

University of Alberta
Business Students' Association
2019-2020 Executive Recruitment

BSA Executive Nomination Package



Dear Candidate:

Welcome to the 2019-2020 University of Alberta Business Students' Association executive recruitment! The purpose of this letter is to introduce myself as the Faculty Association Deputy Returning Officer (FADRO), and to provide some insight on the process behind the BSA Executive interview process.

As FADRO, I am responsible for maintaining and ensuring a smooth operation of the election process and to ensure that all individuals involved are fairly and equally treated. It is important to realize that I, as FADRO, will be running the election, not the current BSA executive. Any questions or concerns regarding this election should be directed to me and any decision I make will be final.

This nomination package includes this letter, the Nomination Form, the Candidate's Statement of Acceptance, and the relevant bylaws of the BSA constitution. Each of these documents contains important rules and regulations as to how the interview process will be run and what you as a candidate need to do in order to remain eligible. If a candidate breaches any of the rules or regulations found in this package, that candidate will be penalized in such a way to negate any unfairness caused by the contravention, up to and including disqualification of that candidate.

Pursuant to the BSA Constitution, those interested in applying for an executive position on the Business Students' Association must collect at least 50 signatures of eligible students enrolled in the School of Business. These students may only nominate one individual for the same position. Upon review of this nomination package, those who apply will be interviewed by the current BSA Executive members, as well as members of the BSA Board of Advisors, who will vote on which applicant will fill the vacant roles of VP Academic, VP External and VP Finance for the 2019-2020 Academic Year.

Please complete, detach and submit the Nomination Form and the Candidate's Statement of Acceptance by dropping it off in the nomination envelope in the BSA office or sliding it under the BSA office door (Room BUS 2-06) no later than 2:00 PM on Tuesday, March 5th, 2019.

If you should have any questions or concerns about anything in this package or relating to the 2019-2020 BSA Executive Election, please email me at dwalton@ualberta.ca.

Good luck!

Darby Walton

Faculty Association Deputy Returning Officer



Nomination Form for 2019-2020

Business Students' Association Executive

Recruitment

Interviews for the vacant positions will occur within the first two weeks of March 2019 (March 9th and 10th). The interviews will be conducted by current BSA executives, as well as members of the BSA Board of Advisors.

IMPORTANT: Nominators may only nominate one candidate for each position

We, the undersigned, being members of the University of Alberta Business Students' Association, do hereby nominate _____ for the position of _____ for the 2019-2020 U of A Business Students' Association Executive.

	Print Name	Faculty	Year in Bus	ID Number	Signature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____



	Print Name	Faculty	Year in Bus	ID Number	Signature
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____



	Print Name	Faculty	Year in Bus	ID Number	Signature
21.	_____	_____	_____	_____	_____
22.	_____	_____	_____	_____	_____
23.	_____	_____	_____	_____	_____
24.	_____	_____	_____	_____	_____
25.	_____	_____	_____	_____	_____
26.	_____	_____	_____	_____	_____
27.	_____	_____	_____	_____	_____
28.	_____	_____	_____	_____	_____
29.	_____	_____	_____	_____	_____
30.	_____	_____	_____	_____	_____
31.	_____	_____	_____	_____	_____
32.	_____	_____	_____	_____	_____
33.	_____	_____	_____	_____	_____



	Print Name	Faculty	Year in Bus	ID Number	Signature
34.	_____	_____	_____	_____	_____
35.	_____	_____	_____	_____	_____
36.	_____	_____	_____	_____	_____
37.	_____	_____	_____	_____	_____
38.	_____	_____	_____	_____	_____
39.	_____	_____	_____	_____	_____
40.	_____	_____	_____	_____	_____
41.	_____	_____	_____	_____	_____
42.	_____	_____	_____	_____	_____
43.	_____	_____	_____	_____	_____
44.	_____	_____	_____	_____	_____
45.	_____	_____	_____	_____	_____
46.	_____	_____	_____	_____	_____
47.	_____	_____	_____	_____	_____



48. _____

49. _____

50. _____

51. _____

52. _____

53. _____

54. _____

55. _____

56. _____

57. _____

58. _____

59. _____

60. _____



Candidate's statement of acceptance

I, _____, being a member of the University of Alberta Business Students' Association, do hereby accept my nomination for the position of _____ for the 2019-2020 Business Students' Association Executive.

I hereby acknowledge that I have read the remainder of this nomination package and understand the process set out within it.

Name (please print) _____ ID# _____
Faculty _____ Year _____ Phone _____
E-mail _____

The above information is, to the best of my knowledge, true.

Candidate's Signature _____

Date _____



BSA Executive Recruitment Timeline

Monday, February 25th, 2019

- 2:00pm nominations open
- Nomination forms available in front of the BSA Office (BUS 2-06) or online at <http://bsaonline.ca/>

Tuesday, March 5th, 2019

- 2:00 PM nominations close
- Completed forms must be submitted to the BSA office or slid under the BSA office door by no later than 2:00pm.

Thursday, March 7th, 2019

- Candidates who have successfully completed their nomination packages are contacted to schedule interviews

Saturday, March 9th and Sunday, March 10th

- Candidates are interviewed by the sitting BSA Executive committee and Board of Advisors
- Location: Business 4-13
- Note: If you cannot attend these interview times please contact bsa.president@ualberta.ca *immediately* to schedule an alternative arrangement

Wednesday, March 13th

- Candidates are contacted and informed of the results



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 12:00 AM, on May 1st of the year of their election to 11:59 PM on April 30th of the following year.

3.01.05

The Executive Committee will be elected through the process 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 Board of Advisors. 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 Presidential and Vice-Presidential portfolio.
- e) Be responsible for all BSA owned equipment and property including upkeep and storage.
- 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, services, 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

3.03.02

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 and 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 Undergraduate Student Policy Committee.
- i) Shall be a faculty representative on the Business Council.
- j) Shall be a representative on the Advocacy Working Group of the Council of Faculty Associations and thus shall maintain close communication with the Vice President Academic of the Students' Union who acts as the Chairperson of the Advocacy Working Group.
- k) Shall be the student representative on various faculty selection committees, appeals, readmission boards, and any ad hoc committees as they arise.
- l) Shall assume the President's responsibilities in their absence.
- m) Shall be responsible for ensuring the following positions are being adequately fulfilled:
 - i. Undergraduate Student Policy Committee 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, 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 the BSA and the business community.
- 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.

3.03.07

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 Students' Union.
- 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 Board of Advisors.
- e) Shall present financial statements to the first Full 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 be responsible for the backing up of all electronic files of the BSA on a regular basis.
- i) Shall be responsible for the disbursement of all the BSA funds and for the proper maintenance of all transactions and banking records.
- j) Shall prepare financial proposals when applying for funding from outside sources.
- k) Shall produce financial statements when required.
- l) Shall hold portfolio directors accountable.



- m) Shall assume the President's duties in the absence of the President and the Vice Presidents Academic, External, Internal, Events and Marketing.
- n) Shall be jointly responsible for the sale and administration of any lockers under the control of the BSA.
- o) Shall be a representative on the Finance and Administration Working Group of the Council of Faculty Associations.

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 5: GENERAL ELECTIONS

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 or co-op 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. 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 5.07: 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 and email address 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 nomination deadline set 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 President or 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 following an interview where the current BSA Executive and Board of Advisors have agreed through a majority that the candidate is well-suited to the position.

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 Board of Advisors and sitting BSA Executive.

5.08.06

Should a single candidate be nominated through the process outlined in 5.08.03 and fail to achieve a majority vote following their interview with the current BSA Executive and Board of Advisors as outlined in 5.08.04, the nomination process outlined via 5.08.03 shall begin anew.

