



POLICIES AND PROCEDURES

Section Title: Board of Directors	Section Reference: BD
Policy Title: Appointment procedures for Clubs and Services Member on the board	Policy Number: BD-019

Policy Statement:

The Student Centre is committed to the establishment of a Board of Directors that is representative and reflective of the diverse student body at York University, including representation from recognised Clubs and Services.

PURPOSE: To outline the process and procedures concerning appointments to the Board of Directors from the recognised Clubs and Services.

PROCEDURE:

1. **Appointments**
 - a. In accordance with Article 4.1 (v) of Byaw No. 1 "One (1) student shall be appointed by the heads of Clubs and Services recognized by the University".
2. **Notice**
 - a. The Chairperson shall give notice, by April 1 in each year to the applicable incoming heads of clubs and services to participate in the collective appointment of one member to the York University Student Centre Board:
 - i. The Constituencies have until May 1 of each year to appoint their representative to the Board.
 - ii. The Chairperson shall call and preside at a meeting of the incoming heads of all recognized clubs and services by April 30. At that meeting the Chairperson shall outline the duties of the Board and shall receive nominations for the one student representative from amongst the heads of clubs and services. Following receipt of nominations there shall be an election to appoint the one representative.

3. **Representative**

- a. It is understood that the clubs and services representative shall be elected as outlined in paragraph D. The member shall be appointed for the duration of one (1) year. Membership on the Board shall cease if the representative no longer holds their constituency position.

4. **Election Meeting**

- a. The Chairperson of the Board shall chair the election meeting and act as the Chief Returning Officer for the polling.
- b. The heads of all recognized clubs and services shall elect from the nominees one representative to sit on the Board.
- c. A clear majority must elect the representative. Should no candidate receive such a majority, subsequent ballots shall be held to achieve majority support.

5. **Failure to Appoint**

- a. If the clubs and services fail to appoint the member by May 1 in any year to the Board, the Chairperson shall notify the clubs and services in writing that the appointments must be made within fifteen (15) days of the written notice. If the clubs and services fail to meet the said fifteen (15) day deadline, the Board of Directors of the York University Student Centre (hereinafter YUSC) shall be free to appoint one registered student at their discretion.

6. **Vacancies**

- a. Should the clubs and services seat be declared vacant for any reason the Chairperson of the Board shall inform the heads of the clubs and services immediately that they have 30 days in which to fill the vacancy. If the clubs and services fail to appoint within the 30 day limit the members of YUSC shall be empowered to fill the vacancy at their discretion.
- b. If a vacancy is created by the members of the YUSC removing a director previously appointed by the clubs and services, YUSC shall not accept the reappointment of the removed director until the expiry of at least one calendar year from the

Contact Person (title):	Chairperson / Secretary / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

Board Approval Date:	29 November 2000
Review Dates:	
Revised Date(s):	Updated with respect to By-Law Number One amendment dated 29 November 2001. 25 June 2007 (administrative edits for internal paragraph referencing) 23 April 2024 (Removal of Gendered Pronouns & Grammatical Errors)
Last Reviewed By:	YUSC Vice-Chair