



BUSINESS STUDENTS' ASSOCIATION

CONSTITUTION

REVISED MARCH 13, 2017

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SIGNATURES

By the power vested in the Executive Committee of the Business Students' Association of the University of Alberta School of Business through this Constitution, we hereby certify that on the ninth day of February in the year two-thousand-sixteen, this Constitution was approved and adopted by the general membership of the Business Students' Association at a General Meeting held in accordance with Article 10 of this Constitution.

Garrett Rokosh
President 2016-2017

Date

Helen Cashman
Vice President Academic 2016-2017

Date

Davis Riar
Vice President External 2016-2017

Date

Jordan Ladd
Vice President Internal 2016-2017

Date

Mackenzie Elsey
Vice President Events 2016-2017

Date

Adrienne Leung
Vice President Marketing 2016-2017

Date

Todd Kavanagh
Vice President Finance 2016-2017

Date

PREAMBLE

In recognition of the diversity of the members of the University of Alberta Business Students' Association, and in respect of their diverse orientations, this Constitution shall be interpreted in a manner consistent with the laws of Canada and of the province of Alberta. The Constitution shall be interpreted by the President of the Association in consultation with the Association Executive.

MISSION

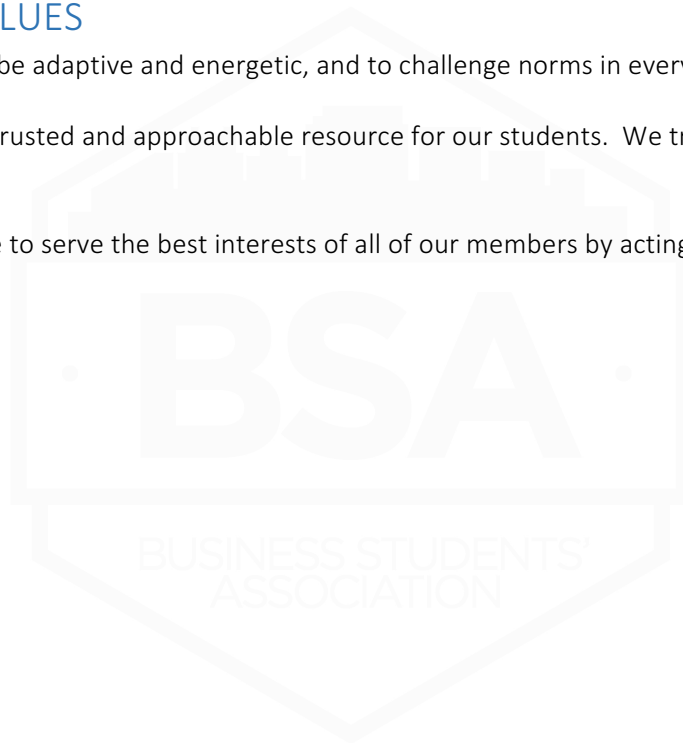
The Business Students' Association seeks to create an inclusive and engaging environment for undergraduate Business students, and to advocate for student resources and opportunities in preparing its members for the utmost success upon graduation from the University of Alberta.

CORPORATE VALUES

Dynamic: We strive to be adaptive and energetic, and to challenge norms in everything we do.

Welcoming: We are a trusted and approachable resource for our students. We treat all students with dignity and respect.

Accountable: We strive to serve the best interests of all of our members by acting with transparency and integrity.



ARTICLE 1: DEFINITIONS AND INTERPRETATIONS

Unless otherwise defined within an article, the following terms shall be interpreted to mean:

1. "BSA": shall refer to the University of Alberta Business Students' Association.
2. "Satisfactory academic standing": refers to a Grade Point Average of 2.0 or greater over the last 15 credits of University, or University transferable course weight.
3. "BoA": shall refer to the Board of Advisors of the Business Students' Association.
4. "BCC": shall refer to the Business Clubs' Council.
5. "COFA": shall refer to the Council of Faculty Associations of the Students' Union of the University of Alberta.
6. "BAA": shall refer to the Business Alumni Association of the Alberta School of Business.
7. "BC": shall refer to the Business Council of the Alberta School of Business.
8. "USPC": shall refer to the Undergraduate Studies Policy Committee of the Alberta School of Business.
9. "GFC": shall refer to the General Faculties Council of the University of Alberta.
10. "SU": shall refer to the Students' Union of the University of Alberta.
11. "FAMF": shall refer to the Faculty Association Membership Fee.
12. "BSAF": shall refer to the Business Student Activities Fund, set apart from the Business Students' Association's normal operating accounts.
13. "Review Committee": refers to the committee as defined in Section 7.02 of the Constitution.
14. "Faculty Advisor": shall refer to the sitting or interim Associate Dean of Undergraduate Business Students of the Alberta School of Business.

ARTICLE 2: THE ASSOCIATION AND ITS MEMBERS

Section 2.01: Association Recognition

2.01.01

The name of the association shall be the "University of Alberta Business Students' Association," hereafter referred to as the BSA.

2.01.02

The BSA is a Faculty Association under Bylaw 8100 of the Students' Union of the University of Alberta.

Section 2.02: Objective

2.02.01

The objectives of the BSA are:

- a) To encourage and develop among our members a high degree of interest and involvement in our society and ourselves.
- b) To encourage strong lines of communication with the Faculty.
- c) To encourage community spirit through the promotion and direction of extracurricular activities.

- d) To promote the Alberta School of Business and provide opportunities to increase contact between Business students and the business community.
- e) To represent students' interests to the members of the Alberta School of Business, SU and other university organizations and associations.
- f) To assist in the coordination of activities among Business Clubs through the Business Clubs' Council.

Section 2.03: Members

2.03.01

Members of the BSA include any full or part-time undergraduate student enrolled in any undergraduate degree program in the Alberta School of Business at the University of Alberta, including students in any year of the Bilingual Bachelor of Commerce program.

2.03.02

Each member of the BSA is entitled to:

- a) The right to any benefits provided by the BSA.
- b) The right to hold office on the BSA, subject to any restrictions of the office or candidature restrictions as outlined in Article 5.
- c) The right to vote in all BSA elections and all issues brought to a general vote.
- d) The right to withdraw from the BSA upon notice in writing to the Executive through the President.

2.03.03

An individual BSA member will have their membership revoked upon losing status as an undergraduate student in an degree program in the Alberta School of Business, this including but not limited to graduation, changing faculty, with-drawing from the University of Alberta and expulsion.

Section 2.04 Faculty Association Membership Fee

2.04.01

The FAMF shall apply to all BSA members, as defined in subsection 2.03.01. This does not include any semester for which the student is placed in a work term as part of the School's Cooperative Education Program.

2.04.02

The amount of the Fee shall be \$10.00 per BSA member per semester. This amount is subject to renewal in accordance with the procedures of the SU. Pending a change, the Constitution will be automatically amended to reflect the new amount.

2.04.03

The levy or FAMF will be collected on behalf of the BSA by the University of Alberta Students' Union.

2.04.04

The BSAF account is used to distribute the FAMF funds back to BSA members. FAMF funds are not included in the BSA operational account. Funds from the BSAF account shall only be disbursed for uses that relate directly to the benefit of BSA members, which include, but are not limited to conference funding and club funding.

2.04.05

A BSAF director is chosen to administer the funds of this account and this is to be their sole task on the BSA. Business clubs will be eligible for FAMF funds if they meet the following criteria

1. At least $\frac{2}{3}$ of the club's executive members must be BSA members
2. At least $\frac{2}{3}$ of the overall club membership must be BSA members

2.05 Department Associations

2.05.01 Definition

A Department Association is a group of students who represent the interests of students in a specific major or program.

2.05.02 Requirements

To be recognized as a DA the club must meet the following standards:

- a) The club shall be a registered student group in good standing with Student Group Services, and the BCC.
- b) The club shall hold one General Meeting each term open to all students in their department and advertised 14 days prior to the meeting date.
 - i. At this General Meeting, the Constitution and Bylaws of the club shall be reviewed and any amendments discussed before the body of students the club represents.
 - ii. At this Annual General Meeting a vote will be held on if the department association should retain its status as the representative body for that major. A 50+1% majority is required for the club to maintain its status. If this is not met then the club will lose their status.
 - iii. Only students registered in the major are eligible to vote.
- c) A minimum of 50% of the club's executives must have a declared major in the program that is being represented
- d) The club must hold an annual recruitment process that is available to all members of that department.
- e) A maximum of one department association can exist per major.

2.05.03 Registration

To be formally recognized as a Department Association the President of the organization must submit a letter in writing to the President of the BSA stating their intention to become recognized as a Department Association and outlining how their club meet or intends to meet the requirements outlined above. The club must attach the signatures of a minimum of 10% of students in the major they are representing

stating their support of the organization becoming a department association.

The BSA will publically advertise the club's registration as a department association at the next BSA General Meeting.

2.05.04 Loss of Status

- a) Upon a non-confidence vote at the organization's General Meeting, the organization will no longer be recognized as a department association.
- b) An organization may not reapply to be recognized as a department association until six months have passed after a vote of non-confidence.

2.05.05 Initiating a Vote of Non-Confidence

- a) At any point in time any member of the department represented by the Department Association can initiate a vote of non-confidence by collecting the signatures of 10% of students registered in this major stating that they would like to hold a vote of non-confidence. This will trigger a general meeting, where the vote will be held.
- b) The date and time of this meeting will be advertised at least 14 days prior to the meeting by the Business Students Association.

ARTICLE 3: THE EXECUTIVE COMMITTEE OF THE ASSOCIATION

Section 3.01: Composition

3.01.01

The Executive Committee shall consist of:

- a) The President
- b) The Vice President Academic
- c) The Vice President External
- d) The Vice President Internal
- e) The Vice President Events
- f) The Vice President Marketing
- g) The Vice President Finance

3.01.02

Any changes to the composition or the roles of the Executive shall be initially approved by a two-thirds (2/3) majority vote of the Council. Any changes to composition or roles shall then become effective and be conditionally written into the Constitution. Any said changes are then subject to affirmation at the next General Meeting requiring a supermajority in the amount of three-quarters (3/4) of the voting members present to pass. This Constitution shall then be officially amended to reflect any changes in the composition or roles of the Executive.

3.01.03

The President and Vice Presidents must be members of the BSA as defined in subsection 2.03.01 during the entire duration of their office.

3.01.04

The Term of Office of all members of the Executive Committee shall extend from 12:01 AM, May 1st of the year of their election to 12:01 AM of May 1st of the following year.

3.01.05

The voting members of the Executive Committee will be elected as set out in Article 5.

Section 3.02: Mandate of the Executive

3.02.01

The Executive shall carry out their duties to the best of their ability in accordance with the mission and strategy of the BSA and the guidance of the BoA. The Executive shall not derogate the name of the BSA or any of its members.

3.02.02

The mandate of the Executive Committee will be to:

- a) Uphold the BSA mission, corporate values, official policies and Constitution.
- b) Provide strategic direction for the BSA as a whole.
- c) Supervise and provide direction for the implementation and administration of BSA policy.
- d) Ensure proper functioning of each Vice-Presidential portfolio.
- e) Be responsible for all BSA owned equipment and property, including upkeep.
- f) Report regularly to all Executive meetings.
- g) Promote the BSA.
- h) Select, appoint, and oversee all director positions and ensure the sustainability of all portfolio events and committees.
- i) Provide written and/or verbal reports to the BSA Council.
- j) Make recommendations to the BSA Council on matters of concern to the undergraduate students of the School of Business.
- k) Provide the BSA Council with information requested by that body for the purpose of exercising its responsibilities.
- l) Advise the BSA Council of its activities and decisions on an ongoing basis.
- m) Perform such other functions as may from time to time be assigned by the BSA Council.
- n) Determine the confidentiality of BSA information and to convey notice of such confidentiality to users thereof.
- o) Have the power to remove appointed members of the BSA Council by a two-thirds (2/3) majority vote of the Executive, for derogation of the BSA name or a failure to fulfill their BSA duties.
- p) Provide a thorough transition for their portfolio with their successor.
- q) Keep accurate written records of their meetings and activities and develop a thorough transition package to ensure continuity within the portfolio.

- r) Each voting member of the Executive Committee will submit a final written report of their activities, achievements, and recommendations thirty (30) days prior to the end of their terms.

Section 3.03: Duties of the Executive

3.03.01

The President

The duties of the President shall include, but shall not necessarily be limited to the following:

- a) Shall perform all duties required to uphold the mission of the BSA.
- b) Ensure the long-term financial stability and viability of the BSA.
- c) Shall oversee, supervise and coordinate the activities of the Executive and the BSA Council members.
- d) Enforce compliance with this Constitution.
- e) Exercise due diligence at meetings and refer to this Constitution, the Policies and Robert's Rules of Order where there exists a question of order or procedure.
- f) Shall be responsible for the interpretations of the Constitution subject to any objection presented to a Discipline, Interpretation, Amendment and Enforcement Committee ruling.
- g) Shall be responsible for human resource procedures and general BSA team wellness.
- h) In the event that problems or crises arise beyond the usual scope of BSA or portfolio dealings, shall involve him/herself to advise and assist.
- i) Chair all Executive and Council meetings.
- j) Reserve the right to designate another member as Chair in his/her stead.
- k) Shall preside and maintain order during Council meetings, explain and decide all questions of order, announce all business, be informed on communications, enforce the rules of decorum and discipline, and put all motions to a vote and give results, deciding in a tie vote.
- l) It is the President's privilege to use 'general consent' which saves much time when routine matters are considered. Form: "If there is no objection, we will ..." If there is an objection, then he or she must take a vote.
- m) Shall have ultimate responsibility for all BSA volunteers along with the other Executive members.
- n) Shall act as chair of the BCC and call regular meetings; at least three each year.
- o) Shall represent the BSA on the Business Alumni Association.
- p) Shall represent the BSA on the COFA.
- q) Shall liaise with the faculty representatives on the GFC, BC, and USPC.
- r) Shall be responsible for general office operations.
- s) Shall act as a liaison between and maintain relationships and communication with:
 - i. The BSA and the School of Business and the Faculty Advisor.
 - ii. The BSA and Business Clubs.
 - iii. The BSA and other Faculty Associations.
 - iv. The BSA and other Business Schools' Faculty Associations (with the VP External).
 - v. The BSA and the SU.
 - vi. The BSA and BoA.

- t) Shall liaise with the faculty representatives on Students' Council and be responsible for ensuring the two council positions are adequately filled.
- u) Shall be responsible for ensuring the position of BC representative(s) are adequately filled.
- v) In the event that the BSA wishes to advocate for a policy that is contrary to the SU political policy, SU policy mandates a presentation be made to SU council. The presentation may be made by the President in this event.
- w) Receive all final written reports of each voting member of the Executive including their activities, achievements, and recommendations 30 days prior to the end of their terms.

3.03.02

The Vice President Academic

The duties of the Vice President Academic shall include, but shall not necessarily be limited to the following:

- a) Shall be generally concerned with areas of academic interest, representing student interests.
- b) Liaise with the Alberta School of Business' Bachelor of Commerce Office and Dean's Office on all academic affairs.
- c) Shall gain a working knowledge of student advocacy procedures.
- d) Shall gain a working knowledge of internal and external student opportunities including but not limited to conferences and competitions.
- e) Manage events under the academic portfolio.
- f) Manage all Business student services provided by the BSA.
- g) Shall hold portfolio directors accountable.
- h) Shall work with the USPC.
- i) Shall be a faculty representative on the BC.
- j) Shall be a representative on the COFA and thus shall maintain close communication with the Vice President Academic of the Students' Union who acts as the Chairperson of COFA.
- k) Shall be the student representative on various faculty selection committees, appeals, readmission boards, and any ad-hoc committees as they arise.
- l) Shall be responsible for registering the BSA with all appropriate authorities.
- m) Shall assume the President's responsibilities in his or her absence.
- n) Shall be responsible for ensuring the following positions are being adequately fulfilled:
 - i. USPC representative(s)
 - ii. Awards Chairperson

3.03.03

The Vice President External

The duties of the Vice President External shall include, but shall not necessarily be limited to the following:

- a) Be responsible for the annual planning, execution, feedback and evaluation of the BSA sponsorship strategy including all sponsorship-generating initiatives of the BSA.

- b) Shall be generally concerned with the promotion of the BSA externally.
- c) Ensure proper liaison, communication and coordination between all the BSA events, portfolios and volunteers regarding sponsorship contingencies and procedures and corporate partners.
- d) Liaise with the Alberta School of Business Alumni Relations Office, Career Services, the Development Department, and the Dean's Office on all affairs relating to the solicitation of sponsorship, alumni participation or networking opportunities for the BSA.
- e) Be responsible for the appropriate and effective training and development of the external portfolio directors and all other directors that interact with external parties in areas including but not limited to relationship management and client relations.
- f) Shall act as a liaison between:
 - i. The BSA and the business community
 - ii. The BSA and other Business Schools and commerce societies
- g) Approve, collect, organize, and store all contracts between the BSA and external parties.
- h) Be responsible for controls to ensure proper transition and continuity of all material, relationships, and knowledge relating to the sponsorship strategy of the BSA.
- i) Manage events under the external portfolio.
- j) Shall hold portfolio directors accountable.
- k) Organize and send any general BSA communication to the external business community on behalf of the Executive or Council.
- l) Shall assume the President's responsibilities, in the absence of the President and the Vice President Academic.

3.03.04

The Vice President Internal

The duties of the Vice President Internal shall include, but shall not necessarily be limited to the following:

- a) Shall coordinate activities and committees that integrate the student body and encourage student life.
- b) Shall be responsible for coordinating any special events that enhance the overall experience of Business students.
- c) Shall be responsible for any student engagement measurement or initiatives put forward by the BSA.
- d) Shall be responsible for student services and mental health initiatives.
- e) Manage events under the internal portfolio.
- f) Shall be the BSA representative on the BCC.
- g) Shall be a representative on the COFA.
- h) Shall maintain close communication with the Vice President Student Life of the Students' Union.
- i) Shall hold portfolio directors accountable.
- j) Shall be responsible for the selection, management and accountability of the Cohort Representatives.
- k) Be responsible for the maintenance and cleanliness of the BSA Lounge.
- l) Shall assume the President's responsibilities in the absence of the President, the Vice President Academic and the Vice President External.

3.03.05

The Vice President Events

The duties of the Vice President Events shall include, but shall not necessarily be limited to the following:

- a) Shall coordinate activities and committees primarily social in nature.
- b) Oversee the risk management of alcoholic and non-alcoholic events under the BSA.
- c) Protect the participants of high-risk events through careful risk management practices in backend operations, participant communications, and public relations.
- d) Accept ultimate responsibility for all liquor permits filed on behalf of the BSA.
- e) Aid other Vice Presidents in their own risk management practices.
- f) Shall gain working knowledge of Student Group Services' club requirements and procedures.
- g) Shall manage events under the events portfolio.
- h) Shall hold portfolio directors accountable.
- i) Shall be responsible for Alberta School of Business Graduation rings, photos and composites.
- j) Shall assume the President's responsibilities in the absence of the President and the Vice President Academic, the Vice President External and the Vice President Internal.

3.03.06

The Vice President Marketing

The duties of the Vice President Marketing shall include, but shall not necessarily be limited to the following:

- a) Shall oversee and manage all marketing and communications of the BSA, including but not limited to:
 - a. Advertising (print, email, or otherwise)
 - b. Public relations
 - c. Sales
 - d. Brand management
 - e. Marketing strategy
- b) Maintain and update all BSA digital media, including but not limited to:
 - a. BSA website
 - b. BSA social media (Facebook, Twitter, etc.)
 - c. BSA calendar of events
 - d. BSA newsletters
- c) Be responsible for communication between the BSA Executive, BSA Council, and BSA members
- d) Shall assist Vice Presidents in their portfolio's communication efforts.
- e) Shall be responsible for the submission of BSA information in the University Calendar, Gateway, and other publications.
- f) Shall coordinate purchases and inventory of supplies and general goods for marketing and promotional needs.

- g) Shall be responsible for all imaging of the BSA.
- h) Shall hold portfolio directors accountable.
- i) Shall assume the President's responsibilities in the absence of the President and the Vice Presidents Academic, External, Internal, and Events.

3.03.07

The Vice President Finance

The duties of the Vice President Finance shall include, but shall not necessarily be limited to the following:

- a) Shall be coordinator of all financial matters for the BSA.
- b) Enforce Article 6 of the Constitution and all matters of financial policy mandated by the SU.
- c) Maintain fiscal responsibility and accountability of the BSA on all matters including, but not limited to:
 - a. Financial strategy
 - b. Financial controls
 - c. Systems of reimbursement
 - d. Reporting
 - e. Any financial allocation as directed by the BSA Council or Executive.
 - f. Bookkeeping
 - g. Cash Management
 - h. Banking
 - i. Insurance
- d) Shall present a budget, a mid-year update, and an annual financial report to the BoA.
- e) Shall present financial statements to the first Council meeting of the first term and further updates to the mid-year and second term council meetings.
- f) Shall create the preliminary BSA annual budget in conjunction with the Executive, and approve all subsequent budget proposals in conjunction with the Executive.
- g) Shall make available to the President all books, records, and documents for the files of the BSA.
- h) Shall choose an Executive or Director other than him/herself to receipt and deposit all BSA funds. The VP Finance shall oversee this process.
- i) Shall be responsible for the backing up of all electronic files of the BSA on a regular basis.
- j) Shall be responsible for the disbursement of all the BSA funds and for the proper maintenance of all transactions and banking records.
- k) Shall prepare financial proposals when applying for funding from outside sources.
- l) Shall produce financial statements when required.
- m) Shall hold portfolio directors accountable.
- n) Shall assume the President's duties in the absence of the President and the Vice Presidents Academic, External, Internal, Events and Marketing.
- o) Shall be responsible for the sale and administration of any lockers under the control of the BSA.

Section 3.04: Meetings of the Executive

3.04.01

The Chair of the Executive Committee will be the President. Should the Chair be absent, the VP Academic will be the Chair.

3.04.02

Quorum for an executive committee meeting will be a simple majority of voting members.

3.04.03

Minutes of each meeting of the Executive Committee will be compiled and be made available to all members of the BSA upon request.

3.04.04

Any member of the Executive Committee may require that notice of meetings and of items to be discussed be distributed twenty-four hours in advance of any meeting.

3.04.05

Regular meetings of the BSA Executive shall be held as often as the business of the BSA requires, at least once per month.

ARTICLE 4: BUSINESS STUDENTS' ASSOCIATION COUNCIL

Section 4.01: Terms of Reference of the Council

4.01.01

The Council is the highest decision making body for the policy and governance affairs of the BSA. The Council has full power, within the restrictions of the Constitution, to deal with any reports, recommendations and/or conclusions of any groups, committees and organizations which fall within the scope of the BSA.

4.01.02

Without in any way restricting the generality of the foregoing, the Council shall aim to fulfill its mandate by dealing with any reports, including their recommendations and conclusions; motions, as submitted by the Council or the BSA student body at large; policy decisions regarding the official stance of the BSA on any issue within the scope of the Council; approving allocations for all monies assigned in the current budget; to represent the BSA where it is deemed necessary; to carry out various duties in the interest of the societal student body; and to move the society forward, and towards its mission.

4.01.03

The decisions of the Council shall be binding on the members of the BSA.

4.01.04

Powers which are not granted by this Constitution, to any other council, or to the general membership of the BSA, are granted to the Council to either execute or assign by simple majority vote.

Section 4.02: Membership of the Council

4.02.01

The BSA Council shall consist of:

- a. The President
- b. The Vice President Academic
- c. The Vice President External
- d. The Vice President Internal
- e. The Vice President Events
- f. The Vice President Marketing
- g. The Vice President Finance
- h. The Portfolio Directors
- i. The Cohort Representatives

The BSA council is composed of the Executives, directors and cohort representatives. All council members must be BSA members.

4.02.02

The Chair of the BSA Council shall be the President. Should the Chair be absent, the VP Academic will serve as chair, or as may be found in the line of succession.

Section 4.03: Duties of the Council

4.03.01

The duties of the BSA Council will be to:

- a) Uphold the mission statement, Constitution and official policies of the BSA.
- b) Create, amend or rescind the Constitution governing the BSA subject to the restrictions of Article 10.
- c) Ensure the BSA remains accountable to all its members.
- d) Ensure the BSA is up-to-date on student concerns.
- e) Ensure the BSA is up-to-date with issues regarding the SU.
- f) Ensure the BSA is up-to-date with issues regarding the Alberta School of Business.

Section 4.04: Council Meetings and Quorum

4.04.01

Quorum for regular and special BSA Council meetings will be half plus one of all voting members.

4.04.02

Minutes of each meeting of the BSA Council will be compiled and made available to all members of the BSA upon request.

4.04.03

Regular meetings of the BSA Council shall be held as often as the business of the BSA requires, at least two per term.

4.04.04

Special meetings of the Council shall be called on the request of three members of the council, provided that they request the President in writing to call such a meeting. The request must also state the business to be brought to the meeting.

4.04.05

Any voting council member in good standing shall have the right to vote.

4.04.06

At all such meetings, Robert's Rules of Order shall be used if deemed necessary by the Chairperson.

4.04.07

Any member of the BSA Council may require that notice of meetings and of items to be discussed be distributed twenty-four hours in advance of any meeting.

4.04.08

Council meetings are open to all BSA members unless deemed *in camera* by the Chair.

ARTICLE 5: GENERAL ELECTIONS

Section 5.01: Elections Terminology

1. "FADRO": shall refer to the Faculty Association Deputy Returning Officer.
2. "Campaign": shall refer to any planned or organized act by, or on behalf of, any person which is calculated to gain support for the election of that person to any position.
3. "Campaign expense": means any and all expenditures by, or on a candidate's behalf, for election advertising, equipment, or other expenditures associated with the campaign.
4. "Slate": means two or more candidates who are members of a single campaign.
5. "Review Committee": refers to the committee as defined in Section 7.02.
6. "D.I.E. Board": shall refer to the Discipline, Interpretation, and Enforcement Board as set out in Bylaw 3500 of the Students' Union.

Section 5.02: FADRO

5.02.01

The BoA shall appoint a member of the BSA to be the FADRO for the purpose of conducting elections and referendums as the BSA Council designates. The FADRO may not be a member of the sitting BSA Council, or

a candidate in the upcoming election. The BoA is available to advise the FADRO if the FADRO requires assistance with a decision.

5.02.02

The FADRO shall be appointed not less than four weeks prior to the elections and shall hold office until March 31st of that year.

5.02.03

If a FADRO is removed from office pursuant to section 5.03, the new appointment shall be made within a reasonable time. The newly appointed FADRO shall hold office for the remainder of the term of office specified in subsection 5.02.02.

5.02.04

The FADRO's duties shall be:

- a) To call for nominations.
- b) To adequately advertise the opening of nominations for those positions to be contested in the General Elections from 21 days before the date of the election up to and including the day nominations close.
- c) To ensure that all candidates are eligible for candidacy and to hold office, which includes their status as a student enrolled in the Alberta School of Business from the time of their nomination to the end of their term of office, that they are in good academic standing, that they will not be on exchange for the duration of the term in which they would hold office, and that they will not be on co-op during the Fall or Winter semesters of the term in which they hold office.
- d) To maintain a fair election by ensuring all candidates are abiding by any and all rules, regulations and bylaws that govern the election process.
- e) To organize the polls, staff, scrutineers, tallying of the votes, and posting of the names of the newly elected officers.
- f) To file a written report to the Vice President Academic within two weeks of the election.

5.02.05

Any funds that the FADRO may need shall be arranged through the Vice President Finance.

Section 5.03: Impeachment of the FADRO

5.03.01

The FADRO shall be removed from office if:

1. The BSA President receives a petition in writing requesting the removal of the FADRO from office which contains the:
 - a) Signatures
 - b) Faculty
 - c) Year
 - d) Student I.D. numbers

of not less than 50 members of the BSA.

2. A written decision of the BoA, finding the FADRO guilty of an offence in violation of subsection 5.02.04 or which they deem to be reasonable grounds for dismissal, with the signatures of each member of the BoA participating in the decision, and a recommendation that the FADRO be removed from office.
3. A written decision of the D.I.E. Board, finding the FADRO guilty of an offence in violation of subsection 5.02.04 or which they deem to be reasonable grounds for dismissal, with the signatures of each member of the D.I.E. Committee participating in the decision, and a recommendation that the FADRO be removed from office.
4. The BSA Council passes a motion for removal by a two-thirds majority of those voting.

5.03.02

The President shall as soon as practical post the notice or petition to all members of the BSA Council, and place on the agenda for the next meeting of the BSA Executive Committee a motion for the removal of the FADRO from office.

Section 5.04: Candidate Eligibility

5.04.01

All students who are currently members of the BSA, as defined in subsection 2.03.01 of the Constitution, in the year of their candidacy may be nominated for election.

5.04.02

Candidates must prove satisfactory academic standing.

5.04.03

Candidates must declare any plans, confirmed or otherwise, in the next year for exchange or co-op placements prior to election.

5.04.04

A candidate will be considered ineligible for office if they are to be away from the campus on an academic exchange for any duration of the term in which they would hold office, or if they are to be on co-op for the Fall or Winter Semesters of the term in which they would hold office. This clause may be enforced retroactively should a successful candidate for office declare an exchange after being successfully elected to office.

5.04.05

A candidate will be considered ineligible for the office of BSA President if they are to sit as a president, co-chair, editor-in-chief, or other chief administrator on another student association, club or organization in the Alberta School of Business for any duration of the term in which they would hold office as BSA President. This clause may be enforced retroactively should a successful candidate for office be declared a president, co-chair, editor-in-chief or other chief administrator on another student association, club or organization in the Alberta School of Business after being successfully elected to office.

5.04.06

A candidate will be considered ineligible for the office of BSA Vice President External if they are to sit as a Vice President External, Vice President Corporate Relations or equivalent, or as a Corporate Relations Director or equivalent on another student association, club or organization in the Alberta School of Business for any duration of the term in which they would hold office as BSA Vice President External. This clause may be enforced retroactively should a successful candidate for office be declared a Vice President External, Vice President Corporate Relations or equivalent, or as a Corporate Relations Director or equivalent on another student association, club or organization in the Alberta School of Business after being successfully elected to office.

Section 5.05: Positions to be Contested and Timeline

5.05.01

The following positions shall be elected by the entire membership of the BSA:

- a) President
- b) Vice President Academic
- c) Vice President External
- d) Vice President Internal
- e) Vice President Events
- f) Vice President Marketing
- g) Vice President Finance

5.05.02

Each of the positions outlines in 5.05.01 shall be contested independently of the others. Under no circumstances shall candidates be permitted to run as a slate.

5.05.03

The election shall have their nomination period begin no later than three (3) weeks after the start of the winter semester.

5.05.04

For the Executive Committee, elections shall be conducted between February 1st to March 31st; specific date to be set by the sitting BSA Executive Committee.

5.05.05

Elections shall not be scheduled during Reading Week.

Section 5.06: Pre-Nomination Procedures

5.06.01

The FADRO shall organize an informational meeting for all members of the BSA who are interested in running for a position in the upcoming election.

5.06.02

The informational meeting shall take place in the first two weeks of the winter term for the elections.

5.06.03

At the informational meeting, the FADRO shall provide students with information including, but not limited to:

- a) Description of positions
- b) The BSA Election policy and process
- c) Position duties as outlined in the Constitution and any related policies

Section 5.07: Nomination Process

5.07.01

Nominations of candidates shall be in writing and contain:

- a) The signature of the candidate
- b) The Faculty of the candidate
- c) The year of the candidate
- d) A telephone number where the FADRO can reach the candidate
- e) The position sought
- f) The names, student I.D. numbers, signatures and Faculty of at least 10 nominators who shall each be members of BSA
- g) A duly signed acknowledgement of acceptance of the nomination by the nominee.

5.07.02

A nominator may not nominate more than one candidate for each position where one candidate will fill the position, otherwise in multi-candidate positions, a nominator may nominate as many candidates as there are vacant positions.

5.07.03

Nominations of candidates shall be submitted before the hour of 4:00pm on the day nominations close at a place to be designated by the FADRO.

5.07.04

Candidates may withdraw from the elections at any time prior to, but not after, the voting opens by submitting a letter of resignation to the FADRO.

Section 5.08: Electoral Vacancies Resulting from Lack of Candidacy or By Abstention

5.08.01

Any elected position as defined in section 5.05 still vacant following elections shall be filled in accordance with 5.08.03.

5.08.02

Should a position be left vacant, the BSA shall advertise the open Vice President position to the general membership of the BSA for no less than seven (7) days.

5.08.03

Nominations may be put forward by any BSA member. In order for the nomination to proceed, the nominee must formally accept the nomination by way of signature. Said nomination must then be finally affirmed by way of the collection of 50 signatures in support of the nominee, the collection of which is to be conducted by the nominee, and the 50 signatures may not be collected from members of the newly elected Executive Committee, the currently sitting Executive Committee, their Directors, or their Cohort Representatives.

5.08.04

Subject to the procedure outlined in 5.08.03, the nomination will be considered successful when the terms of 5.08.03 have been fully satisfied. The nominee will then become a full member of the newly elected Executive Committee.

5.08.05

Should multiple candidates be successfully nominated through the process outlined in 5.08.03, the candidates will be interviewed and selected by a simple majority vote of the BoA and current BSA Executive.

Section 5.09: Campaigning

5.09.01

Election campaigning shall last at minimum for five (5) consecutive school days, beginning and ending on a date and time specified by the FADRO.

5.09.02

All campaign material must be removed, in a manner to be determined by the FADRO, by a date and time specified by the FADRO.

5.09.03

Each candidate shall campaign in a reasonable and responsible manner and shall:

- a) Be personally responsible and liable for any damages resulting from his/her campaign.
- b) Be responsible for obtaining permission to campaign in public places or in classrooms from the proper authorities.
- c) Be responsible for ensuring that practices that are unfair to other campaigns are not undertaken.
- d) Be responsible for complying with the provision of the Constitution and any other regulations, orders and policies, which pertain to campaigning.

Section 5.10: Campaign Funds

5.10.01

Each candidate shall be reimbursed for no more than \$15 and spend no more than \$25 total on campaign expenses.

5.10.02

Campaign expense receipts must be submitted for review to the FADRO by campaign period end.

Section 5.11: Voting Process

5.11.01

The voting period shall be at least two (2) days in duration and shall begin immediately upon completion of the campaigning period.

5.11.02

Voting shall be conducted at the times and place(s) determined by the FADRO with the provision that the locations are readily accessible and in open areas commonly used by the students within the Alberta School of Business.

5.11.03

The BSA shall host voting stations during the campaign period for a minimum of six (6) hours per day during the voting period.

5.11.04

Candidates may not provide or otherwise make available electronic devices (e.g. laptops, cell phones, smartphones, tablets, etc.), or facilitate transportation to or from voting stations, as a method of soliciting votes. The use of electronic devices (e.g. laptops, cell phones, etc.) with the intention of using them as voting devices to solicit other students is strictly prohibited.

5.11.05

Any action that is taken by a candidate that is deemed by the FADRO to be in violation of any element of Article 5 will be considered grounds for disqualification from the election, subject to consultation with the sitting Executive Committee and the Faculty Advisor.

5.11.06

The FADRO may not vote in the elections.

ARTICLE 6: FINANCIAL AFFAIRS OF THE ASSOCIATION

Section 6.01: Annual Budget

6.01.01

There shall be an annual BSA budget prepared by the Executive, which sets out the budget for the whole Association based on the fiscal year of the BSA as defined in the Financial Policy. The Executive shall present a preliminary budget to the Council by June 30th and to the BoA at the June meeting. At the council meeting a two-thirds (2/3) vote of Council members must approve the budget.

6.01.02

The Executive shall receive all budget proposals to be considered in the annual BSA budget no later than July 30th. In the case of a failure to submit a budget proposal, the Executive may assign an appropriate interim budget on behalf of the activity or committee.

6.01.03

The Executive shall present the final annual budget at a Council meeting. The Council shall approve a final budget no later than September 1st. At this meeting a two-thirds (2/3) vote of Council members must approve the budget.

6.01.04

The final annual budget shall be made available on request by written notice to the VP Finance.

6.01.05

If an unforeseen circumstance or new information arises requiring the revision of the budget, the VP Finance may revise the annual budget to be passed by two-thirds vote at a corresponding council meeting.

Section 6.02: Financial Statements

6.02.01

The Executive shall present financial statements to the Council upon request. Prior to approval, Council must perform due diligence on the presented financial statements to ensure the appropriate use of all financial resources of the BSA.

6.02.02

The financial statements shall be presented at the first council meeting of the year. They shall then be presented again with updates to the statements at least once per semester. They will also be presented to the BoA at the June meeting.

Section 6.03: Financial Records and Reports

6.03.01

The outgoing Vice President Finance must present the Annual Report to the incoming Council before May 30th of the new fiscal year and to the BoA by June 30th. The incoming Executive shall review the annual report section by section.

6.03.02

Final statements, annual records and receipts from each of the events, committees and portfolios of the BSA shall be kept on file for seven years and transitioned.

6.03.03

The BSA shall adhere to any financial reporting procedures mandated by the SU.

Section 6.04: Financial Accountability

6.04.01

The BSA accounts must require two signatures for all cheques.

6.04.02

The President and the Vice President Finance will have authority to sign cheques for both the Operating and BSAF accounts.

6.04.03

Should the President or the Vice President Finance be unavailable, signing authority for the operational account only, shall be transferred to the Vice President Academic upon agreement with the absent President or Vice President Finance. The Vice President Academic shall not have signing authority for the BSAF account. Should the President or Vice President Finance be unavailable, signing authority for the BSAF account only, shall be transferred to the BSAF director upon the agreement with the absent President or Vice President Finance.

6.04.04

The President and the Vice President Finance will have the authority to deposit and withdraw funds from the Operating and BSAF accounts. The executive who is making the deposit or withdrawal must be accompanied by a member of the executive committee who does not possess cheque signing authority or deposit and withdrawal authority.

6.04.05

The books and records of the Association may be inspected by any members of the Association at a General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Vice President Finance.

ARTICLE 7: IMPEACHMENT AND RESIGNATION OF ELECTED OFFICIALS

Section 7.01: Impeachment

7.01.01

Any student may initiate impeachment proceedings by presenting a written motion to the President or the Vice President Academic. A special meeting of the BoA must be called to consider the motion.

7.01.02

The BoA shall hear the case of the member presenting the motion and the member who is facing the charge, and judge the case on its own merit in a fair and unbiased manner.

7.01.03

To be impeached a member must have:

- a) Demonstrated a failing of duties as outlined in the Constitution.
- b) Demonstrated grossly inappropriate behaviour which will reflect poorly on the BSA, the School of Business, or the University of Alberta.

Section 7.02: Resignation

The resignation of any elected or appointed officer of the BSA must be submitted in writing to the President or Vice President Academic of the BSA and shall be presented to the BSA Council at its next regular meeting. Reasonable notice must be given.

Section 7.03: Vacancies Resulting from Impeachment or Resignation

7.03.01

Any elected position as defined in section 5.05, vacant as a result of impeachment or resignation shall be filled in accordance with 7.04.03.

7.03.02

Should a position become vacant, the BSA shall advertise the open Vice President position to the general membership of the BSA for no less than seven (7) days.

7.03.03

Nominations may be put forward by any BSA member. In order for the nomination to proceed, the nominee must formally accept the nomination by way of signature. Said nomination must then be finally affirmed by way of the collection of 50 signatures in support of the nominee, the collection of which is to be conducted by the nominee, and the 50 signatures may not be collected from members of the currently sitting Executive Committee, their Directors, or their Cohort Representatives.

7.03.04

Subject to the procedure as outlined in 7.03.03, the nomination will be considered successful when the terms of 7.03.03 have been fully satisfied. The nominee will then become a full member of the sitting Executive Committee.

7.03.05

Should multiple candidates be successfully nominated through the process outlined in 7.03.03, the candidates will be interviewed and elected by a simple majority vote of the current BSA Executive and BoA.

ARTICLE 8: BUSINESS BOARD OF ADVISORS

Section 8.01: Purpose of the BoA

The BoA will increase the accountability of the BSA to students by providing oversight and reporting on the activities of the BSA and ensure the sustainability of the organization.

Section 8.02: Authority of the BoA

The BoA shall serve in an advisory capacity to the Executive Committee of the BSA.

Section 8.03: Composition of the BoA

The BoA shall consist of:

Voting Members:

- a) The past president of the BSA, failing which, the president two years prior, failing which, another past executive member based on the order of succession outlined in Article 3.01.01 appointed by the past president,
- b) The Faculty Advisor of the BSA, failing which, a member of the Faculty appointed by the Faculty Advisor,
- c) A member of the Development Department,
- d) A Business Student-at-Large,
- e) A representative from Student Group Services,

Observer Members:

- f) An Alumni of the Alberta School of Business, to be appointed by the BAA,
- g) President of the Business Students Association,
- h) VP Finance of the Business Students Association,

Section 8.04: Term of the BoA

All BoA members will serve a one-year term, running from January 1 to December 31. Appointed members may renew their term, with the exception of the Business Student-At-Large, subject to the approval of the Board of Advisors. Ex-officio members will serve as long as they hold their position.

Section 8.05: Responsibilities of the BoA

The BoA shall during the course of its term:

- a) Review the budget, monitor compliance, and provide recommendations on the financial situation of the BSA.
- b) Assist the executive members of the BSA with strategic planning by ensuring their strategy is consistent with the long term goals of the organization.
- c) Monitor compliance of executive members with the BSA Constitution.

- d) Suggest amendments to the BSA Constitution.
- e) Appoint the FADRO, and advise the FADRO during election periods
- f) In the case of an electoral vacancy resulting from lack of candidacy or by abstention, appointing a person to the vacant position.
- g) Provide advice to executive members of the BSA, as required.
- h) Monitor and notify the executive members of the BSA if their actions are cause for concern, and if there is no action taken to rectify the situation shall notify the student body to ensure accountability, or if the action is serious enough shall initiate impeachment proceedings.
- i) Serve as the review committee in the case of BSA executive impeachment proceedings.

Section 8.06: Meetings of the BoA

8.06.01

The Chair of the BoA shall be the past president of the BSA.

8.06.02

In the absence of the past President, the current president of the BSA shall act as Chair.

8.06.03

The Chair will only vote in case of a tie.

8.06.04

Quorum for a BoA meeting will be 51% of all voting members.

8.06.05

Minutes of each meeting of the BoA shall be compiled and be made available to all members of the BSA upon request.

8.06.06

Regular meetings of the BoA will occur three times a year, in October, January, and June.

8.06.07

The Chair upon having set the date, time, agenda and place of the meeting shall give at least a one week notification to all BoA members.

8.06.08

At all such meetings, Robert's Rules of Order shall be used if deemed necessary by the Chair.

Section 8.07: Resignations, Vacancies and Dismissals

8.07.01

Vacancies can be filled by a majority vote of the BoA at any meeting.

8.07.02

A BoA member can resign at any time by submitting a letter of resignation to the Chair.

8.07.03

Their resignation becomes effective upon the receipt of the letter by the Chair. BoA members can be dismissed with the approval of 2/3 of eligible BoA members at any meeting.

ARTICLE 9: BUSINESS CLUBS' COUNCIL

Section 9.01: Composition of the BCC

The BCC shall consist of:

- a) The BSA President.
- b) The VP Internal of the BSA.
- c) The Presidents, or their appointed proxy, of all undergraduate student organizations in good standing within the Business Clubs' Council, as determined by the Terms of Reference to this Constitution acting as guidance to the BCC.

Section 9.02: Mandate of the BCC

The BCC shall:

- a) Strive to coordinate the activities of all Business Clubs.
- b) Ensure that all Business Clubs are acting in the best interest of the School.
- c) Act in the interests of the collective undergraduate students of the Alberta School of Business.

Section 9.03: Meetings of the BCC

9.03.01

The Chair of the BCC shall be the BSA President.

9.03.02

In the absence of the President, the Vice President Internal of the BSA shall act as Chair.

9.03.03

The Chair will only vote in case of a tie.

9.03.04

The voting procedures of the BCC shall be governed by the Terms of Reference to this Constitution acting as guidance to the BCC.

Section 9.04: Decisions of BCC

9.04.01

The BCC shall have the power to decide, by vote of its members, that certain items be forwarded to the BSA as formal recommendations.

- a) An item can be forwarded to the BSA as a formal recommendation only by majority vote of BCC members in good standing.
- b) Any item forwarded to the BSA as a formal recommendation shall also be sent to the BSA Board of Advisors as a formal recommendation of the BCC.

9.04.02

The BSA is obligated to consider any item forwarded by the BCC as a formal recommendation, and shall do so both in meetings of the Executive and in a meeting of the Board of Advisors.

9.04.03

The BSA is not obligated to take any action resulting from or reliant on any formal recommendations from the BCC.

ARTICLE 10: GENERAL ASSEMBLIES OF THE ASSOCIATION

Section 10.01: Timing of General Assemblies

10.01.01

The BSA Annual General Meeting shall be held twice every year at times and places set by the Council.

10.01.02

Should any matters requiring a vote from the general membership of the BSA be brought to a General Meeting, the necessary documents including proposed changes shall be made available to the public fourteen (14) days in advance of the meeting.

Section 10.02: Content of General Assemblies

The Executive Committee shall present an overview of what has been accomplished during their term of office. The reports must present the results of the year in an unbiased and accurate manner.

Section 10.03: Proceedings of General Assemblies

At all such meetings, Robert's Rules of Order shall be used if deemed necessary by the Chairperson

ARTICLE 11: ADVOCACY COMMITTEE

Section 11.01: Composition of the Advocacy Committee

The Advocacy Committee shall consist of:

- a) The VP Academic of the BSA
- b) The presidents of all DA's
- c) BSA director appointment by the VP Academic

Section 11.02: Mandate of the Advocacy Committee

11.02.01

The Advocacy Committee shall serve in an advisory capacity to the executive members of the Business Students Association in relation to issues of importance for students.

11.02.02

The Advocacy Committee shall have the power to issue formal recommendations to the BSA executive team and to the Board of Advisors.

Section 11.03: Meetings of the Advocacy Committee

11.03.01

The Chair of the Advocacy Committee shall be the VP Academic of the BSA.

11.03.02

In the absence of the VP Academic, the Advocacy Director shall act as Chair.

11.03.03

The Chair will only vote in case of a tie.

11.03.04

Quorum for a Advocacy Committee meeting will be 51% of all voting members.

11.03.05

Minutes of each meeting of the Advocacy Committee shall be compiled and be made available to all members of the BSA upon request.

11.03.06

Regular meetings of the Advocacy Committee will occur at minimum three times a year.

11.03.07

The Chair upon having set the date, time, agenda and place of the meeting shall give at least a one week notification to all Advocacy Committee members.

11.03.08

At all such meetings, Robert's Rules of Order shall be used if deemed necessary by the Chairperson.

11.03.09

At all such meetings, the Advocacy Committee can vote on delegation of undergrad representatives to faculty committees and formal recommendations to the BSA Executive team.

ARTICLE 12: CONSTITUTION OF THE ASSOCIATION

Section 12.01: Special Resolution

“Special Resolution”: a resolution passed

- a) At a general meeting or special meeting of which not less than 14 days’ notice specifying the intention to propose the resolution has been duly given, and
- b) By the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy,
 - i. A resolution proposed and passed as a special resolution at a general meeting or special meeting of which less than 14 days’ notice has been given, if all the members entitled to attend and vote at the general meeting or special meeting so agree, or
 - ii. A resolution consented to in writing by all the members who would have been entitled at a general meeting or special meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

Section 12.02: Amendment of Articles

The Articles of the Constitution can only be amended by Special Resolution of the members. Except for:

- a) Article 11 in which changes must be made at a general meeting if all the members entitled to attend and vote at the general meeting are in agreement.
- b) Article 6 in which changes must be made at a general meeting if two-thirds (2/3) of the members entitled to attend and vote at the general meeting are in agreement.

Section 12.03: Creation of Articles

An Article can only be created by Special Resolution of the members.

Section 12.04: Rescission of Articles

An Article can only be rescinded by Special Resolution of the members. Except for:

- a) Rescission of Article 11 must be made at a general meeting if all the members entitled to attend and vote at the general meeting are in agreement.
- b) Rescission of Article 6 must be made at a general meeting if two-thirds (2/3) of the members entitled to attend and vote at the general meeting are in agreement.