\_\_ is not being represented by the present members of the organization shall have recourse through filing a complaint with the Activities & Special Events Coordinator. If no resolution can be reached through the efforts of the Activities & Special Events Coordinator, the complaint will be forwarded to the CCSAI Senior Management for resolution.

**Article 3 – Purpose for \_\_\_\_\_ Existence**

- i. The purpose of \_\_\_\_\_ shall be:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
  - 5. \_\_\_\_\_

**Article 4 – Membership**

- i. There shall be a minimum of 15 Centennial College full-time activity fee paying students registered as members of \_\_\_\_\_ club at all times.
- ii. Membership is open to all Centennial College students.
- iii. \_\_\_\_\_ may choose to recognize non-students as consultants or advisors with no voting privileges.
- iv. A membership list shall be kept by the club secretary and by the Activities & Special Events Coordinator at all times.
- v. \_\_\_\_\_ shall list under its active members one (1) CCSAI BOD as a club liaison. No current CCSAI BOD may participate as a member of \_\_\_\_\_ club in an officer position.

<b>SAMPLE CLUB CONSTITUTION CON'T</b>
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**Article 5 – Executive**

- i. The Executive Committee shall consist of 6 members of equal status
  - a. Club President
  - b. Club Vice-President
  - c. Club Chairperson
  - d. Club Secretary
  - e. Club Treasurer
  - f. Club Publicity Director
- ii. Any changes to the club executive will be reported to the Activities & Special Events Coordinator within 7 days

**Article 6 – Finances**

- i. \_\_\_\_\_ shall determine a semester club budget and submit for approval with the application package for club status.
- ii. \_\_\_\_\_, will submit a completed “Club Funding Request” form to the CCSAI in order to have monies already spent reimbursed.
- iii. At the end of each semester all outstanding financial reports, receipts, and monies are due and must be reported by the last day of classes in each semester.
- iv. Any/all tangible goods are the property of the Centennial College Student Association Inc. and must be submitted to the Association by the end of \_\_\_\_\_ ratification period.
- v. It is understood by the members of \_\_\_\_\_ that the CCSAI BOD reserves the right to review \_\_\_\_\_ financial activities at any time.
- vi. \_\_\_\_\_ as a collective or any member of \_\_\_\_\_ will not use money raised through sale of goods or fundraising for personal gain.

**Article 7 – General Meetings**

- i. \_\_\_\_\_ shall hold at least two (2) meetings every semester which is open to all members of the college community.
- ii. The club president of \_\_\_\_\_ shall also attend the CCSAI Annual General Meeting to give the student population a report on the clubs activities.
- iii. Members of the \_\_\_\_\_ club and the general college community will be informed with at least seven (7) days notice of a club meeting.
- iv. Quorum shall be set by each individual club.
- v. The President of the CCSAI may sit in on \_\_\_\_\_ club meetings from time to time

\_\_\_\_\_  
CCSAI PRESIDENT

\_\_\_\_\_  
Date