

# Undergraduate Business Council Constitution

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## PREAMBLE

The Undergraduate Business Council (hereinafter called “the UBC” or “the Council”) is the student government of the Undergraduate Students of the Schulich School of Business at York University (also called “undergrad students”). The purpose of the Council is to represent the interests of the undergraduate student body to the Faculty & Administration and to foster among the student body a sense of identification with and involvement in the Faculty and the University. The Council must also actively promote the undergraduate business program to the external business community.

To achieve these ends, the Council shall organize such activities as may be needed to create an opportunity for students to participate in social events and recreational programs and activities that serve to promote enrichment of the academic program. The Council is here to optimize the university experience through academic, social, and professional forums as deemed necessary by the UBC. In its governmental role, the UBC is also responsible for the creation and support of other Schulich student groups that exist to benefit the general purposes of the student body.

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## ARTICLE I: MEMBERSHIP AND TERMS OF OFFICE

### MEMBERSHIP

1. All Undergraduate Students officially registered in both the BBA and iBBA programs are considered as members, and thus are equally entitled to benefit from the activities, programs, and initiatives of the UBC.
2. All executive positions on the Undergraduate Business Council are to be filled by officially registered undergraduate business students at the Schulich School of Business. These students must possess a cumulative Grade Point Average of 5.5 or higher. In addition, transcripts must be dated as of January of the election year. This can be verified through an agreed upon faculty member to ensure confidentiality of each course grade. A student may not sit on the Council if they do not meet this requirement.
3. Only first and second year officially registered undergraduate business students can vote for First and Second Year Representatives, respectively. Only officially registered iBBA students can vote for the iBBA Representative
4. The UBC shall consist of no less than 8 Executive voting members, including:
  - a. The Executive elected by a general election of all Schulich undergraduate business students shall consist of the officers in the Executive Positions Chart, of which no person may hold more than one office.
  - b. Of the minimum 8 members present on Council, the President and two Vice Presidents must be included
  - c. There will be no Executive Positions whereby individuals can run as a team, as each Executive Position can only be filled by one individual

The Executive Positions Chart and the respective Positions' requirements are shown below:

| Position                    | Year of Study        |
|-----------------------------|----------------------|
| President                   | 4 <sup>th</sup> Year |
| VP Operations               | 4 <sup>th</sup> Year |
| VP Finance                  | 4 <sup>th</sup> Year |
| Internal Relations Director | 3 <sup>rd</sup> or 4 |
| External Relations Director | 3 <sup>rd</sup> or 4 |
| Academics Director          | 3 <sup>rd</sup> or 4 |
| Marketing Director          | 2 <sup>nd</sup> , 3  |
| Athletics Director          | 2 <sup>nd</sup> , 3  |
| I.T. Director               | 2 <sup>nd</sup> , 3  |
| iBBA Representative         | 2 <sup>nd</sup> , 3  |
| Second Year Representative  | 2 <sup>nd</sup> Year |
| First Year Representative   | 1 <sup>st</sup> Year |

## **TERMS OF OFFICE**

5. The term of office for each Executive Position shall be from May 1 of the election year to April 30 of the subsequent calendar year with the exception of the 1st Year Representative. Their term is from September of the election year (see Article II, Section 1 for September election conditions) to April 30 of the subsequent calendar year.
6. Since the Council will consist of 11 members prior to the September election of the 1st Year Representative, all cases where decisions that must be voted on prior to September will consist of eleven (11) current Council Executive members. All voting requirements during this summer term will be adjusted to accommodate the 11 members.

## **REMOVAL FROM OFFICE**

7. Executive Council members can be removed from Council under one of the following sections.
  - 7.1 Impeachment can result from:
    - a. Missing three consecutive Council meetings without valid, proven circumstances as deemed appropriate by at least a 2/3 majority of voting Executive Council members, or
    - b. Missing any five meetings throughout the year: without valid, proven circumstances as deemed appropriate by at least a 2/3 majority of voting Executive Council members. Meetings are defined as any meeting of all Executive Council members, Committee meetings that Executive Council members are obligated to attend, and any other meeting deemed to be mandatory by the President, provided that notice is given to all Executive Council members 48 hours in advance of the proposed meeting.

Valid and Proven circumstances must be determined on a meeting by meeting basis. Upon a missed meeting by any Executive Council member, the President may determine at his/her discretion whether or not the circumstances were valid and proven. In a situation where the Executive Council member that is subject to the judgment believes that the President's decision is unwarranted, the member may call for a vote. When documentation from Executive meeting minutes shows that conditions are satisfied from either 7.1a or 7.1b in Article I, then the motion for Impeachment of that Executive member is automatic.

### **7.2 Removal can result from:**

- a. Misappropriating Council funds. If it can be reasonably proven that the affected member has misappropriated Council funds, then a unanimous decision by the President, Vice President, Operation and Vice President, Finance is needed to remove the affected member. If the President and/or the Vice Presidents qualify as an affected member(s) then a vote will be held by the non-affected Executive Council members. In this event, at least a 2/3 majority of eligible (non-affected) voting Executive Council members is needed to remove the President or the Vice President(s).
- b. Insufficiently fulfilling Council responsibilities as deemed by at least a 2/3 majority of voting Executive Council members.
- c. Disclosing information deemed as confidential by at least a 2/3 majority of voting Executive Council members.

- d. Any act or conduct deemed to be inappropriate or harmful to the UBC, the student body, or the Schulich School of Business as deemed by at least a 2/3 majority of voting Executive Council members

*A vote for Removal requires a motion to be brought forward by an Executive Council member and requires that the motion be passed by another Executive Council member.*

In either set of circumstances, each (affected) member will be afforded an opportunity to defend his or her position. Removal or Impeachment related voting that requires a 2/3 majority, only includes non-affected Council members present, which must consist of not less than 8 eligible voting members to make quorum. Of these present voting members, the President and both Vice Presidents must be present, unless the member facing removal is the President or either Vice Presidents. The affected member may not participate in the impeachment or removal vote. An impeachment or removal may only occur at a meeting of the Executive.

All voting members have the option to abstain from voting. While the abstaining member may still qualify as an eligible voter (and thus may qualify to meet quorum), the abstention does not count as a vote cast. Votes which require a 2/3 majority are calculated based on overall votes cast, and do not include abstentions in the calculation of total votes cast. Voting will be conducted via anonymous and written secret ballots. The ballots will be collected and counted in front of the present voting members by the President to ensure accuracy of the result. In the event that the President is the affected member, the next non-affected member in the Executive Position hierarchy (as shown in the Executive Position Chart) will be responsible for collecting and counting the vote using the aforementioned procedure.

8. Replacement of Impeached/Removed/Resigned Council Members
  - a. If any member of Council is removed or has resigned after the first day of new Academic Year, but before December 15th of that year, this member must be replaced. In this case, the new member shall be determined through a bi-election administered by the Election Committee as described in Article II, Section 2. If a member of the Council is removed or has resigned before the first day of new Academic Year subsequent to assuming the position, the President, however, may wish to nominate up to two (2) individuals that will fill the responsibilities. These nominees must be upheld by unanimous votes by the rest of the Executive council.
  - b. After that December 15th, the Council may determine to reassign responsibilities as described in Article III to current Executive Council members. Should the President or either Vice Presidents' responsibilities are transferred, removed members' presence is no longer required to meet the impeachment quorum.
  - c. In the event of the Impeachment, Removal, or Resignation of the President of the UBC, the VP Operations will take over the role of President and a bi-election will be held to replace the VP Operations. In this event, a bi-election can be held at any time of the year, and the conditions in Article I, Section 8, subsection (a) do not apply. In the event that the VP Operations has been Impeached, Removed, or Resigned at the same time as the President, the Executive Council member next on the Executive Position hierarchy that has not

- been Impeached, Removed, or Resigned will assume the responsibilities of President.
- d. After December 15th, 2/3 of the remaining Executive members will vote to hold an election to replace an Executive Council member who has been Impeached, Removed, or has Resigned.
  - e. In the event that an Executive Council member has been Impeached, Removed, or has Resigned during the Summer months, it is up to the President to reallocate the responsibilities of that individual to the rest of the existing Executive Council until an election can be held in September.
  - f. If a situation arises in which the above rules do not wholly apply, positions can be filled using the hierarchical order as presented in the Executive Positions Chart.
  - g. A report approved by 2/3 of the Executive council members must be distributed to students, providing details surrounding impeachment and/or removal, but not resignation.

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## ARTICLE II: ELECTIONS

1. General Elections held to replace Executive Council members whose terms of office have expired are to be held anywhere between February 1st and March 1st of the election year. In the event that a General Election cannot be held within this time frame due to extraordinary circumstances, the Election is to be held at the earliest opportunity following March 1st of the election year, as no General Election is to be held prior to February 1st of the election year.
2. The Election held to elect the First Year Representative is to be conducted in the month of September, or the first month of classes for the new academic year.
3. All Official Election Rules are outlined in Exhibit I: Election Rules.
4. Each Election will have its own separate Election Committee. The Election Committee is responsible for interpreting the Election Rules and determining appropriate penalties according to the official Election Rules. The Committee will consist of the President, the Vice President, Operations, the Vice President, Finance and another member from the Executive Council. Any Executive member of the Elections Committee may motion for one (1) Student Officer, who must be accepted by 2/3 majority voting of the Executive Council. The Student Officer cannot be on the Council, must be in either 3rd or 4th year, must be independent and objective in fact and in appearance, and must exhibit qualities of a student leader. Student Officers selected as members of the Election Committee for one Election are eligible to serve in subsequent Elections. If a member of the Election Committee does not meet the aforementioned criteria or fails to abide by the aforementioned independent, objective, and/or leadership criteria, they will be dismissed from the Election Committee (pending unanimous approval from the remaining members of the Election Committee) and will be replaced upon the discretionary and mandatory unanimous decision of the remaining Election Committee members. The Election Committee must abide by the rules, responsibilities, and procedures as outlined in Exhibit I: Election Rules.
5. All Elections are to be conducted via the “evote” system administered by York University Student Services (at: <http://evote.yorku.ca>). Polls are to open on 8:30am of the Monday of the Election Week and are to close by 5pm on the Thursday of the same Election Week.
6. Results of any Election are to be sent to the Elections Committee only, and the vote counts can only be viewed by members of the Election Committee of that specific Election. The results of the count will not be disclosed under any circumstance, only the ultimate winner of each respective race. Election Committee members who fail to abide by these Confidentiality Rules will not be permitted to serve on the Elections Committee in subsequent Elections, and may be subject to Removal from the Council as outlined in Article I, Section 7.2, subsection c.
7. Results of any election must be sent to at least one (1) individual in the Schulich School of Business’ administration for verification, before the results are disclosed to the student body.
8. At least 15% of the eligible student body must vote. If less than 15% vote, polls must remain open for an additional week. Thereafter, if less than 15% of the student body has voted, the result from the week of higher voter turnout sustains.
9. All undergraduate business students (excluding 4th year students) are eligible to vote.

10. Each Candidate shall perform a speech at a convenient time for voting students, as deemed by the Election Committee. The Speeches may be no longer than two (2) minutes for Presidential Candidates and one (1) minute for all other positions. Maximum of three (3) questions can be asked to Presidential Candidates, including Vice President Candidates and maximum of two (2) questions can be asked for other positions. Minimum of one (1) question must be asked by the Schulich INSIDER Representative.
11. All Candidates must be reasonable and follow all of the Election Rules as listed in Exhibit I: Election Rules. An infraction of the Rules will result in a penalty, handed down by the Election Committee that is consistent with the guidelines listed in Exhibit I: Election Rules.
12. Ties between candidates
  - a. In the event of a tie between 2 candidates and more than 2 candidates were nominated, a re-vote will be performed for that position with only the two leading candidates on the ballot.
  - b. If there are only two candidates running and a tie results, there must be a public debate by the two candidates followed by a re-election.
13. If the positions of President, VP Finance, and VP Operations are left to a Yes/No vote, then the position is acclaimed if there is at least 60% voter agreement. In the case of a Director or Representative position, at least 50% voter agreement must be achieved for the position to be acclaimed.
14. Campaigning will begin the same week as voting will occur. During this week, voting may take place and all candidates are allowed to promote their campaigns to the undergrad students.
15. In the case of a Presidential race, a public debate will occur a time and day that is convenient for the majority of undergrad students.
16. Answers to the Candidate Nomination Form questions will be forwarded to the school newspaper for publication.

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## ARTICLE III: THE EXECUTIVE

### GENERAL RESPONSIBILITIES OF THE COUNCIL

The Executive Council is responsible for:

- I. Fulfilling the Council mission by optimizing the university experience through academic, social, and professional forums,
- II. Ensuring that all expenditures have been authorized by Council,
- III. Representing the student body in Faculty meetings,
- IV. Acting as responsible student leaders and ambassadors for the school,
- V. Preparing an agenda for all Council meetings, and
- VI. To prevent booking conflicting events with another recognized club or society, the Council must publish a Calendar of Events no later than July 15th, which includes dates of all events for the year. This calendar may be subject to change.

### COUNCIL STRUCTURE

The Executive Council will remain a three-tier hierarchy system. In special situations referred in Article I Section 7 or other likewise circumstances where the President or the two Vice Presidents are no longer fit to assume the entrusted duties, the responsibilities will be carried out by subsequent-ranking officer:

- I. President and the two Vice Presidents are the highest-ranking officers on the Executive Council.
- II. Second tier officers consist of External Relations Director, Internal Relations Director, Academics Director and Marketing Director.
- III. The third-tier comprises of Athletics Director, Information Technology Director, iBBA Representative, Second Year Representative and First Year Representative.

### PRESIDENT

- To set a vision and long-term strategy.
- Act as a Link between students and Faculty by sitting on Committees.
- Responsible for setting up formal evaluations of UBC members.
- Responsible for cash deposits.
- Responsible for scheduling Dean Meetings (described in Article IV, Section 10).
- Distributing Executive Council members on to Committees.
- Serves on the Club Governance Committee (CGC) as described in Article V.
- Possession of executive order over day-to-day internal matters and practices, including but not limited to, decisions regarding committee chairs, absences, introduction / termination of initiatives and override gridlocks.

### VICE PRESIDENT, OPERATIONS

- Acts as Chair of Orientation Week.
- Coordinates Year End Formal, Grad Lunch/Grad Gift.
- Acts as the Fourth Year representative.
- Serves on the Club Governance Committee (CGC) as described in Article V.
- Interim President for matters in which the President is not available.

### VICE PRESIDENT, FINANCE

- Propose a strategic budget that is in the best interests of all undergraduate business students, which includes the breakdown of club contributions.
- Produce financial statements that are to be given to York University for levy purposes, after an unqualified audit opinion is achieved.



- Record all transactions and maintain records and receipts for the external audit, including monthly bank reconciliations and financial statements.
- Keep all financial information strictly confidential until published at the proper time.
- Responsible for building and maintaining a reliable Internal Control Environment, based on integrity, accountability, proper documentation, and segregation of duties.
- Liaise with the Financial Officer of the Schulich School of Business.
- Serves on the Club Governance Committee (CGC) as described in Article V.

#### **INTERNAL DIRECTOR**

- Oversees all clubs/student organizations and acts as the main liaison.
- Serves on the Club Governance Committee (CGC) as described in Article V.
- Responsible for scheduling and running Club Leader Meetings (as described in Article IV, Section 11).
- Manages all non-financial records of the UBC (i.e. club documents, waivers, Event Proposal Forms, etc.)
- Serves on the Undergraduate Strategy Committee, as described in Article \_\_\_\_, Exhibit IV.

#### **EXTERNAL COMMUNICATIONS DIRECTOR**

- Represents the BBA and iBBA students at various conferences.
- Acts as liaison between the Schulich Career Development Center and the UBC.
- Coordinates and acts as chair of all sponsorship efforts within the UBC
- Oversees network of case study competitors within the undergrad programs.
- Coordinates the GIFT student subsidy program for conferences
- Serves as gridlock overruling vote for the RISE Conference and Competition, or any equivalent Conference hosted by the Undergraduate Business Council.

#### **ACADEMICS DIRECTOR**

- Coordinates the Third Year Event.
- Holds a position on all faculty committees.
- Organizes Teaching Excellence Awards (TEA).
- Organizes and serves as the Chair for RISE Conference and Competition, or any equivalent Conference hosted by the Undergraduate Business Council in its replacement.

#### **MARKETING DIRECTOR**

- Responsible for promoting, marketing, and informing students about all UBC events, initiatives, programs, etc.
- Responsible for non-academic social events for the undergraduate students.

#### **ATHLETICS DIRECTOR**

- Coordinates all intramural sports activities.
- Organizes a sporting event once during the year ("Schulich Olympics").
- Represents the undergrad students on the Student Intramural Recreation Council.
- Coordinates the UBC Annual Ski Trip.

#### **INFORMATION TECHNOLOGY DIRECTOR**

- Manages the UBC and related websites.

- Sends out weekly emailout and all other mass emails.
- Completes, assists, or advises on all technology related tasks, initiatives.

#### **iBBA REPRESENTATIVE**

- Represents the iBBA students on i/BBA Committee and Faculty Council.
- Coordinates an iBBA Event
- Acts as liaison with the Open Arms Committee (OAC) to create opportunities for exchange students, both outgoing and incoming.

#### **SECOND YEAR REPRESENTATIVE**

- Leads the Second Year Committee, a subcommittee designed to design and execute SPARK Case Competition, or any other subsequent events replacing the Competition, and other UBC events targeted towards second year students.
- Responsible for organizing UBC Summer Welcome Barbeque for all incoming students.
- Acts as a liaison between the UBC and Second Year Students.
- Sits on all committees as the second year representative.
- Responsible for taking minutes at all Meetings and maintaining a proper record of all meeting minutes to be posted on the UBC website.

#### **FIRST YEAR REPRESENTATIVE**

- Coordinates at least two (2) 1st Year Events, including but not limited to, UBC Skate Night Social and Options in Business Conference.
  - Acts as a liaison between the UBC and First Year Students.
  - Records announcements and distributes them to all members of Council.
  - Sits on various committees that require a 1st Year rep position.
  - Distributes name cards to all 1st Year students
  - Responsible for taking minutes at all Meetings, where the Second Year Representative is unavailable to assume such duty.
1. The Council may, at its discretion, divide specific responsibilities for managing and coordinating various programs and activities among its own members or may delegate such responsibilities to other Council members.
  2. It is essential to realize that the position descriptions are the bare minimum required. UBC members are encouraged to try new events, as the position is what they make of it.
  3. Appendix II is a list of all Committees the UBC has membership on. The UBC voting members on each Committee is outlined. The Council member assigned to each Committee will attend all future meetings and report back to the Council where applicable. Such a list will be compiled by May 31 of the current year, as each Council member must adhere strictly to it.

#### **SUBCOMMITTEES**

4. Specific Executive Positions are entitled to recruit Subcommittees at their own discretion, but remain responsible for the ultimate completion of their respective tasks:
  - 4.1 The Vice President, Operations is entitled to recruit for following Subcommittees: Freshmen Orientation ("Frosh") and Formal. The Vice President, Operation has exclusive authority to number of members and

respective years of the subcommittee members. The Frosh Subcommittee services the purpose of planning and executing “Frosh Week” for all incoming students in August (and/or September). The Formal Subcommittee serves the purpose of assisting in the planning of the annual Year End Formal.

- 4.2 The Internal Director is entitled to recruit for the Undergraduate Strategy Committee. The students selected by the Internal Director will be Internal Consultants for the UBC and are responsible for maintenance and development of USC projects. The projects include, but are not limited to, Undergraduate Book Exchange, External Conference and Competition Gateway, Alumni Mentorship Program, Schulich Tutoring Portal and Resume Bank.
- 4.3 The External Communications Director is entitled to form a Sponsorship Subcommittee, of which he or she is the Chair. During the summer period, the External Communications Director may form his or her Sponsorship Subcommittee from external recruitment, or from existing Executive Council members that include: Academics Director, Athletics Director, Second Year Representative, iBBA Representative and Marketing Director. During their tenure, the members of the Sponsorship Subcommittee are to serve as Corporate Relations Managers for the UBC, responsible for assisting the External Communications Director in his or her efforts to raise sponsorship and maintain corporate partnerships for the UBC.
- 4.4 The Athletics Director is entitled to appoint a Schulich Athletic Council (SAC) as outlined in Exhibit IV: Subcommittees. The SAC Constitution and its outlined objectives, procedures, and stipulations is Constitutionally binding under the UBC Constitution.
- 4.5 The Information Technology Director is entitled to appoint a Subcommittee to assist with his or her tasks, that is consistent with the stipulations outlined in Exhibit IV: Subcommittees. The Information Technology Director is to use his or her discretion when delegating tasks and determining the size of the Subcommittee.
- 4.6 The President retains the ultimate right to determine whether or not a subcommittee is needed, effective, or capable of accomplishing certain tasks. The President is able to recommend and make changes to any subcommittee and retains the right to disband any subcommittee.
- 4.7 In the event that a Yearbook is being made, the Academics Director is responsible for coordinating the initiative, and for appointing a Yearbook Committee. The Academics Director is to use his or her discretion when delegating positions and determining the size of the Yearbook Committee. He or she will oversee the Committee’s activities.

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## ARTICLE IV: MEETINGS

### EXECUTIVE COUNCIL MEETINGS

1. Executive meetings of the UBC shall normally be held weekly at a time and location convenient to the UBC, where Council shall determine time and location.

*The voting members and attendees of the Executive meeting include the aforementioned Executive in Article I Section 4.*

2. A quorum of greater than half of the voting members of Council shall be present at all meetings of the Council.
3. Motions presented at Executive meetings shall require acceptance by a majority of voting members present, unless otherwise stated in the UBC Constitution.
4. Motions for the purpose of proposing amendments to the Constitution shall be proposed at an Executive meeting of Council no less than two weeks prior to the date of the open meeting. At the open meeting, the amendment motions shall be voted upon and shall require acceptance by not less than two-thirds of the students (UBC and undergraduate business students) present.
5. Motions for the purpose of Impeachment or Removal of a member, or an appointment to fill a vacant Executive position shall be presented at an Executive meeting of Council no less than one week prior to the date of the meeting at which such motions shall be voted upon.
6. Minutes and agendas must be taken each meeting and stored on file for future reference. The Second Year Representative will be responsible for taking and storing each meeting's minutes and must edit the minutes for information deemed to be Confidential before they are posted on the UBC website or made available to the student body.
7. Emergency meetings of the Executive are permitted within 48 hours notice of the meeting. If the case is such that 48 hours is deemed to be inadequate, then less notification is sufficient. These meetings are not to be included as meetings as indicated in Article I Section 7.1, where failure to attend may result in the Impeachment of a Council member.
8. Meetings of the Executive are closed-door meetings and no visitors are permitted to sit in. Visitors are welcome to Open Meetings of Council only.
9. The Council is responsible for meeting with the Dean of the Schulich School of Business at least two (2) times each semester. The President must schedule these meetings, as described in Article III, and prepare the meeting agenda.
10. 10. The UBC must host a minimum of one (1) Presidents Senate meetings each semester. The Internal Director must schedule these meetings, as described in Article III, and must give Club Presidents a minimum notice of two (2) weeks in advance. The Internal Director is responsible for preparing the meeting agenda, and the entire Club Governance Committee (CGC) must be in attendance. Failure of any CGC member to attend any Club Leader meeting may apply to conditions in Article I Section 7.1.

### OPEN MEETINGS

1. Open meetings of the Council shall be held for members of the Faculty and student community. Visitors shall be permitted to participate in discussion upon recognition from the meeting leader. The purpose of open meetings is to inform students about current events and openly discuss issues.
2. These meetings must occur at least once per semester.

3. Minutes from Open meetings will be available to all interested parties.

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## ARTICLE V: STUDENT ORGANIZATION GOVERNANCE

### **CLUBS AND ORGANIZATIONS**

1. All clubs and organizations must be recognized by the Faculty as well as unanimously by the Club Governance Committee (CGC). The CGC must consist of the President, VP Finance, VP Operations, and Internal Director. In order to be recognized, each new club must adhere to the regulations outlined in Exhibit II: Student Club Charter.
2. Existing student organizations must adhere to the regulations outlined in Exhibit II: Student Club Charter. In order to be recognized for the academic year, student organizations must provide the UBC with the documentation listed in the "Club Responsibilities" section of Exhibit II. In order to be recognized for the academic year, student organizations must provide the UBC with the aforementioned documentation no later than a date assigned by the Internal Director on behalf of the Club Governance Committee, where the assigned date may be no shorter than a month's notice.
3. The CGC will oversee all clubs and their finances and ensure each club is adhering to the policies set out by the UBC and Faculty. In the event that a club fails to a
  - a. Upon the first infraction of the outlined rules and regulations set out by the UBC of any student organization, the CGC is able to issue a documented and official Warning to the Executive members of the offending organization. In order to issue an official Warning, at least . of the CGC must vote in favour of issuing the Warning to the offending student organization. Same copy of the official Warning is to be provided to the Administration.
  - b. Upon a subsequent infraction of any student organization that has been issued an official Warning by the CGC, the offending student organization is subject to an official Suspension. Official Suspensions entail the offending student organization's complete seizure of operations. A suspended club is not permitted to recruit members, host events, undertake initiatives, or perform any activity of any kind. In order to issue an official Suspension following an official Warning, at least . of the CGC must vote in favour of issuing the Suspension to the offending student organization. The duration of the official Suspension is determined at the discretion of the CGC.
  - c. Official Suspensions may be granted to any student organization by the CGC without an official Warning, in the event that the specific infraction is deemed by the CGC to be a flagrant or unreasonable breaking of the rules and regulations set by the UBC or the infraction is deemed to be extremely inappropriate and/or harmful to the UBC, the student body, or the Schulich School of Business. In order for the CGC to issue an official Suspension of this nature (without first issuing an official Warning) unanimous approval of the CGC is needed. The duration of the official Suspension is determined at the discretion of the CGC.
  - d. Upon any subsequent infractions by a student organization during or after an official Suspension, the CGC is entitled to disband the student organization for the remainder of the academic year. Disbanded student organizations are entitled to reapply for recognition in the following academic year, but the UBC retains the right to use their discretion when approving the application of a disbanded student organization.

4. The distribution of Club offices is done at the discretion of the CGC. The CGC retains the right to issue Club offices to student organizations, and may distribute/remove club space at their discretion.
5. The UBC must host the Club Fair no later than the 3rd week of September. Executive members of the UBC are responsible for organizing and facilitating the Club Fair for all registered student organizations, allowing the Chartered Schulich Clubs to solicit membership for the academic year.
6. Clubs are entitled to sell merchandise and memberships on or after the commencement of the Club Fair. Clubs who sell merchandise and/or memberships and/or solicit new membership before the commencement of the Club Fair may be specifically subject to the official Suspension rules outlined in Article V, Section 4c of the Constitution.
7. If a Club changes their name in a way that would suggest a change in the fundamental nature/purpose of the Club, then that organization is required to apply for UBC recognition (under the guidelines documented in Exhibit II) as a new Club.
8. Student organization related decisions made by the CGC override any other decisions made by Executive Council members that do not sit on the CGC.
9. If a Club changes their mission and/or alters their fundamental purpose, then that student organization must apply for UBC recognition (under the guidelines documented in Exhibit II) as a new Club.
10. Council may, at its discretion, grant funds to student clubs and organizations whose activities and programs serve the interest of the i/BBA student community. Clubs are responsible for following the Funding regulations outlined in Exhibit II and providing the UBC with the required documentation described in Exhibit II.
11. Council may attach other conditions to the grant, as it deems appropriate. Funding to the Club may be removed if the Constitution or the budget or any other agreed conditions are not adhered to, at the discretion of the VP Finance. In order to amend a club's proposed budget, the club must inform the President and the VP Finance of the UBC.
12. It is the responsibility of each Club and student to collect the funds budgeted to them by the UBC prior to the end of the school year in which funds were budgeted. Upon inauguration of the new Council, any funds owing from the previous year becomes null and void.
13. All student-organized events must abide by the regulations outlined in Exhibit III: Policy on Student-Organized Events. Failure to abide by these regulations may result in disciplinary alternatives described in Article V, Section 4.

#### **ALCOHOL POLICY**

14. The UBC in no way condones alcohol and thus provides the opportunity for choice amongst the undergrad students. All alcohol purchases at UBC events must take place in a licensed area as stipulated by the Alcohol and Gaming Corporation of Ontario (AGCO).
  - a. The Council may run events with alcohol available or without and will use their own judgment to determine if the sale of alcohol should be allowed or not.
  - b. The Council shall in no way condone excessive consumption of alcohol and will ensure that students are responsible in their consumption.
  - c. At any event operated by the UBC, the Council shall adhere to all alcohol policies of the University and the AGCO and abide by the UBC's Pub Night protocol.

**SPECIFIC EVENTS**

15. Council may throughout the year, approve spending on various programs and activities which had not been previously included in the Budget.
16. Any undergraduate student wishing to organize an event must get the permission of the UBC. The student must present the Council a proposal outlying the benefits of the event as well as the cost structure.
  - a. The UBC must grant permission to any student holding such an event.
  - b. Students/groups cannot hold events/sell merchandise that result in a profit to the student.
  - c. All funds (cheques) must be made payable to a UBC recognized club or the UBC. It is not permissible to make cheques payable to an individual.

**DOCUMENTATION OF EXPENDITURES**

17. Persons or Clubs coordinating any program or activity for which the Council is providing funds must submit to the VP Finance receipts and invoices supporting these expenditures.

**SIGNING AUTHORITY**

18. All cheques or withdrawals slips drawn on the UBC bank accounts must be signed by two (2) Executive members between the VP Finance, the VP Operations and the President. In the event that the cheque is made out to any of the Executive members with signing authority, the signatures from both other remaining Executive members are required.
19. All deposits made to the UBC account must be signed by the President.

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## ARTICLE VI: AMENDING THE CONSTITUTION

1. This Constitution may be amended only during open meetings.
2. Only a UBC member can propose an amendment at an executive meeting. Another Council member must second this before it can be voted on at an open meeting.
3. The exception is for amendments made during the summer term. Such amendments may be made but must follow a unanimous vote by the Council.
4. The proposed amendment must be quoted and announced at least two weeks before the Open Meeting, during a general meeting of the UBC.
5. Amendments made at an open meeting require the vote of at least 2/3 of the students at the open meeting. In addition, 2 of 3 of the President, Vice President Finance and Vice President Operations must vote to pass the motion.

### NOTE 1: CONFERENCES

1. The President and External Communications Director will represent the Schulich School of Business at various Conferences throughout the year. If they cannot make it suitable candidates will be chosen to attend the Conference at the discretion of the President and the External Communications Director.
2. Each attendant must file a report to the UBC regarding the benefits of the Conference.

### NOTE 2: CONFLICT OF INTEREST

6. A conflict of interest exists when a member's personal or financial interest conflicts with the duties and responsibilities of their position and the obligations they owe to their organization. Specifically, the following occurrences are strictly prohibited within the Council:
  - a. No member of the UBC may have an outstanding loan with the Council as an organization.
  - b. No member of the UBC may be engaged in non-arm's length transactions of business or personal nature with the Council. This includes selling goods to, providing services, and collecting royalties from the Council.
  - c. Council members may not use Council resources to market or finance their own business or personal initiatives.
  - d. No member of the UBC may be an Executive member of any other student club/organization.
  - e. Council members sitting on the Club Governance Committee (CGC) are not permitted to be Executive members of any other student club/organization.
7. However, where there has been full disclosure and approval of an activity that has been sought and received from the Council, or from the person with the authority to grant such approval, the activity may be deemed not to be a conflict of interest.

### NOTE 3: ACKNOWLEDGEMENT AND ATTESTATION

By signing the document below, each Council member has fully read and agreed to the terms and conditions herein. Also, Council members understand their role and responsibilities as part of the Executive. By signing the document, Council members understand their implicit duty to act as student leaders and confirm their dedication to fulfilling the Council mission described in the Preamble. The signed copy will be kept in the office for future reference.



All Council members that have taken office in March must sign the UBC Constitution. The 1st Year Representative will have read the document and agreed to the terms prior to running a campaign in September. Once s/he has come to office and the Executive is at full voting membership, the Constitution will be signed and dated accordingly.

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PRESIDENT

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VICE PRESIDENT, OPERATIONS

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VICE PRESIDENT, FINANCE

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EXTERNAL DIRECTOR

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INTERNAL DIRECTOR

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MARKETING DIRECTOR

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ACADEMICS DIRECTOR

---

ATHLETICS DIRECTOR

---

I.T. DIRECTOR

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iBBA REPRESENTATIVE

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SECOND YEAR REPRESENTATIVE

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FIRST YEAR REPRESENTATIVE

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## EXHIBIT I: ELECTION RULES

- All nominees in all elections must complete a Candidate Nomination Form signed by 10 eligible voters including responses to the attached questions in the Candidate Nomination Form. As part of the Candidate Nomination Form, Candidates are responsible for listing three (3) undergraduate students that they will ensure attend the Elections speeches. Candidates who fail to submit a completed Candidate Nomination Form by the deadline will not be permitted to run in the particular election.
- During General Elections (as described in Article II, Section 1), candidates may only post their posters in specific restricted areas. These restricted areas are: the corkboard opposite the trophy case, any wall in the Marketplace (including the wall adjacent to the main staircase leading to the second floor), and the side of the main staircase leading to the second floor. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- During General Elections, candidates may post a maximum total of two 36 inch x 24 inch (3 feet by 2 feet) posters in the aforementioned restricted areas. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- During First Year elections or special bi-elections (as described in Article I, Section 8), posters may only be posted on the corkboard opposite the trophy case. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- For First Year elections or special bi-elections, candidates may only have one 36 inch x 24 inch (3 feet by 2 feet) poster on the corkboard. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- Any poster or flyer deemed to be inappropriate by the Election Committee will be removed and a written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- Candidates are not permitted to run in parties, groups, etc. and must campaign on individual platforms. An infraction of this rule by any Candidate involved will result in immediate dismissal from the elections process.
- Candidates and their campaign managers are permitted to campaign in only the designated areas – campaigning outside these permitted areas are considered serious infraction of the Election Rules. Designated areas include the Marketplace, Hallways on the first floor and the basement. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the

discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.

- Candidates are permitted to hand out flyers (maximum size of 5 inches X 7 inches.) Flyers may be two-sided. Flyers may not be left on tables (in classrooms, the CIBC Marketplace or otherwise). Only the candidate in running and that student's campaign manager are entitled to hand out information flyers. Flyers can only be distributed in the Marketplace. A written warning will be given for the first such infraction or immediate dismissal from the election process will be granted at the discretion of the Election Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules. Withdrawal from the election process will occur upon any subsequent infractions.
- Each candidate may have 1 (one) campaign manager to assist in distributing flyers and providing students with verbal information about the candidate in running. Candidates who are away on exchange at the time of the Election are entitled to have up to two (2) campaign managers assisting with their campaign. Campaign managers are also permitted to wear a 3"X5" "namecard. An infraction of this rule will result in immediate dismissal from the elections process.
- Other than the posters and flyers permitted, candidates are not permitted to distribute anything to the student body during the campaigning and voting period.

An infraction of this rule will result in immediate dismissal from the elections process.

- Candidates and campaign managers are prohibited from using laptops in the marketplace, or soliciting votes from voters on a laptop in the marketplace at any time during election week. An infraction of this rule will result in immediate dismissal from the elections process.
- Campaigning via e-mails, Facebook, or any other medium (including social media) other than verbal campaigning within the restricted area is strictly prohibited. An infraction of this rule will result in immediate dismissal from the elections process.
- It is the responsibility of each candidate to inform and educate their peers/supporters of the aforementioned elections rules. Thus, each candidate could be found accountable for an infraction caused by one of their peers/supporters at the discretion of the Elections Committee, if the infraction is deemed to be a flagrant or unreasonable breaking of the rules.
- All rules will be discussed in the candidate meeting and any changes to existing rules made in the meeting by members of the Election Committee will override any previous rule(s), whether written or unwritten. Any changes are the candidate's and his/her campaign manager's responsibility to be aware of and adhere to.

For anything that is not specifically stated or addressed in the election rules, it is the responsibility of the candidate to approach the Election Committee for further clarification or permission. The Election Committee retains the right to interpret and enforce the election rules and to use their discretion in any election related decisions.

Individual members of the Election Committee are permitted to issue warnings, and to use their discretion when interpreting the Election Rules in any election.

For Candidate dismissal, each member of the Election Committee must unanimously vote to dismiss the Candidate in question. Should the Election Committee unanimously decide to dismiss a Candidate, he or she will be dismissed immediately. Voting by the Election Committee must be conducted at the earliest opportunity following the discovery of the specific infraction, and must be completed before the end of the Election in order to dismiss a Candidate.

The Election Committee is responsible for announcing any election to the student body at least two (2) weeks prior to the beginning of the actual election week.

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## EXHIBIT II: STUDENT CLUB CHARTER

### INTRODUCTION

Student clubs are an integral component of the Schulich School of Business undergraduate student community. The Undergraduate Business Council (UBC) and the Schulich School of Business play a critical role in assisting students with having student-run organizations recognized as official student clubs within the Schulich community. The UBC firmly supports Schulich student clubs and institution of new student clubs because these organizations enhance the overall scholastic, professional and social endeavours of all the Schulich School's undergraduate members. The following are guidelines for Schulich student clubs to adhere to in order to ensure the institution and/or continuance of a specific Schulich student club. The terms club, association, and organization will be used interchangeably throughout this document. The UBC reserves the right to amend this document without notice at any time. This document is constitutionally binding. These terms are non-negotiable.

For more information, please contact the Internal Director.

### HOW TO REGISTER A CLUB

Schulich Students wishing to receive official UBC and Schulich Faculty Administration recognition in terms of a student association **MUST COMPLETE and SUBMIT an Application for Recognition as a Student Club** to the UBC office or via email to the Internal Director, who will then present them to the Club Governance Committee (CGC).

Applications will ONLY be considered if they contain the following documentation:

#### **STAGE 1:**

- I. Full name of the student club
- II. The full names, addresses, phone number(s), and email address(es) of the Club Executives. All executives must be registered Schulich students
- III. Nomination form with 25 names, signatures and email addresses from potential student club members. All nominators must be registered Schulich students. IF the CGC unanimously agrees that a nomination form with under 25 names is sufficient due to each organization's specific circumstance, then the number of names that they deem to be sufficient will apply.
- IV. The nomination form must be submitted with \$500 (\$20 collected from each member), to be deposited as the club's initial operating budget upon approval. After the Club has been ratified, the 25 original members will elect the Executive team, other than the President.
- V. A detailed list of prospective events for the upcoming term.
- VI. A detailed prospective budget outlining sources of revenue and expenses.

Upon the completion of all Stage 1 requirements, the CGC will meet to review the Student Club Application for Recognition. Upon unanimous approval from the CGC, the proposed student club will be recommended by the UBC to the Administration for final approval (Stage 2). For Stage 2, the following additional documents must be submitted:

#### **STAGE 2:**

- I. The student club's constitution which must include the club's vision and objectives and how it intends to enhance the undergraduate business community.

- II. A letter from a member of the Schulich faculty/administration outlining their support and involvement as an advisor.

### **TYPES OF CLUBS**

The UBC will recognize the following types of student clubs:

1. Industry Oriented (Functional) clubs
  - I. These are clubs that have a clear managerial or professional orientation related to one or more of the functional areas related to business or management.
2. Affinity/diversity groups
  - II. The increasing diversity of our student body has led to a demand to form student organizations based on interest in the management, economic, and business related issues that are particular to some personal attribute (e.g., gender) or international region (e.g., Europe). The purpose of these clubs shall be broader than social interaction among executives/members.

### **TYPES OF CLUBS THAT WILL NOT BE RECOGNIZED**

The following proposals for student clubs will not be accepted or recognized as Schulich student clubs:

- I. Those that would exclude any member of the student body based on any personal attribute (e.g., gender, skin colour, sexual orientation, etc.)
- II. Those that have religious or political orientation as an explicit characteristic of the organization's purpose, goal or membership or those student clubs which focus its attention on a single country. (There are a wide range of religious and politically oriented student organizations within York University, for students who wish to join or participate in such student organizations).
- III. All student organizations must be open to at least all students in the Schulich undergraduate program for membership and prospective executive application.
- IV. Any new club proposal that the UBC deems as being redundant with respect to another Schulich student club that offers the Schulich community similar benefits and/or opportunities. This provision is determined at the discretion of the CGC.

### **BENEFITS OF REGISTRATION**

There are many benefits for being a registered undergraduate student club at Schulich.

These include, but are not limited to:

- Funding from the UBC
- Ability to advertise on the UBC website
- Access to and use of rooms and equipment for events
- Participation rights at annual Club Fair

### **FUNDING**

#### **1. Required Documentation for Application**

All registered undergraduate student clubs at Schulich are eligible for application for funding. In order to receive funding, you must submit the following documentation:

- Executive contact information (addresses, phone numbers, email address)
- Number of active members including contact information (phone numbers and email addresses).
- Management Discussion and Analysis (maximum two pages) of preceding year's club successes and areas for club improvement and objectives for the upcoming academic term.

- Submission of preceding year's budget outlining actual cash inflows and actual cash outflows.
- A photocopy of the club's bank statement(s) showing bank balance to date
- Club bank account(s) summaries indicating account(s) activity for preceding year.
- Disclosure of all other sources of income including sponsorships, memberships fees, donations from school(s), privately held functions, etc.

## **2. Club Subsidy Procedure:**

As per the Presidents Senate meeting held during 2012 – 2013 academic year, the Club Subsidy applications are approved on a case-by-case basis. The Club Governance Committee retains the exclusive right to approve the Club Subsidy and if the application is approved, the amount of the Subsidy. The target amount for approval will be the budget deficit for the applying Club's event, given that the submitted financial statements and event budget reasonably demonstrate a sufficient need for financial aid. The Subsidy amount is granted, not as a loan, but as a Subsidy that will help the Club execute the respective event.

## **3. Sponsorship**

The funding from the UBC is not a substantial amount of money and may or may not require Schulich student clubs to solicit independent sponsorship funding. It is expected that each and every Schulich student club respect the sponsorship endeavours of fellow Schulich student clubs. Any act that the CGC interprets to be malicious or defaming of a Schulich student club by any member(s) of another Schulich student club will be reprimanded by the CGC. Unsportsmanlike conduct of this nature is a direct cause for CGC consideration of disciplinary action as described in Article V of the UBC Constitution.

### ***Communication***

The UBC requires all Schulich student clubs to report changes to its scheduled itinerary as soon as this knowledge is known to the club executive. Often Schulich student clubs take the opportunity to use the Schulich facility in order to host a special event. The UBC requires all Schulich student clubs to liaise with the UBC prior to pursuing Schulich Faculty Administration. The UBC will acknowledge when a Schulich student club may engage the Schulich Faculty Administration in order to make arrangements for club special events, special permission, etc. Schulich student clubs must submit a comprehensive event proposal detailing the dates, purpose and general logistics of any event that a Schulich student club wishes to host. If a Schulich student club is discovered to have engaged Schulich Faculty Administration directly, without liaising with the UBC FIRST, the specific Schulich student club will be reprimanded by the UBC and appropriate action will be levied at the discretion of the CGC under the procedure described in Article V, Section 4 of the UBC Constitution.

### ***Club Responsibilities***

Each year, registered student clubs are expected to fulfill its administrative responsibilities in order to maintain its registered status. Every Schulich student club is required to submit the following documentation to the UBC in order to maintain its registered status and in order to receive funding from the UBC. Any club failing to adhere to these requirements will be subject to suspension and removal:

- Executive contact information (addresses, phone numbers, email address)

- Number of active members including contact information (phone numbers and email addresses).
- A photocopy of the student organization's Constitution, signed by the entire organization's Executive as an attestation.
- Number of events organized in relation to proposed events outlined at the beginning of the preceding academic session.
- Management Discussion and Analysis (maximum two pages) of preceding year's club successes and areas for club improvement.
- Submission of preceding year's budget outlining actual cash inflows and actual cash outflows.
- A photocopy of the club's bank statement(s) showing bank balance to date.
- Club official bank account(s) summaries indicating account(s) activity for preceding year.
- Disclosure of all other sources of income including sponsorships, memberships fees, donations from school(s), privately held functions, etc.



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## EXHIBIT III: SCHULICH SCHOOL OF BUSINESS POLICY ON STUDENT-ORGANIZED EVENTS

All events that are run by Schulich-based student organizations must comply with the following policies in order to have access to space and other resources at the School. The School wishes to encourage student organizations to organize events that enrich the student experience in Schulich programs. The School also needs to assure that such events are financially sound and that the other assets that such events draw on including space, equipment and external stakeholders are appropriately engaged.

This policy applies to 'events', which by definition are gatherings that include one or more of the following: [a] external speakers or presenters, [b] non-trivial financial costs, [c] catering services and/or [d] the use of one or more large venues in the Schulich School (McEwen Auditorium, ELC Dining Room, Marketplace, Courtyard, 2nd or 3rd floor Lounges, S201 (Conference Room), N109, W132).

*(This policy does NOT apply to meetings of club executives, club committees or club general membership meetings where there are no 'event' aspects present. Such meetings can be organized and a room reserved by the designated club member contacting the ADA's office. Rooms will be reserved, based on availability and School priorities.)*

1. Student clubs within Schulich are creatures of the two business councils, the Undergraduate Business Council (UBC) and/or the Graduate Business Council (GBC).
  - These councils are the recognized student organization entities within the university and are the vehicles through which student fees dedicated to student organizations flow through to the various club entities. THEREFORE, the UBC and the GBC will serve in an advisory capacity to the Schulich School with respect to approval of event proposals.
  - Generally the Councils will be expected to check for general suitability and whether a clearly articulated plan has been submitted. The Councils are expected approve proposals except when their judgement is that the event is clearly not appropriate or that the proposal is not sufficiently clear or detailed to be evaluated.
  - However the Councils may apply a higher or different standard to whether or not they wish to contribute Council funds to the project. It would be useful if there were some statement of the principles that the respective Councils have adopted to determine the extent of financial support they would provide so that potential perception of bias or arbitrariness can be reduced.
2. Once an event has approval from the UBC or GBC, a full event proposal should be forwarded to the School for review. The following groups will need to review and endorse the event before it can be formally mounted.
  - Budget approvals: If the event will involve the expenditure of non-trivial amounts of money (more than \$200), a budget that indicates the source of funds, the use of funds and the record-keeping regime for all monies involved shall be presented to the Office of the Dean, with a copy to the respective Council. Because the School can easily become the payer of last resort, it needs to be confident that the event is financially sound.
  - Event Planning and Logistics: If the event will use any of the School's large or public venues [McEwen Auditorium, ELC Dining Room, Marketplace, Courtyard, 2nd or 3rd floor Lounges, S201 (Conference Room), N109, W132], availability and charges

(if any) for those spaces should be arranged through Susan Potthecary. Similarly, catering and special equipment requirements should be identified and arranged. (NOTE: If the event will require use of classrooms or breakout rooms, a preliminary request should be made to the ADA's staff to determine whether such space is likely to be available at the proposed times/dates. This preliminary request must be made by the member of the club who has been designated as the contact person for room bookings.)

- **Speakers and Sponsors:** If the event involves approaching speakers or sponsors, the list of those to be approached should be reviewed with the Career Centre and with the External Relations unit. The purpose of this review is two-fold: [a] to assure to appropriateness of those to be approached and coordinate the School's interaction with those organizations, and [b] to use the Career Centre and External Relations as the source of suggested potential additional or alternative speakers and sponsors. In general, the School encourages student initiative in finding good speakers and helpful sponsors, but does need to be aware of who is being asked to support the School because of the School's complex relationship with this set of stakeholders.

**PLEASE BE ADVISED: ONLY CLUB PRESIDENTS CAN INITIATE EVENT PROPOSALS**

Please refer to the following Step-by-Step Event Proposal Guide for guidelines on proposing an event.

[Step-by-Step Event Proposal Guide](#)

1. Please check the event calendar to see if there is an event on the date that you wish to hold an event. Any potential conflicts may not be approved. Conflicts may include:
  - Conflict with another club's event, or group of clubs' events
  - Conflict with an event hosted by the Schulich School
  - Conflict with an event hosted by the UBC
  - Conflict of the best interests with the Schulich School
2. Please fill out the Event Proposal Form to the best of your ability. Remember the form is very much like an Executive Summary. A more complete proposal must be attached to the Event Proposal Form. Your proposal should include at the very least:
  - Number of participants
  - What kind of event is it? (Conference, speaker panel, etc...)
  - Where you wish to hold the event (at Schulich, off-campus, etc...)
  - Budget and projected costs for the event
  - How is the event going to be paid for? (by club funds, sponsorship)
  - Potential sponsors
  - The time length of the event
  - Address all stakeholders (if there is alcohol how will you mitigate the risk of underage drinkers, drunk drivers – this is especially important with joint clubs!)
  - Format of the event
  - Identify all speakers if any
  - How will this event benefit the students at Schulich?
  - Will you need A/V equipment, use of the projector?
  - Will you require catering?
3. Submit the Event Proposal Package to the UBC President. The President will then specify whether or not you need Event Staff approval. The President will indicate on

the Event Proposal Form who will need to approve the event before a space can be booked.

4. After the proposal has been approved the UBC President will contact the Initiator of the event to take the form to potentially the following individuals:
  - Event Planning and Logistics for signed approval: Susan Kimberley (W362).
  - Schulich Finance and Budget at the office of the Executive Officer for signed approval (W362T).
  - Career Development Centre (CDC N202) where CDC management must sign approval. (Please look for either Joseph Palumbo or Minoo Bhutani).
  - Dean's Office to Sean Siddik, Chief Liaison Officer, (N302B) for signed approval.
5. After all Required Event Staff have signed approval please take the signed hardcopy to Susan Harrison at the Associate Dean Academic's Office (N230A) for final room booking. (Only Hard Copies will be accepted at this time)
6. After the proposal has been approved by all levels of administration and all rooms have been booked please return to the UBC President so that the Event can be posted on the UBC Website Calendar.

*Only Club Presidents may be initiators of events or room requests!*

- Catering can only be ordered through Aramark - Susan Potheary will assist you with catering your event
- Events with Alcohol will receive no assisted funding from the UBC
- Events not on Schulich property will still need to be approved by the UBC President
- Only hard copies will be accepted at this time
- Any event with food and drink must have an Event Proposal Form
- Times for events will be:
- Weekdays between 11:30 am – 1:30 pm and 5:00 pm – 6:30 pm
- Events and bookings are on a first come first served basis

Please note that these steps must be followed in order for an event to be approved. Room booking for your club executive meetings can be booked through the UBC Communications Director where the UBC Boardroom W034A, (located in the basement beside the club rooms) may be used. If the UBC Boardroom is not available a request can be made to [roomrequest@schulich.yorku.ca](mailto:roomrequest@schulich.yorku.ca). However, you must provide the date, time, number of executives, Club, whether a projector is needed, and the purpose of the use of the room on the request. Again, only Club Presidents will be able to make the requests on behalf of the Club for meetings. No food will be allowed at Club Executive Meetings due to issues of catering. All Administration and Club Presidents will have a list of Club Presidents.

Any serious violation of this policy will result in the immediate suspension of the Club and its activities. This includes: forging signatures, going around any levels of approval, back filling proposal forms after the proposal has been signed off by one level of administration. Please use your best judgment and put yourself and club at risk of suspension due to issues of integrity.

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## EXHIBIT IV: SUBCOMMITTEES

- By the power granted by this Student Charter, the following subcommittees will be recognized as official UBC subsidiary entities:
- Frosh Committee
- Formal Committee
- Jeux de Commerce Competition Committee
- Corporate Relations Committee
- Undergraduate Strategy Committee
- Marketing Committee
- RISE (Academics) Committee
- I.T. Committee
- Schulich Athletic Council
- iBBA Committee
- Second Year Committee
- First Year Committee

At their own discretion, any member of the Executive Council may submit a motion to create an additional subcommittee as deemed necessary. The motion must be approved unanimously by the President and the two Vice Presidents.

### **SCHULICH ATHLETIC COUNCIL (SAC) CONSTITUTION**

The Schulich Athletic Council is a forum in which the Undergraduate Business Council and the undergraduate students can work together to:

- a. Improve the existing Athletic Program at the Schulich School of Business.
- b. Increase the depth of the Athletic Program's portfolio.
- c. Administer the Athletic Program's initiatives.

SAC, under the Undergraduate Business Council Constitution, retains the ultimate authority to develop and administer the undergraduate Athletic Program at the Schulich School of Business.

### Membership

SAC is comprised of:

- a. The UBC's Director of Athletic Affairs. This person's roles and responsibilities include:
  - I. Calling SAC meetings
  - II. Drawing up and distributing meeting agendas prior to a SAC meeting
  - III. Being the official SAC representative to external parties, whenever required
  - IV. Recommending the council's proposals to the Undergraduate Business Council
  - V. Ensuring that the Undergraduate Business Council is aware of the council's initiatives
  - VI. Bringing SAC's concerns to the Student Intramural Recreation Council (SIRC), at SIRC meetings
  - VII. Attending all SAC meetings
  - VIII. Voting on all council issues
- b. Members selected at Athletics Director's exclusive discretion. The members are encouraged, but are not required, to be intramural sport captain.

This members' roles and responsibilities include:

- I. Providing feedback to the council on the performance of their team in the York Intramural System
- II. Providing feedback to the council on how it can achieve its mission
- III. Being responsible for the promotion of the council's activities to their respective intramural team
- IV. Notifying the Director of Athletic Affairs of any issues that the council should address
- V. Executing the initiatives led by SAC and the Undergraduate Business Council
- VI. Completing and turning in a SAC IRS form after each intramural game played by his/her team
- VII. Attending all SAC meetings
- VIII. Voting on all council issues

### Membership Code of Conduct

- All SAC members shall conduct themselves in a professional and courteous manner during SAC meetings and events.
- All SAC members shall maintain an attitude that helps ensure and encourages that the entire undergraduate community be involved in the Athletic Program.
- All SAC members shall treat participants, fellow council members, and other members of the undergraduate community with respect and dignity.
- Any member involved in activities that reflect poorly on the Undergraduate Athletic Program, The Schulich Athletic Council, or the Undergraduate Business Council may be relieved of their position on council, post investigation.

### **ELECTION OF MEMBERS**

- All Schulich Intramural Captains are chosen by the UBC's Director of Athletic Affairs based on their spirit, dedication, and teamwork abilities.

### **SAC MEETINGS**

- A minimum of three SAC meetings per semester will be called.
- During the final SAC meeting of the Fall semester the council will cast their votes for the Fall Athlete Of The Year.
- During the first SAC meeting of the Winter semester the council will present the Fall Athlete Of The Year Award and gift to the winner.
- During the final SAC meeting of the Winter semester the council will cast their votes for the Winter Athlete Of The Year.

Each Schulich Captain is responsible for filling out an Athlete of the Year Nomination Form listed below:

### **ATHLETE OF THE YEAR NOMINATION FORM**

- SAC believes in recognizing the athletic talent and achievements of those Schulich students most involved in the York Intramural system. This nomination form is to be completed by each Schulich Captain and submitted to the UBC's Director of Athletic Affairs for consideration before the end of the last SAC meeting of the Fall semester.

**1. Captain's name:**

**2. Intramural sport:**

**3. Duration of the sport:**

- 4. Performance of the team:**
- 5. Fall 2005 Athlete Of The Year Nominee:**
- 6. Nominee's Achievements (minimum 100 words):**

**Thank you for your co-operation**

The Schulich School of Business and The Undergraduate Business Council