

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: NAME**

**1.1**

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- A. The name of the corporation shall be the Centennial College Student Association Inc. (hereafter in these bylaws the "Association").

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: SEAL**

**1.2**

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- A. The seal, an impression of which appears in the margin, shall be the seal of the Association.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: HEAD OFFICE**

**1.3**

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- A. The head office of the Association shall be in the city of Toronto, in the province of Ontario.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: OBJECTS**

**1.4**

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- A. The objects of the Association shall be to:
1. develop and maintain unity and encourage cooperation among such students;
  2. represent the activity fee paying students of Centennial College (hereafter in these bylaws the "College") in matters of common interest;
  3. serve as a liaison between such students and the College, other educational institutions and their students, and society at large; and
  4. advance the cause of higher learning in Ontario and throughout Canada.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: MEMBERSHIP**

**1.5**

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- A. Everyone shall be a member of the Association, and as such, shall be entitled to one vote at each meeting of the members of the Association.

They must:

1. be registered in at least four credit courses at the College and have paid to the Association, in respect of the current semester, the full student activity fee prescribed by the College
2. be serving a co-op work term and/or
3. not be registered in a credit course at the College but be registered as an ongoing student of the College, and have paid the activity fee prescribed by the College pertaining to the immediately preceding semester.

- A. The property and business of the Association shall be managed by a board of at least ten (10) but not more than fifty (50) directors, who, subject to paragraph B, shall hold the following positions on the board:

President  
Vice President, Ashtonbee  
Vice President, Centre for Creative Communications  
Vice President, Morningside  
Vice President, Progress  
Campus Directors, Ashtonbee  
Campus Directors, Centre for Creative Communications  
Campus Directors, Morningside  
Campus Directors, Progress.

- B. Each director shall be a member of the Association, be at least 18 years of age, with power under law to contract.
- C. The number of directors for each campus shall be two for the first 2,000 students, plus one additional director for every additional 2,000 students enrolled in that school as of March 1 of the previous year.
- D. The directors of the Association shall administer the affairs of the Association.
- E. Except as otherwise provided in the bylaws, matters to be determined by the Board of Directors shall be decided by majority vote, and each director shall be entitled to one vote.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: OFFICERS**

**1.7**

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- A. The Board of Directors shall appoint the following officers on behalf of the Association:
1. from within the membership of the Association, campus directors, a Recording Secretary, Advocates, Programmer, a Board Development Officer and such other officers as the Board of Directors may determine;
  2. from within the membership of the Board, a Board Chairperson, and
  3. from outside the membership of the Association, a Chief Executive Officer (CEO)/Executive Director, and such other officers as the Board of Directors may determine.
- B. A member of the Board of Directors applying for a position in the immediate term as an officer shall forthwith take a leave of absence for the duration of the selection process.
- C. No person who is or has previously been a member of the Board of Directors, shall be appointed an officer pursuant to subparagraph 2 or otherwise employed by the Association until at least 365 calendar days after ceasing to be such, unless the Board of Directors waives this paragraph with respect to a particular appointment.
- D. Officers shall attend meetings of the Board of Directors and may hold and exercise a maximum of two (2) proxies on behalf of board members, and in the event of a tie, the Chairperson shall have one vote.
- E. Every officer shall be appointed in accordance with the process described in Article 1.13.

- A. Every member of the board shall:
1. be bondable
  2. have attained a Grade Point Average (hereinafter in these bylaws "GPA") of 3.0 in their most recently completed academic semester, except in the case of those enrolled in the first semester of a program
  3. if a GPA of 3.0 is not maintained, the President and the CEO/Executive Director; or in respect to the President, the CEO/Executive Director, believe in good faith that extenuating circumstances exist, may accommodate a probationary period
  4. have paid the full student activity fee
  5. not be in arrears to the Association
  6. be enrolled in a minimum of four (60%) credit courses, during the day, working towards a diploma, certificate or degree, for two out of three semesters of the academic year in which they are serving, or less if serving during their graduating semester
  7. in the case of the President, shall be enrolled in one course for two out of three semesters in which they are serving
  8. not be enrolled in a cooperative education/placement program for more than three days per week, in two or more semesters
  9. be able to attend full board meetings and/or senior management meetings and/or other Standing Committee meetings as scheduled
  10. not be eligible for election/appointment to the Board if they have served within the prior three years, or are serving on any other college and/or university student government, provincially or nationally.
- B. No member of the Association shall hold a position pursuant to Article 8, paragraph A, until at least 365 calendar days or such longer period as may be determined by the Governance Committee of the Association, after such member is found by the Governance Committee of the Association to have violated these bylaws.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: TERM OF OFFICE**

**1.9**

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- A. The term of office for the Board of Directors is May 1 to April 30.
- B. The position of President cannot be held for more than one year, and may not be held by anyone who has held the position in the preceding 365 days.
- C. The term of office for an Advocate is for three consecutive semesters.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: DUTIES AND REMUNERATION**

**1.10**

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- A. The Board of Directors, from time to time, shall amend as necessary, job descriptions for each position.
- B. Subject to further provisions of the Article, each member shall be remunerated by way of honourarium as outlined in the "Board Member Pay Structure Policy".

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: COMMITTEES**

**1.11**

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- A. The Association shall maintain three Standing Committees, each responsible for a specific functional area. The Standing Committees shall be Senior Management, Governance Committee and Programming Committee. These committees shall function in accordance with their own terms of reference.
  
- B. Subject to the provisions of these bylaws, the President and/or the Board of Directors shall have the right to appoint "ad hoc" committees, a majority of whose members shall be Association members, under such terms of reference, as they deem necessary.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: SENIOR MANAGEMENT STANDING COMMITTEE**

**1.12**

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- A. The President, the four Campus Vice Presidents, and the CEO/Executive Director, shall constitute the Senior Management Standing Committee of the Association.
- B. Senior management shall make decisions and take such actions as are reasonably necessary to ensure the efficient operation of the Association between meetings of the Board of Directors, and to the extent possible, shall only make decisions and take actions which can be reversed if not ratified by the Board of Directors.
- C. To the extent that each action or decision of Senior Management can be reversed if not ratified by the Board of Directors, such action or decision shall be effective only until the next meeting of the Board, at which time a ratification vote shall be taken and if the action or decision is not ratified, Senior Management shall take such action as is reasonably possible to reverse the action or decision.

- A. The Board of Directors shall appoint a Governance Committee by the tenth business day of the beginning of each semester.
- B. The Governance Committee must comply with the CCSAI Code of Conduct and all College policies.
- C. The Governance Committee shall consist of the President, the CEO/Executive Director (ex officio) and three primary members, and three secondary members, selected in such a way as to ensure that the Governance Committee contains members attending as many of the college's campuses as possible. Only five members are required to sit at a time, the other three will be available as alternates.
- D. If, at any time when the Governance Committee is sitting, any of its members is a party to or a witness in an outstanding matter which may be brought before the Governance Committee, such member shall temporarily cease to sit on the Governance Committee until such conflict ceases to exist, and the remaining members of the Governance Committee shall appoint for the same period an alternate member who has no such conflict from among the other secondary members.
- E. A Chair for the Governance Committee shall be selected from its current membership, on a rotating basis.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: GOVERNANCE COMMITTEE - PURPOSE**

**1.14**

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- A. The Governance Committee is vested with the responsibility to ensure that all Policies and procedures of the Association are respected and followed, and in doing so, shall act as the liaison on behalf of the Board, to resolve grievances and implement sound practices.
- B. The Governance Committee shall support the Progressive Discipline Policy of the CCSAI, by resolving issues and implementing sanctions.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: GOVERNANCE COMMITTEE - GRIEVANCE PROCEDURE**

**1.15**

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- A. Any member of the Association who is a student at large and has a grievance with the Association (an "external grievance") other than relating to an Association election may, within two business days after the occurrence of the incident, file a written complaint with the CEO/Executive Director.
- B. In the event that the CEO/Executive Director is unable to resolve a conflict within ten business days after becoming aware of it, the dispute may be brought forward to the Governance Committee.
- C. A grievance submitted in relation to the removal from office of a board member under Bylaw 5 is to be dealt with by the Governance Committee and said member will be placed on a paid leave of absence until resolved.
- D. Grievances relating to an Association election shall be submitted to the Governance Committee in accordance with the following procedure:
  - 1. All grievances relating to an election shall be submitted within two business days after polling stations close, and in accordance with Bylaw 4, Article 8, shall be heard and adjudged by the Governance Committee before the official election results can be declared by the Board Development Officer.
- E. Each grievance submitted to the Governance Committee shall be in writing, using the form prescribed, identifying the party against whom the grievance is made and the incident or incidents to which it relates.
- F. No grievance, once submitted, shall be discussed at any meeting of the Directors or Standing Committees, or at any meeting or public event of the members of the Association, until resolved by the Governance Committee.
- G. The parties to a grievance shall be given reasonable notice of the hearing of the grievance by the Governance Committee, including the date, time and place of the hearing, copies of all related documentation submitted to date to the Governance Committee, and a statement that if the party notified does not attend at the hearing, the Governance Committee may proceed in the party's absence and the party will not be entitled to any further notice in the proceeding. Such notice shall be in writing, and shall be deemed to have been sufficiently given if provided to all parties at least two (2) business days prior to the hearing.
- H. A party to a grievance may be represented by counsel or an agent at the hearing thereof.
- I. Subject to these bylaws, the Governance Committee shall conduct all hearings in accordance with Robert's Rules of Order.

- J. The procedure by which the Governance Committee shall conduct its hearings shall be as follows:
1. The party who filed the grievance ("the plaintiff") may make an opening statement of not more than ten minutes.
  2. The party against whom the grievance was filed ("the defendant") may make an opening statement of not more than ten minutes.
  3. The plaintiff may question the defendant.
  4. The plaintiff may call and examine up to three witnesses, or more at the discretion of the Governance Committee, and the defendant may cross-examine each such witness immediately after the examination of that witness and prior to the examination of the next.
  5. The defendant may question the plaintiff.
  6. The defendant may call and examine up to three witnesses, or more at the discretion of the Governance Committee, and the plaintiff may cross-examine each such witness immediately after the examination of that witness and prior to the examination of the next.
  7. The plaintiff may make a closing statement of not more than twenty minutes.
  8. The defendant may make a closing statement of not more than twenty minutes.

Any member of the Governance Committee may ask questions of any party or witness at any time during the hearing of a grievance, and may order the re-attendance of any party or witness, if necessary, to facilitate such questioning.

- K. The Governance Committee may admit as evidence at a hearing any oral testimony and any document or other thing relevant to the subject matter of the proceeding, whether or not it would be admissible as evidence in a court of law, but may exclude anything which the Chairperson of the Governance Committee deems to be unduly repetitious, or irrelevant to the stated subject matter of the grievance, or which concerns the alleged misconduct of persons not named in the grievance.
- L. The Governance Committee may at any time order that a witness be excluded from the hearing room until called to give evidence. Such an order may not be made in respect of a party to the grievance, but the Governance Committee may require a party to the grievance to give evidence before any witnesses are admitted to the hearing room to give evidence on behalf of that party.

- M. Notwithstanding the foregoing, the Governance Committee may at any time exclude from the hearing room any person who is deemed to be interfering with the proper conduct of the hearing.
- N. Where an order is made under paragraph M above excluding a witness from the hearing room, there shall be no communication to the witness of any evidence subsequently given until after the witness has been called and has given evidence.
- O. The Governance Committee may, at its discretion, extend the time limits for a hearing set forth in this Bylaw, or adjourn hearings.

- A. With respect to a grievance, the Governance Committee shall deliberate in camera and arrive at a written recommendation to submit to the Board of Directors, and in submitting such recommendation becomes final.
- B. The Governance Committee is hereby empowered to make any such recommendation or decision in connection with each grievance as it may deem appropriate, subject only to these bylaws, College policies and applicable law, and in doing so may apply and/or take notice of such other material, as it deems appropriate.
- C. Minutes of the Governance Committee shall be submitted to Senior Management, who shall have the discretion as to whether the entire minutes or only a summary report of the proceedings shall be presented at the next meeting of the Board of Directors. In any case, any board member shall, at any time, be entitled to inspect the minutes or summary report of all meetings of the Governance Committee.

- A. Whenever these bylaws require, or the Board of Directors determines, that the Association shall appoint one or more officers, the Board of Directors shall appoint a Selection Committee which shall review applications and make non-binding recommendations to the Board of Directors with respect to the selection of candidates.
- B. When reviewing applications for an appointed position, the Selection Committee shall consist of the President, four other board members, the CEO/Executive Director and one full-time staff member as ex officio, and such other individuals as may be appointed by the Board.
- C. When reviewing applications for a staff position, the members of the Selection Committee shall consist of the President, four other board members, the CEO/Executive Director and one full-time staff member as ex officio, and such other individuals as may be appointed by the Board.
- D. To be recognized as an applicant for an appointed position, a member of the Association shall submit to the CEO/Executive Director, prior to the closing of the application period, a completed package addressed to the CEO/Executive Director of the Association. Applicants may apply for one (1) position only.
- E. No board member or employee shall provide preferential assistance to any applicant during or in preparation for an interview for an appointed position, and no applicant shall accept such assistance.
- F. The CEO/Executive Director, in consultation with the Selection Committee, shall determine the dates and locations of all interviews.
- G. All candidates, who meet the requirements set out in the application package, shall be invited to be interviewed by the Selection Committee, and the principles of a "barrier-free" hiring process shall apply to all proceedings of the Committee.
- H. The Selection Committee is not obliged to fill any vacant position from among the applicants at any particular time.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: MEETINGS**

**1.18**

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- A. One General Meeting of the members of the Association shall be called during each fall semester on at least seven (7) business days' notice. At each such meeting, all board members and the CEO/Executive Director shall present a report to the membership with respect to Association activities.
- B. The Senior Management Standing Committee may, when believing in good faith that cause exists, call a Special General Meeting of the members of the Association at any other time on at least five (5) business days' notice, and shall, within five (5) business days of receiving a petition requesting a meeting and signed by at least 250 Association members, call a Special General Meeting of the Association on notice of at least two (2) and not more than five (5) business days.
- C. There shall be at least one meeting of the Board of Directors every two weeks during the fall and winter semesters, at least one meeting of the Board of Directors in the months of June and July, and shall have the discretion to call further such meetings between the end of the fall semester and the beginning of the fall semester, in each case on at least five (5) business days' notice.
- D. The Senior Management Standing Committee may, when believing in good faith that cause exists, call a special meeting of the Board of Directors at any other time on at least one (1) business days' notice, and shall, within one (1) business day of receiving a petition requesting a meeting and signed by at least two-thirds of the Board of Directors, call a meeting thereof on notice of at least one (1) and not more than five (5) business days.
- E. Meetings of the Association will be posted through Association media.
- F. The Executive Assistant shall prepare an agenda for each meeting incorporating all agenda items submitted and shall obtain the approval of the agenda from the President and the CEO/Executive Director.
- G. Seventy-five members of the Association, including members present by proxy, shall constitute quorum at a General Meeting of the members of the Association.
- H. A majority present in person of directors and officers then in office shall constitute quorum at a meeting of the Board of Directors.
- I. Each meeting of the Board of Directors shall be open to all members of the Association and any guests invited, provided that the Board may hold an in camera session at any time, by majority vote of the Board.
- J. Unless waived, Robert's Rules of Order shall apply to all such meetings.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: MEETINGS**

**1.18**

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- K. Minutes must be taken of all meetings of the Board of Directors with the exception of in camera sessions, provided that no such minutes shall be official until approved by majority vote of the Board at a subsequent meeting.
- L. Official minutes of meetings, with the exception of in camera sessions, of the Board of Directors shall be available for inspection by Association members.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: PROXIES**

**1.19**

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- A. To be recognized at a meeting of the members of the Association or of the Board of Directors, as the case may be, each proxy shall be:
  - 1. a completed proxy in the form prescribed by the Association, identifying the meeting and the individuals giving and receiving the proxy, and providing space for the date and signatures of both such individuals; and
  - 2. filed by noon on the day of the meeting.
- B. No member of the Board of Directors shall exercise more than ten proxies at a meeting of members, or more than two proxies at a meeting of the Board of Directors.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: INDEMNITY**

**1.20**

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- A. Every officer and director and every other person who undertakes or is about to undertake any liability on behalf of the Association, as well as their respective heirs, executors and administrators, shall at all times be indemnified and saved harmless out of the funds of the Association from and against all liability incurred as a result of the execution of duties owed to the Association, except to the extent that any such liability results from such person's willful neglect or default.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: FISCAL YEAR**

**1.21**

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A. The fiscal year of the Association shall be from April 1 to March 31.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: BUDGETS**

**1.22**

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- A. The CEO/Executive Director, in conjunction with the President, shall prepare an annual budget prior to the last meeting of the summer semester of the Board of Directors and shall submit it at such meeting and at the Annual General Meeting of members, and it shall be ratified, as amended if necessary, at each meeting.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: REPORTS**

**1.23**

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- A. The Board of Directors shall ensure that an audit is completed for each fiscal year. The CEO/Executive Director shall present a monthly financial statement at a regular meeting of the Board of Directors no later than two weeks after each month end.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: SIGNING OFFICERS**

**1.24**

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- A. All cheques, other than cheques payable to the President, shall be signed by the President, or a Campus Vice President or the CEO/Executive Director, except that no cheque shall be signed by a payee thereof.
- B. Two signing officers may sign cheques payable to the President.
- C. The CEO/Executive Director shall be the signing officer on all contracts, with consultation with Senior Management.

**TYPE: LEGAL AND FINANCIAL**  
**TITLE: AMENDMENT**

**1.25**

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- A. Any bylaw of the Association may be amended by majority vote of the Board of Directors and shall take effect immediately until such time a subsequent majority vote is made by the members present in person or by proxy at a General Meeting of the members of the Association, provided that the full text of such amendment is posted at all campuses of the College subsequent to approval by the Board of Directors but at least five (5) calendar days prior to the vote of the members of the Association.
  
- B. All constitutional amendments are referred to the Corporation's legal advisor.

**TYPE: MEDIA**  
**TITLE: NEWSPAPER**

**2.1**

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- A. The Association shall publish a newspaper, which shall be called The Courier – except when full-time enrolment for the fall and winter semester is below 2,000.
- B. The Association shall be the sole publisher of The Courier, and accordingly shall have ultimate control over all aspects of its operation and publication.
- C. The CCSAI Communications Manager shall act as Managing Editor for The Courier who shall be responsible to the Association for the management and content of The Courier and shall hire such further staff as may be required from time to time.
- D. The Communications Manager shall submit a budget to the CEO/Executive Director for each fiscal year, on or before a deadline set by the CEO/Executive Director that fiscal year.

**TYPE: MEDIA**  
**TITLE: OTHER MEDIA**

**2.2**

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- A. The Association shall publish and maintain a public access site on the World Wide Web, with a domain name registered to the Association, which site shall be maintained and updated on an ongoing basis by the Communications Manager and shall hire such further staff as may be required from time to time.
- B. The Association shall operate such other media as the Board of Directors may determine from time to time.

**TYPE: CLUBS**  
**TITLE: CLUB STATUS**

**3.1**

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- A. The Association shall have sole authority to sanction, deny or extend club status to student groups operating at any or all of the College's campuses.
- B. All clubs must be operated on a not-for-profit basis.
- C. The Association shall issue a Club Package containing the requirements for obtaining and maintaining club status, and including all forms to be submitted. Any and all changes to the Club Package shall be approved by the Governance Committee prior to ratification by the Board of Directors.
- D. The President and the Special Events Coordinator of the Association shall be ex officio members of all club executives.
- E. Student groups desiring club status shall submit the documentation prescribed in the Club Package to the appropriate Vice President, according to the deadline stated in the Club Package, for approval. Prior to such approval, at least two (2) members of the executive of the proposed club shall be invited to make a presentation at a regular meeting of the Board of Directors.
- F. The Board of Directors shall vote to ratify each club application on motion from the appropriate Vice President, and club status shall be granted by a favourable two thirds majority vote based on criteria set out in the Club Package.

**TYPE: CLUBS**  
**TITLE: FINANCIAL SUPPORT**

**3.2**

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- A. Upon receiving club status, a club shall be eligible to apply for financial support from the Association under the terms and conditions set out in the Club Package as amended from time to time.
- B. The Board of Directors shall reserve the right to approve or reject any club funding application, whether or not all of the conditions contained in the Club Package have been met.
- C. Club(s) shall be eligible to receive financial support in amounts set out in the Club Package.
- D. The members of the executive of each club shall be personally liable for payment of any and all debts incurred by or on behalf of that club without the Association's prior authorization.

**TYPE: CLUBS**  
**TITLE: CLUB LIAISON**

**3.3**

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- A. A Club Liaison, from the Board of Directors, shall be appointed by the appropriate Vice President or Association President. In the event a liaison is not appointed, the appropriate Vice President will serve as the Club Liaison.
- B. The Club Liaison shall be an ex officio member of the club executive, and shall act as a resource person.
- C. The Club Liaison must attend all club meetings and report regularly to the Board of Directors regarding club activities.

**TYPE: CLUBS**  
**TITLE: CLUB CONSTITUTION AMENDMENTS**

**3.4**

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- A. Any amendment approved by majority vote of a club executive must be submitted and approved by a 2/3 majority vote of the Association Board of Directors to become effective.

**TYPE: CLUBS**  
**TITLE: REVOCATION OF STATUS**

**3.5**

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- A. The Board of Directors may revoke the official status of any club at any time upon finding that the club is in violation of these bylaws or its own constitution or the regulations set out in the Club Package, or has operated in a manner that is illegal, unethical or otherwise inappropriate.
- B. All clubs not having attained permanent club status will be dissolved as of April 30.
- C. Clubs having attained permanent club status may operate from the first day of classes of each semester until the last day of classes of each semester.
- D. Clubs who have permanent status are required to submit an updated club package at the beginning of each year but will not have to be re-ratified. Failure to do so will result in loss of permanent status.

**TYPE: CLUBS**  
**TITLE: EVENTS**

**3.6**

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- A. All club events must occur on a Centennial College campus unless otherwise approved by the Board of Directors.
- B. Clubs must complete and adhere to the Events Package. The completed Events Package must be submitted to the appropriate Vice President.
- C. A post-event report must be submitted after an event following the guidelines set out in the Events Package
- D. Clubs may not hold any event that is deemed to be in conflict with CCSAI events.

**TYPE: ELECTIONS**  
**TITLE: APPOINTMENTS**

**4.1**

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- A. The Board Development Officer shall be selected from within the membership of the CCSAI and be given full training and support from the CEO/Executive Director and Facility & Office Manager.
- B. The Board Development Officer and all election officials shall be impartial and shall comply with the bylaws.
- C. The Board Development Officer shall present a report, with recommendations and finances, to the full Board following each election.

- A. The Board of Directors shall set the dates for the annual general election and shall not be held later than April 1. These dates shall be approved at a regular meeting of the Board of Directors by September 15 of the preceding year.
  
- B. Subject to the right of the CEO/Executive Director to alter such schedule in respect of a general election before the commencement of the nomination period, when believing in good faith that such alteration is in the Association's best interest, the Board Development Officer shall conduct all elections according to the following schedule:
  - 1. The Board of Directors shall ensure that all dates set for the election are contained in its minutes and publicized in the Association's media, in each case in a timely manner.
  - 2. The nomination period shall commence at least five (5) business days after the election is called, and shall be at least five (5) business days in duration.
  - 3. The campaign period shall commence two (2) business days after the end of the nomination period, and shall be at least five (5) business days in duration.
  - 4. After the close of polls and all grievances submitted have been resolved, the Board Development Officer shall ensure that election results are announced through Association media. Such results shall be final.

**TYPE: ELECTIONS**  
**TITLE: QUALIFICATION OF VOTERS**

**4.3**

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- A. All members of the Association shall be eligible to vote in all Association elections, except that the Board Development Officer shall not be eligible to vote.
- B. Prior to the opening of polls in the general election, the CEO/Executive Director or a designate shall obtain from Centennial College extracts by campus of all currently enrolled students of the College who qualify as members of the Association.
- C. In the event that a voter's name is omitted from the voters list, the student may vote upon presentation at the polling station of a) a program timetable stamped and initialed by the Enrolment Services office on any voting day of the current election, and b) a valid student card. Each such timetable shall be retained and signed by an election official and shall be attached to the voters list for verification when ballots are counted.

**TYPE: ELECTIONS**  
**TITLE: CANDIDACY REQUIREMENTS**

**4.4**

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- A. To be recognized as a candidate in an election, a member of the Association shall be in compliance with Bylaw 1, Article 8.
- B. The election package prescribed by the Association shall include a list of nominators, containing spaces for the name, student number and campus of each nominator.
- C. Any Association member may sign the list of nominators of more than one candidate for the same position.
- D. To be valid, a list of nominators submitted to the Board Development Officer with an election package shall be signed by at least the following numbers of Association members, who must be directly solicited by the candidate:
  - 1. if submitted by a candidate for President, at least 400 members of the Association of which at least 75 shall be from each of the four campuses
  - 2. if submitted by a candidate for Vice President of a campus, at least 150 Association members attending such campus
  - 3. if submitted by a candidate for Campus Director of a campus, at least 75 Association members attending that campus.
- E. The Consent to Nomination form shall include spaces for the candidate's legal first and last name, and an optional nickname. These names shall subsequently be used in all official documents and correspondence, and shall appear on the ballot exactly as specified by the candidate.
- F. The Consent to Nomination form shall also include spaces for the candidate's residential address, telephone number, email address, student number, program, semester, campus, date of birth, signature, and date of signature of the form. All requested information must be provided.
- G. A candidate for President shall have held a position on the current year's Board of Directors, since May 1 of the preceding year.

- A. No board member or employee of the Association shall provide preferential assistance to any candidate during or in preparation for an election campaign, and no candidate shall accept such assistance.
- B. Within five (5) business days after an election has been called, the Board Development Officer shall issue:
  - 1. election rules which shall be consistent with these bylaws, and which shall govern the conduct of the election, as the case may be and be approved by the Board and,
  - 2. a list of enterprises with which the Association has transacted business within the previous two years in accordance with Article 4 (F).
- C. The election rules shall specify:
  - 1. a maximum amount which candidates may spend on their respective campaigns, and
  - 2. the maximum number of posters, which each candidate may post at each campus.
- D. Prior to the opening of the election period, the Board Development Officer shall determine an amount that shall be received from each candidate as a security deposit at the time of submitting his/her completed election package. Following the completion of each election, the Board Development Officer shall have the discretion to return or to withhold the security deposits of any or all candidates, in whole or in part, in consideration of their compliance with these Bylaws and with the election rules of paragraph C.
- E. All candidates will have access to Association media as predetermined by the Board Development Officer specific to location, frequency and content.
- F. Grants, gifts, loans or donations of any kind shall not be accepted by any candidate.
- G. No candidate shall purchase or otherwise receive goods or services for use in a campaign from any enterprise, or any employee of any enterprise, named in the list issued by the Association pursuant to paragraph B (2).

- H. Each candidate shall submit a report of all election expenses to the Board Development Officer within five (5) business days of the close of polls, attaching detailed receipts for all purchases, all of which shall have been made within 30 calendar days prior to the closing of the campaign period. Notwithstanding the actual price at which materials were purchased or the actual amount of materials used by the candidate, the dollar value of each purchase made shall, for the purpose of calculating total campaign expenditures, be the fair market value of the entire quantity of materials purchased, as determined by the Board Development Officer.
- I. All candidates are eligible to receive reimbursement of 50% of their respective election expenses, conditional upon compliance in full with this Bylaw.
- J. Each candidate shall obtain the Board Development Officer's or designate's approval of all campaign material prior to use. All approved posters shall be individually stamped, and the Board Development Officer shall keep one copy on file.
- K. There shall be no campaigning or campaign literature in any office of the Association or within visible range of the registration desk or voting booth at any polling station. The election rules issued under paragraph B (1) shall include a clear definition of the Association's "office" for each campus.
- L. Each candidate shall remove all of their campaign material within five (5) business days after the close of polls, or within three (3) business days of withdrawing as a candidate, whichever is sooner.

**TYPE: ELECTIONS**  
**TITLE: VOTING PROCEDURES**

**4.6**

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- A. Election voting shall be conducted over two (2) consecutive business days, consisting of one advanced poll and one election voting day at each campus. The polling stations will be open at 12:00 noon and close at 7:00 p.m. on advance polling day and open at 10:00 a.m. and close at 4:00 p.m. on election day.
  - B. Ballots shall be prepared and secured by the Board Development Officer prior to the opening of the polls.
  - C. Candidates' names shall appear on the ballots in alphabetical order, last name first, and exactly as specified by the candidate in accordance with Article 4.4 (E).
  - D. No photographs or other images of candidates shall be present on the ballots or anywhere at the polling stations.
  - E. The Board Development Officer shall determine the placement of all fully accessible polling stations, one per campus.
  - F. There shall be at least two election officials present at all times at each polling station. The Board Development Officer shall be responsible for adequate staffing of polling stations.
  - G. Ballot boxes shall be sealed and distributed to the respective polling stations by the Board Development Officer or designate, and shall remain in plain view on the registration table at all times while the polls are open.
  - H. Each ballot box shall be collected and sealed at the close of polls each day by the Board Development Officer or designate and stored in a secure location.
  - I. The Board Development Officer shall provide a screened voting booth adjacent to each polling station for marking ballots, and all ballots shall be marked only in the voting booth.
  - J. Only one voter shall be present in the voting booth at any time, except at the voter's request and subject to the approval of an election official, a voter may have one other person present in the voting booth to assist the voter with marking their ballot.
  - K. To receive a ballot each voter shall present a valid student card to the designated election official, and if their name is on the voters list they shall forthwith qualify to vote. If a person's name is not on the voters list, then the election official shall instruct the person on how to qualify to vote.
  - L. Prior to releasing each ballot, the election official shall draw a line in ink through the name of the eligible voter on the voters list, and shall initial the back of the ballot.

- M. The election official shall instruct the voter to:
1. proceed to the voting booth when it is vacant;
  2. mark their ballot(s), in ink, for no more than the number of candidates specified on each ballot; and
  3. bring the completed and folded ballot(s) back to the registration table.
- N. After returning to the registration table, each voter shall, without delay, place their ballot into the ballot box, under the supervision of an election official. The voter shall then immediately leave the vicinity of the polling station.
- O. No person may loiter in the vicinity of a polling station for any reason except while waiting to vote.
- P. No electronic (audio or video) or any other form of recording shall be made by any person of the proceedings at a polling station during the hours of voting. Any member of the media or other person wishing to interview voters for any reason shall do so only by advance permission of the Board Development Officer, and shall not do so in the vicinity of the polling station.

**TYPE: ELECTIONS**  
**TITLE: ELECTION RETURN**

**4.7**

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- A. Ballot counting must be completed within two (2) business days following the final polling day.
- B. Unofficial results will not be announced.
- C. At the close of the count, all ballots shall be secured in their original ballot boxes, and the boxes shall be locked and sealed by the Board Development Officer and given into the care of the CEO/Executive Director, who shall destroy the ballots in the presence of the Board Development Officer or designate not less than five (5) business days after the official results have been announced.
- D. When the counting of ballots is complete, and at least two (2) business days have elapsed since the close of polls, and all grievances filed in respect of the election have been resolved by the Governance Committee, the Board Development Officer shall announce the official results of the election, and shall send these results to each office of the Association to be publicly displayed in various locations at each campus and in CCSAI and College media.
- E. In the event of a tie, the Board Development Officer shall order a recount of the ballots for the tied position, and if the tie is still present following the recount, then the Board Development Officer shall declare the election for that position void, and the Board Development Officer, in consultation with the CEO/Executive Director, shall call an election for the tied position in accordance with this Bylaw.

**TYPE: ELECTIONS**  
**TITLE: ELECTION PROCEDURES FOR CANDIDATES HOLDING ELECTED OR APPOINTED POSITIONS**

**4.8**

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- A. All candidates that are holding an elected or appointed position on the current Board of Directors, and have been granted extenuating circumstance status by the President, shall not carry over this status to the election, or appointed position, process.
  - B. All candidates that are holding an elected or appointed position on the current Board of Directors must take a leave of absence, without pay, from their position effective the first day of nominations through to such time that the official results have been announced. If a candidate is acclaimed to a position, they may complete their leave of absence after notification from the Board Development Officer.
  - C. In taking a leave of absence they must:
    - 1. Any candidate must advise the CEO/Executive Director in writing of their intention of running in any election prior to the opening of nominations. The written format will be structured in a professional, proper office format, which will be dated and signed. The letter will include, but is not limited to, their name, a request for a leave of absence, clearly stating the reason why, the time in which they will be on leave, their current position, the position they are running for in the elections, and who will be designated to cover their responsibilities while they are on leave. All designates selected must be approved by the CEO/Executive Director first who will formally put it in writing and communicate it to the staff and members of the CCSAI.
    - 2. The designate will not receive additional remuneration during this time period.
    - 3. Upon approval of the candidate's letter for leave of absence, all email, voice mail, and all other CCSAI privileges, will be suspended until their return. No candidate shall have any business, or CCSAI related communication with any active member or staff member while on leave. Candidates will not be privileged to conduct business on behalf or represent the CCSAI in any form while on leave. To do so will be brought to the attention of the Board Development Officer and the matter will be handled swiftly and resolved at the CEO's/Executive Director's discretion and not limited from taking progressive disciplinary measures.
    - 4. Disciplinary process for candidates will be conducted in the same manner as outlined in the Code of Conduct and in accordance with the CCSAI Policies and Procedures and the Progressive Discipline Policy. The CEO/Executive Director has the discretion of determining the level of severity of any issue and the appropriate course of action to be taken to resolve any issues including, but not limited to, disqualification of the candidate.

**TYPE: ELECTIONS**  
**TITLE: ELECTION PROCEDURES FOR CANDIDATES HOLDING ELECTED OR APPOINTED POSITIONS**

**4.8**

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5. Fair treatment of all candidates will be expected and enforced by all. Any candidate who feels that they have been unfairly treated either by another candidate, CCSAI member, staff member, or through the progressive disciplinary process, can appeal the discipline with the aid of the Governance Committee. However, any concern should be brought forth to the Board Development Officer and/or the CEO/Executive Director first in a professional appropriate manner and the concern will be reviewed, and resolved with the same professionalism, respect, and in confidentiality. If the issue is not resolved in a manner believed to be fair, or appropriate or if they have been disciplined and they believe it not to be fair, they can challenge it professionally by elevating the issue to the CCSAI Governance Committee whom will review the matter and, depending on the Governance Committee's review, they can choose to close the matter in one of three methods, but not limited to:

1. they can stand behind and support the initial decision and course of action set out by the CEO/Executive Director
2. bring the disciplinary action down a level (written notice to formal coaching) or
3. vote that the disciplinary action be removed completely.

All matters addressed by the CCSAI Governance Committee are final upon closure of the issue and cannot be challenged or reopened.

D. All candidates running for the position of President must show unquestionable support to all campuses by attending all forums and campaigning equally at all campuses. Failure to do so or to display non positive leadership representation will be deemed unprofessional conduct and will be subject to review by the CEO/Executive Director and the matter will be handled swiftly and resolved at the CEO's/Executive Director's discretion and not limited from taking progressive disciplinary measures.

**TYPE: VACANCY**  
**TITLE: REMOVAL FROM OFFICE**

**5.1**

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- A. The Board shall declare vacant the position of any elected or appointed position pursuant to Bylaw 1, Article 8, who:
1. delivers a written resignation to the Board
  2. commences legal action against the Association
  3. becomes bankrupt or suspends payment of debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent
  4. are found to be mentally incompetent or becomes of unsound mind
  5. dies
  6. fails to provide written authorization to the CEO/Executive Director within fifteen (15) business days of taking office, for the purpose of verification of GPA
  7. becomes a member of another provincial or national student government
  8. becomes under investigation, or is charged, under the College's Code of Conduct
  9. portrays unbecoming behaviour as defined under the College's Code of Conduct, or the CCSAI Code of Conduct or at the discretion of the Board of Directors
  10. are the subject of a resolution passed by the Board of Directors in accordance with this bylaw
  11. are the subject of a resolution passed by the members of the Association in accordance with this bylaw.
- B. The Board of Directors may, by majority vote, pass a resolution that the Chairperson declare vacant the position of any member of the board who is absent from three or more meetings in one semester, including meetings of the Directors, assigned Standing Committee meetings, and meetings of the members of the Association.
- C. Upon receiving a valid petition, to the CEO/Executive Director, requesting removal of the President from office and signed by at least ten percent of the members of the Association and at least a two thirds majority of the Board of Directors, the Chairperson shall call a Special General Meeting of the members of the Association to determine the question of removal. If at least two thirds of those present vote in favour of removal, the Chairperson shall declare the presidency vacant, or otherwise the President shall remain in office.

**TYPE: VACANCY**  
**TITLE: REMOVAL FROM OFFICE**

**5.1**

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- D. Upon receiving a valid petition, to the CEO/Executive Director, requesting removal of a Vice President from office and signed by at least ten percent of the members of the Association attending the corresponding campus and at least two thirds of the Board of Directors, the Chairperson shall call a special meeting of the members of the Association, who attend the corresponding campus, to determine the question of removal. If at least two thirds of those present vote in favour of removal, the Chairperson shall declare that Vice President position vacant, or otherwise the Vice President shall remain in office.
  
- E. Upon receiving a valid petition, to the CEO/Executive Director, requesting removal from office of any campus director and signed by a least ten percent of the members of the Association attending the corresponding school and at least two thirds of the Board of Directors, the Chairperson shall call a special meeting of the members of the Association attending the corresponding school to determine the question of removal. If at least two thirds of those present vote in favour of removal, the Chairperson shall declare that representative position vacant, otherwise the representative shall remain in office.

**TYPE: VACANCY**  
**TITLE: FILLING OF VACANCIES**

**5.2**

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- A. Should the position of President not be filled in a general election, the newly elected Board of Directors shall, within fifteen (15) business days of taking office, appoint an interim President from among the Campus Vice Presidents and shall hold office for the remainder of the term.
  
- C. Should any of the Vice President positions not be filled in a general election, the Board of Directors may, within thirty (30) business days of taking office, appoint an Interim Vice President from among the board members and shall set the date of an election to fill that position, and the interim Vice President shall hold office until that date.
  
- C. Should the position of Vice President become or remain vacant after an election, Senior Management shall, within fifteen (15) days of such vacancy, appoint a member of the Board of Directors as Interim Vice President, for the balance of that term of office.

**TYPE: AWARDS**  
**TITLE: ANNUAL AWARDS**

**6.1**

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- A. At yearly event(s), as may be determined by the Board of Directors, the Association shall bestow the CCSAI Awards, in amounts set by the Board of Directors in that fiscal year's budget. These awards shall consist of the following:
1. Spirit Award
  2. Board Member of the Month.
- B. The criteria for the awards shall be as follows:
1. The Spirit Award shall be awarded to a member of the Board of Directors selected by secret ballot vote of the Board of Directors, provided that the CEO/Executive Director shall have a vote in the event of a tie.
  2. The President may name a Board Member of the Month in respect of any month, after consideration of any recommendations received from members of the Association.