



BusinessStudents'Society

**Constitution Of The Hill Business Students' Society**

**Paul J. Hill School Of Business**

**University Of Regina**

**March 20198**

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## **ARTICLE I: PREAMBLE**

### **1. ORGANIZATION NAME**

a. The name of the organization shall be known as the “Hill Business Students’ Society,” hereafter referred to as the BSS.

### **2. MISSION**

*“To enhance the student experience at the Paul J. Hill School of Business by providing value through educational, social, and professional opportunities beyond the classroom.”*

### **3. OBJECTIVES**

- a. To promote and co-ordinate student participation on both an academic and extracurricular level;
- b. to “enlarge” the University experience through endeavours undertaken in order to generate potential leadership qualities of members;
- c. to serve as a channel of communication and co-operation between students, faculty and staff;
- d. to promote a unifying spirit among the students in the Faculty of Business.

### **4. COLOURS**

a. The society colours shall be dark blue and white.

### **5. THE CANADIAN ASSOCIATION OF BUSINESS STUDENTS**

a. At the discretion of the Executive Council, the BSS shall be a member of the Canadian Association of Business Students (CABS).

## **ARTICLE II: MEMBERSHIP**

### **1. REGISTERED MEMBERS**

a. All students registered in the Faculty of Business, who have paid the required membership fee.

### **2. NON-REGISTERED MEMBERS**

a. All students not enrolled in the Faculty of Business, who have paid the required membership fee.

### 3. HONORARY MEMBERS

- a. All alumni of the Faculty of Business.
- b. Members of the Faculty of Business, staff and others upon whom honorary membership may be conferred by the Executive.
- c. Honorary members will be exempt from membership fees and enjoy only those privileges as set down by the Executive.

### 4. HONORARY PRESIDENT

- a. This is a gratuitous honour that may be bestowed upon an individual by the Executive and Council for special services rendered to the BSS.

### 5. COUNCIL MEMBERS

- a. Shall be a Registered Member.
- b. A BSS member appointed by the Executive with a specific role as part of the organization.

### 6. EXECUTIVE MEMBERS

- a. Individual who has been elected by the student body to hold the position of President.
- b. Individuals who have been appointed by the outgoing President and incoming President. These positions consist of Executive Vice President, Vice-President Academic, Vice-President Social, Vice-President Student Affairs, Vice-President Marketing, Vice-President Corporate Relations, and Vice-President Finance.
- c. The incoming and outgoing ~~P~~resident each have 50% say when selecting the new executive team except in the case where the outgoing President has applied for an executive position in the following year. In this case, the President will excuse themselves from the interviewing and selection process for all candidates who have applied for the position that the outgoing President has put them name forward for (including the outgoing President themselves) and refer to the governing body hierarchy to determine a proxy to assist the incoming President with the selection of that position. If a consensus on a position cannot be reached, the faculty advisor shall serve as the mediator.

### 7. FEES

- a. All membership fees will be incorporated into the tuition fees of all those students registered (full or part time) in the Faculty of Business.
- b. This compulsory fee will be reviewed every year by both the incoming and outgoing Executive.
- c. Fees for others not registered in the Faculty of Business will be the same as those in

the Faculty.

d. A surplus in any budget can/must be carried over to the following term as outlined in the legal definition of a Not for Profit organization.

e. Amendments must be brought forth at a general meeting and guidelines are followed as outlined in this Constitution

#### 8. MEMBERSHIP CEASES

a. Membership shall cease upon expulsion, require discontinuing, transferring, failure to pay the BSS fees, or any activity which undermines the integrity of the BSS as decided by a ~~two-thirds~~majority (54/87) ~~majority~~ quorum vote of the Executive.

### ARTICLE III: RIGHTS OF MEMBERS

#### 1. RIGHTS

a. All Registered Members of the BSS are entitled to vote or cast a ballot in any or all referendum, elections, or general meetings of the BSS to which they are entitled.

b. All Registered Members shall have reasonable access and use of the facilities of the BSS.

c. All Registered Members are entitled to participate in all events and programs offered by the BSS.

### ARTICLE IV: GOVERNING BODY

#### 1. EXECUTIVE AND COUNCIL

a. The officers of the BSS shall be known as the Executive and Council

b. Executive may create or remove a position by ~~two-thirds~~ majority (5/8) quorum vote to accommodate for the succession of their managing term.

c. All council members are entitled to seek election/appointment as and be an Executive of the BSS for the next year's term.

d. No Executive member may hold more than one office at a time.

e. Appointed council members shall be appointed by the incoming Executive after the Executive selection process and these positions shall be announced before April 31.

f. Any Executive and Council position is vacant immediately upon the resignation of the incumbent, the removal of the incumbent from office by way of a recall vote, or when for any other reason, the student ceases to be a member of the BSS.

g. The Executive and Council shall have the following "chain of command" policy to ensure the effective operation of the BSS. In the absence or inability of the President to

assume his or her duties the ~~Executive Vice President~~VP Finance shall assume these duties until the President can re-assume his or her duties or he/she is replaced. If the ~~Executive Vice President~~VP Finance declines to assume these duties, the VP ~~Finance~~ Academic must assume these duties. If the VP ~~Finance~~Academic declines to assume these duties, the VP ~~Corporate Relations~~Academic must assume these duties. If the VP ~~Corporate Relations~~Academic declines to assume these duties, the VP ~~Corporate Relations~~ Student Affairs must assume these duties. If the VP ~~Corporate Relations~~ Student Affairs declines to assume these duties the VP ~~Social~~ Student Affairs must assume these duties. If the VP ~~Social~~ Student Affairs declines to assume these duties, the VP ~~Social~~ Marketing must assume these duties. If the VP Social declines to assume these duties, the VP Marketing must assume these duties.

h. The term of office of any Executive and Council member shall commence on May 1 of every year and run through to April 30 of the following year. An earlier transition day may be agreed upon at the discretion of the incoming and outgoing executives.

i. All Executive members must be a registered business student in the current semester or in the semester immediately previous.

## **ARTICLE V: POWER AND DUTIES OF THE EXECUTIVE, COUNCIL AND OTHER**

1. In addition to all duties included in the following sections, all members of the BSS shall also be responsible for the following:

- a. Upholding the objectives and principles of the BSS.
- b. Ensuring the success of all events of the BSS.
- c. Shall be fiscally responsible and keep adequate and accurate financial records including recording all monies received and paid.
- d. Conducting all affairs in accordance with this constitution.
- e. To aid, where possible, with ensuring the success of events held by other college societies.
- f. Shall conduct themselves in a manner that well represents the BSS, the members of the BSS, the Faculty of Business Administration, the University of Regina and the City of Regina.
- g. The Executive members shall be allowed to apply for funding from the BSS to attend competitions.
- h. Executive members shall not be allowed to apply for funding from the BSS to attend additional conferences outside of the ones allocated to the Executive members.

### **2. PRESIDENT**

- a. Shall be a member of the Executive and Council.
- b. Shall chair all Executive and Council meetings.
- c. Shall record all minutes of meetings.
- d. Shall coordinate the functions of all members of the Executive.
- e. Shall ensure the strategies and goals of the Executive and Council are being met.
- f. Shall have authority to countersign cheques drawn on the BSS account which shall be signed by the VP Finance.
- g. Shall represent the Executive and Council at all meetings of the President's Advisory Committee (PAC).
- h. Shall act as liaison between the BSS and the Dean of the Faculty of Business (and/or the Dean's representative).
- i. Shall facilitate all aspects of the BSS elections, unless he/she is running for a second term. In this case, an outgoing executive should be appointed to conduct the elections.
- j. Shall take responsibility for, or shall delegate all, duties not otherwise noted elsewhere. This shall be interpreted that the President shall retain all residual power.
- k. Shall have veto power. This veto may be overturned by a ~~majority two-thirds (54/87)~~ majority quorum vote of Executive or Council members present. Presidential veto power may not be used more than once on any motion.
- l. Shall be responsible for acting as the spokesperson for the BSS and all students of the Faculty of Business, with the exception of dealings with the University of Regina Students Union, at which time the Board Director shall act as representative.
- m. Shall have the overriding authority to be the sole representative regarding an issue as it pertains to the BSS should it be appropriate.
- n. Must reside in the City of Regina for the duration of his/her term.
  - o. Shall be the liaison to the Board of Advisors.

### 3. EXECUTIVE VICE-PRESIDENT

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive and Council.
- c. Shall be responsible for special projects determined in conjunction with the President and/or Executive.
- d. Shall be responsible for the council positions contained within his/her portfolio.

### 4. VICE – PRESIDENT ACADEMIC

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive and Council.
- c. Shall have authority to countersign cheques drawn on the BSS account in the absence of the President which shall be signed by the VP Finance.
- d. Shall be responsible for the council positions contained within his/her portfolio.

### 5. VICE-PRESIDENT CORPORATE RELATIONS

- a. Shall report directly to the President.
- b. Shall be a member of the Executive and Council.

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- c. Shall act as a liaison with the Regina Chamber of Commerce, including the responsibility to promote and encourage BSS members to attend Chamber of Commerce meetings, dinners, etc.
- d. Shall be responsible in conjunction with the Directors of Corporate Relations for the preparation and distribution of the BSS Sponsorship Package.
- e. Shall be responsible in conjunction with the Director of Corporate Relations for corporate fundraising for BSS events.
- f. Shall be responsible for the council positions contained within his/her portfolio
- g. Shall in accordance with the President tend to feedback, negative or positive from external parties.
- h. Shall reside in the City of Regina for the duration of his/her term.

#### 65. VICE-PRESIDENT MARKETING

- a. Shall report directly to the President.
- b. Shall be a member of the Executive and Council.
- c. Shall be responsible for all communications beyond the scope of the membership, including press releases.
- d. Shall assist, in conjunction with the Promotional Director in the creation of marketing and advertising campaigns for events put on by the BSS.
- e. Shall be responsible for the arrangement of photography at BSS events as deemed necessary and the adequate display of said photographs.
- f. Shall be responsible for the organization of classroom talks.
- g. Shall be responsible for council positions contained in his/her portfolio.
  
- f. Shall be responsible for responding to concerns raised in regards to social media posts, photos, and posters.

#### 76. VICE-PRESIDENT FINANCE

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive and Council.
- c. Shall have completed BUS 385 or be taking it in the Summer, Spring, or Fall semester of their term.
- d. To issue and sign all cheques which shall be countersigned by the President or in his/her absence the VP Academic.
- e. To be accountable for all monies received and spent by the BSS.
- f. Shall be responsible for the preparation of a detailed annual budget in July.
- g. Shall maintain the file of monthly financial statements.
- h. Maintain an adequate system of internal control. Shall have the power to take away the power of any member of the Executive or Council to receive or disburse funds if proper cause is shown, provided that the majority of the Executive and Council at its next meeting upholds such decision.
- i. Shall submit monthly financial updates to the Executive as well as submit periodic financial statements to the Executive whenever deemed necessary by the Executive.

- j. Shall submit financial statements for inspection to the Faculty advisor.
- k. Shall be responsible for council positions contained in his/her portfolio.

l. Shall follow the guidelines set in place by the Financial Policy.

m. Shall be responsible for all the duties of the President when he/she is absent, except that he/she shall not have veto power nor shall he/she have the residual power.

#### ~~87~~. VICE-PRESIDENT STUDENT AFFAIRS

- a. Shall be responsible to the President.
- b. Shall be a member of the Executive and Council.
- c. Shall be responsible for monitoring and motivation of council member participation.
- d. Shall be responsible for development and tracking Council member contracts.
- e. Shall have authority to enforce dismissal policies if deemed necessary by the Executive.
- f. Shall be responsible in accordance with the President to responding to feedback negative or positive from internal members and students.
- g. Shall be responsible for council positions contained in his/her portfolio.

#### ~~98~~. VICE – PRESIDENT SOCIAL

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive and Council.
- c. Shall be responsible for all the duties of the President when he/she is absent, except that he/she shall not have veto power nor shall he/she have the residual power.
- d. Shall be responsible for the council positions contained within his/her portfolio.

## **ARTICLE VI: RECALL OF EXECUTIVE AND COUNCIL MEMBERS**

### 1. GENERAL

- a. All members of the Executive and Council are subject to recall or removal from office.
- b. Any executive or council member who receives faculty action while holding office will be automatically recalled.
- c. A recall may be initiated by a request from at least twenty percent (20%) of the Council members of the BSS, or by eighty percent (80%) of the Executive.
- d. Recall or dismissal shall be conducted using the dismissal policy.

## **ARTICLE VII: MEETINGS**

## 1. GENERAL MEETINGS

- a. The society shall hold a minimum of one general meeting each year. It will be held in the winter semester of the University of Regina and still be at least one week before the conclusion of classes from the winter semester.
- b. Twenty-five percent (25%) of council members shall constitute a quorum at any general meeting
- c. Other meetings may be slated at the discretion of the Executive
- d. A minimum of three (3) school days prior to any general meeting a notice must be posted informing students that such a meeting is about to take place.
- e. All meetings shall be open but only council members may make motions.

## 2. EXECUTIVE AND COUNCIL MEETINGS

- a. Executive meetings shall be held once a week to carry out the business of the BSS unless agreed upon by Executive team to host meetings at varying times.
- b. A majority of the Executive and Council shall constitute a quorum at any Executive and Council meeting.
- c. All Executive and Council members shall be informed of any Executive and Council meetings.
- d. Executive and Council meetings shall be closed to members of the BSS unless otherwise determined by the Executive and Council.
- e. Any individual may request permission to address an Executive and Council meeting. A verbal request must be made at least one day prior to the meeting to the President.

# ARTICLE VIII: COUNCIL AND EXECUTIVE TRANSITION

## 1. PROCEDURE

- a. Outgoing Executive shall arrange for a formal transition day before May 1.
- b. Outgoing Executive shall create and hand down transition information and packages
- c. Amendments to the constitution must be discussed with outgoing and incoming executive teams prior to Annual General Meeting.
- d. Outgoing Executive shall be prepared to be a resource for incoming executive team and shall provide support to all future executive teams.

## 2. REQUIREMENTS

- a. Outgoing executive team shall create and maintain transition notes throughout entire term.

# ARTICLE IX: AMENDING THE CONSTITUTION

## 1. INITIATION

- a. Amendments may be initiated by a request with a form signed by at least twenty percent (20%) of the Council members of the BSS at any time.
- b. Amendments may be initiated by a majority of the Executive at any time.
- c. Amendments may be initiated at the Annual General Meeting by any registered member.

## 2. PROCESS

- a. Immediately after receipt of proposed amendments the Executive shall post the proposed amendments at various locations, accessible to all students for 5 working days before presentation of the changes at a scheduled meeting.
- b. In the event of Article IX(1)(a) or IX(1)(c), a 50-person quorum vote shall be necessary to pass any amendments at an annual general meeting. Any registered members are entitled to one vote.
  - c. In the event of Article IX(1)(b), an Executive and Council vote shall take place
- i. All executive members must be present, 50% of Council members must be present and a three quarters majority shall pass the amendment.

## ARTICLE X: CODE OF CONDUCT

As part of not only the Business Students' Society but also the Paul J. Hill School of Business, you as a student have a level of professionalism to uphold.

Professional as in:

- a. Dressing appropriately at all events
- b. Using appropriate language in front of faculty, sponsors and business community members
- c. Respect to all corporate members involved in events either through sponsorship or attendance.
- d. No intoxication while representing the Hill School of Business or the Business Students' Society.

The Executive will be in charge of laying out clear guidelines to this matter prior to each event and must also adhere to guidelines.

Every Business Students' Society event that is held has a history behind it and is put on by students for students, therefore if the above measures are not upheld, appropriate action will be taken by the Executive as outlined in the Dismissal Policy.

## **ARTICLE XI: VOLUNTEER HOURS**

All General Council members are subject to the General Council Volunteer Policy. Failure to comply with the volunteer hours outlined within this policy are subject to discipline such as probation and/or dismissal.

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## **ARTICLE XII: FINANCIAL INTEGRITY**

1. The signing officers of the BSS shall be the President, Vice President Finance, and the Vice President Academic. The Vice President Finance shall advise the bank, in writing, of the annual change in the BSS Executive. A letter shall serve as the official and final documentation to validate the Executive members of the BSS to the bank where the organization's account is held.

2. A budget for the academic year shall be approved by the Executive. The Executive members must ensure that a modest amount of funds are available for the incoming Executive and Council for normal operations in the following fiscal year.

## **ARTICLE XIII: POWER REGARDING BYLAWS**

1. A "Bylaw" shall constitute all legislative documents outside of this Constitution.

2. Only registered members shall have the power to enact, amend, or rescind bylaws, and can only be passed by a ~~majority two-thirds (54/87)~~ majority quorum vote of the current BSS Executive council.

3. Subject to the provisions of this document, a Bylaw shall have the power to:

a. Establish administrative protocol, particularly concerning, but not limited to, elections and Executive appointment.

## **ARTICLE XIV: POLICIES & PROCEDURES**

1. DEFINITION

a. A set of policies are principles, rules, and guidelines formulated or adopted by an organization.

b. Policies and procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

## 2. AMENDMENTS

- a. Policies may be amended by the majority of the Executive at any time.
- b. Policy changes or additions can only be passed by a two-thirds (4/7) majority vote of the current BSS Executive.