

Call to Order – 2:34 pm, September 8th, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*) Darwin Binesh
Board of Directors Member Shadnam Khan
Board of Directors Member Shirin Escarcha
Board of Directors Member Adam Potvin
Board of Directors Member Rebecca Langmead
Councilor
Councilor
Student At-Large

Society Staff

Executive Director Colleen Knox
Student Union Organiser Antonio Daling
Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Guests

BASS President Jessica Gutierrez

Regrets

Student At-Large Michael Carbonnier

2. Approval of the Agenda

MOTION CPR 2014-09-08:01

Escarcha

Be it resolved to approve the agenda as presented.

Priority and Goalsetting would occur at the next meeting.

CARRIED

3. Ratification of Regrets

MOTION CPR 2014-09-08:02

Escarcha

Be it resolved to ratify regrets from:

Student At-Large Michael Carbonnier

Carbonnier indicated that they were ill. They would be emailed around interest in continuing given limited attendance.

CARRIED

4. Matters Arising from the Minutes

MOTION CPR 2014-09-08:03

Potvin

Be it resolved to approve the minutes of 2014-08-13

CARRIED

5. Business

a. BASS Constitution and By-laws

MOTION CPR 2014-09-08:04

Potvin

Be it resolved to recommend to Board to approve the Business Administration Student Society constitution and bylaws as presented

BASS has observed the changing governance structure within the SFSS and wished to represent the membership of BASS on the appropriate level as the only DSU of the faculty of business. BASS indicated that the constitution and bylaws were at the CPR table given precedence set by SASS' application process and for maximum transparency.

The Board of Directors in the past wished for CPR to handle the principled discussions of FSU constitutions and bylaws, as well as ensuring compliance with SFSS bylaws and policies. There was a perceived confusion around the status of BASS as an organization, as it was a student union formed under the Simon Fraser Student Society. BASS was reminded of the limitations of its powers given its lack of legal status. BASS has worked with SASS in the past in the development of the FSU structure and indicated that they were aware of their role within the Student Society framework.

BASS Executive Committee approved the constitution as presented. There was a desire for the document to be approved with recommendations as soon as possible to follow through with timelines for approval on the BASS side.

Issues Identified by the Committee.

- Lack of definition page
 - Registered and Active (with capitals) implies definitions which are lacking
 - Questions were raised around basing student status on SFSS vs SFU standards.
 - Bylaw 5.3 – ability to remove director or coordinator - both roles should fall within definitions
 - Expedience and necessity were relative terms
 - Membership should be the only structure for impeachment.
- Issues around hiring and crossover with collective agreement issues on the Student Society side.
- Bylaw 3 – powers granted to the board of governors were not possible
 - 6c - BASS cannot enter into a legally binding contract. The SFSS would be the legal entity which could enter into contract. The committee was reminded that legal/financial liability of BASS fell upon the SFSS
 - Given close relations with Beedie School of Business, the Beedie Student Engagement Office also vetted contracts and may sign on behalf of BASS.
 - There was a desire to ensure that BASS was operating in harmony with SFSS requirements for FSUs.

- Committee was reminded that formal agreements between any organization with any student union was formally with the Student Society.
- 7b – BASS membership could make a request for changes to the constitution and bylaws without approval from the BOG.
- BOG was intended to represent the membership of the faculty and thus were subject to the needs and wants of the membership, as opposed to BOG dictating members activities.
- In the previous BASS DSU constitution, the BOG only had an advisory role to the executive council
 - BOG under the bylaws proposed sets long term vision and is the authoritative body, which was questioned by the committee.
 - Opportunity for non-SFSS members on BOG to have non-voting positions as opposed to a voting position.
 - Build SFU operates a joint steering committee with SFU administration represented on its membership. However, this committee held no directive powers and
- BASS goal was to ensure that the BOG was a purely advisory body.
- Bylaw 2c
 - Representative of Dean of Beedie being part of a student society DSU/FSU
 - As Beedie was a major stakeholder in BASS success, appointed representative with the dean ensured that relationships continued between the two sides
 - G and H – potential issue of alumni who are no longer part of the organization
 - Students can provide a level of mentorship and understands the organizational goals thus can assist in oversight and generate continuity.
- Questions around the formation of the Board of Governors and the process necessary.
 - Given its pure advisory role, the BOG was appointment only in the original BASS constitution given the desire to seek help.
 - BOG being allowed to endorse candidates may result in accusations of bias within the BASS electoral process
- Issues were raised around the number of administrative bodies
 - There was a desire for greater continuity through positions spanning multiple years.
 - Potential opportunity for addition of such clauses into positions within a single administrative body
 - Continuity may not be necessary given the events focus of the organization, however, it may also provide multiyear strategic opportunities.
- Bylaw 6 – DSU recognition was under the auspice of the Student Society, as opposed to BASS.
- Additional concern was raised around the university being involved in student society business.
 - Should the BASS BOG make a decision that caused legal repercussions, there were concerns around the extent of SFU's liability given the vote of a SFU representative.

- Concerns were extended to alumni with positions in accounting firms impacting organizational work.
 - The committee was reminded that the Boddie report included recommendations for alumni representation on SFSS committees.
- Voting powers were extended exclusively to BASS members. Therefore, non-student BOG members would not have a vote regardless of their input in a body
 - Individuals should be clearly identified as non-voting members
- It was recommended to ensure that the majority of positions are elected, and majority of votes are elected students.
 - Concern around potential power dynamics issues with university administrators, regardless of whether voting powers were granted, given the student/faculty relationship.
- Constitution 1c – confusion around adding value *to* members as opposed to *for* members or *to* the members experience.
- Issue of the word *quality* student run events, given its potential stability.
- Bylaw 1b – Voting members should not be eligible for speaking privileges, but rather have them by virtue of being a voting member
- Membership in a faculty could be recognized in the transcript.
- Should disputes arise, SFSS governing documents would supersede BASS governance documents.
- Reporting mechanisms of BASS would be those dictated by the SFSS.

BASS Structure proposed was based on the structure of Business student unions at other universities.

The end goal was for the BOG to advise the organization, Executive Council operating daily operations, and Beedie Presidents Council providing collaboration opportunities across the faculty.

Langmead left at 3:29pm

POSTPONED TO NEXT CPR

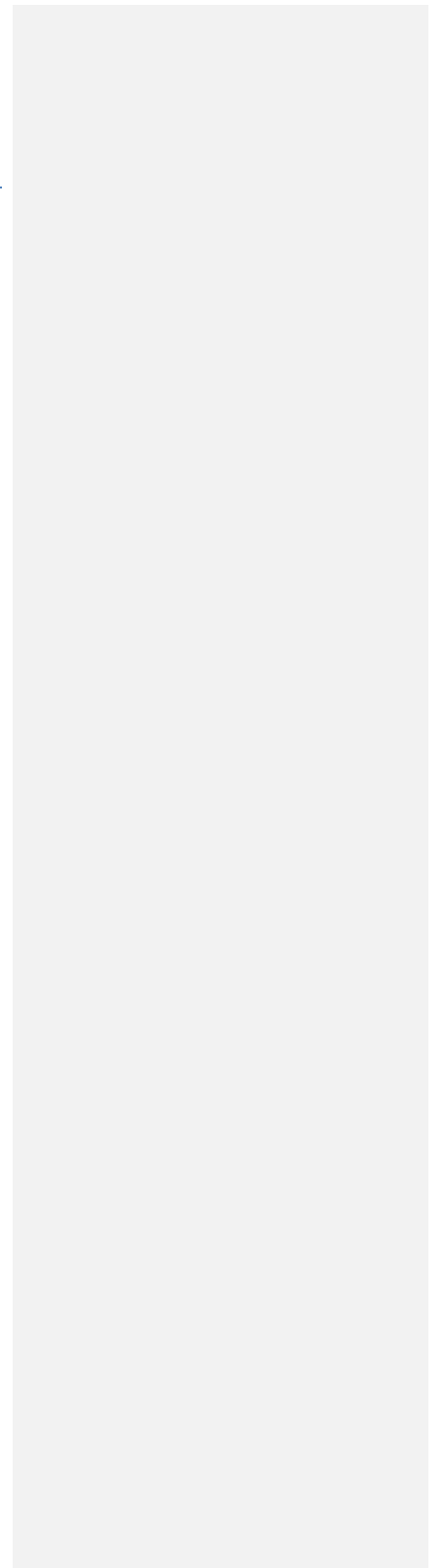
Khan

6. Attachments

7. Adjournment

DC /CUPE 3338

BASS Constitution and By-laws



Constitution

The name of the organization shall be the Business Administration Student Society ("BASS") of the Beedie School of Business, constituted as the faculty student union of the Simon Fraser University Faculty of Business as defined by the Simon Fraser Student Society ("SFSS").

- 1) BASS exists to:
 - a) Represent undergraduate students within the Beedie School of Business
 - b) Create a connected experience through quality, student-run events and programs for members
 - c) Add utmost value to members by providing co-curricular opportunities to complement their academic studies
 - d) Maintain communication between BASS, other student unions, the SFSS, the Undergraduate Program, external business community, and other University organizations

By-law 1 Membership

- 1) The voting membership of BASS shall be all registered undergraduate students of the Beedie School of Business
 - a) These include students who are Registered and Active students as defined by the University
 - i) Majors
 - ii) Minors
 - iii) Joint Majors
 - iv) Honors
 - b) Voting membership shall be eligible for:
 - i) Board of Governors and Executive Council Positions
 - ii) Speaking privileges at Board of Governors, Executive Council, and Annual or Special General Meetings
- 2) Members shall be in good standing if they meet the criteria of By-law 1a and have paid all fees associated with being a registered student of the Beedie School of Business
- 3) Membership shall cease if a member fails to register for two consecutive semesters
- 4) Membership shall be considered dormant if members are participating in BBA International Exchange or Co-operative Education Program
 - a) Dormant members will lose voting membership rights but will maintain speaking privileges at Board of Governors, Executive Council, and Annual or Special General Meetings
- 5) All exchange students to the Beedie School of Business shall be considered members of BASS
- 6) No proxy votes shall be permitted for any members
- 7) Alumni of the Beedie School of Business shall be considered honorary non-voting members of BASS

David Chapman 14-9-4 2:30 PM

Comment [1]: Often members will take 2 to 3 semesters off due to coop or exchange, so it is important to reserve them speaking rights but this outlines that they are unable to vote and hold Executive Council and Board of Governors positions. They will not be included in our quorum counts for AGMs/SGMs. It is however important to recognize that they still hold a minor stake in BASS because of their future return as a paying members in the event of a levy.

By-law 2 Board of Governors

- 1) The BASS Board of Governors shall be comprised of:
 - a) The current President
 - b) The previous year's President who is still in good standing with BASS
 - i) Or a Vice President from the previous year who is still in good standing with BASS
 - c) The Dean of the Beedie School of Business Program
 - i) Or an appointed representative of the Dean
 - d) One elected representative from a Beedie Department Student Union or Beedie student club in good standing with the organization
 - i) Elected by Presidents Council, subject to provisions of By-law 8
 - e) The Simon Fraser Student Society Business Representative
 - i) A vacancy in this position shall be filled by another elected representative as per By-law 2.1d
 - f) Elected Year Representatives
 - i) First year representative
 - ii) Second year representative
 - iii) Third year representative
 - iv) Fourth year representative
 - g) A former BASS Executive at least 4 years removed
 - i) Shall commit to a term of at least two years
 - h) A former BASS Executive at least 8 years removed
 - i) Shall commit to a term of at least two years
- 2) The Board of Governors Term shall run concurrently with the BASS Executives and Fiscal Year

David Chapman 14-9-4 2:31 PM

Comment [2]: Individual has to be in good standing with the society and from the previous year's team to create continuity as each new team rolls over

David Chapman 14-9-4 3:24 PM

Comment [3]: The Beedie School of Business is one of our major stakeholders, so providing a seat for a representative on the Board allows us to better communicate and set out our long-term strategy in conjunction with the faculty's plans. We will be able to provide our students with better programs that complement the faculty's programs and represent our faculty most effectively. They are also a large contributor of our internal sponsorship, and within most corporations anyone who contributes more than 20% of shares is considered to have significant influence and has a seat on the Board.

David Chapman 14-9-4 3:28 PM

Comment [4]: Similar to the Dean's position we want to make sure that each of our major stakeholders are represented. In the current governance structure this will be filled by a FARM rep, however if changes to the SFSS By-laws eliminate this position, then the FSU president is maintains the SFSS liaison responsibilities and such this allows us to provide another seat for our DSUs

David Chapman 14-9-4 3:28 PM

Comment [5]: The purpose of these positions is to advocate the issues and the representation of each year within BASS to ensure that BASS's events provide equal opportunities across the 4 year program

David Chapman 14-9-4 3:30 PM

Comment [6]: As students we are currently studying to learn what these individuals have already learned and gone through. Having alumni on our Board will provide expertise, mentorship, and an ability to generate continuity from past years' strategy and to carry the current strategy into the future by having a two year commitment

By-law 3 Powers, Duties, and Obligations of the Board of Governors

- 1) The Board of Governors shall be the authoritative body of BASS
- 2) The Board of Governors shall participate in setting the long-term, strategic visions for BASS and the monitoring of its achievements
- 3) The Board of Governors shall exercise the supervision of the management and administration of BASS's affairs
- 4) The Board of Governors may create or amend any policy or regulation in the governing activities of BASS as it deems necessary by supermajority vote
- 5) Subject to the provisions of these by-laws, the Board of Governors may delegate its powers and obligations to the Executive Council and standing committees, by way of regulations and policies
- 6) In accord with Bylaw 3.1, the Board of Governors by a simple majority vote shall approve each year:
 - a) Executive Council's Year Plan
 - b) Yearly Fiscal Budget
 - c) Contracts between BASS and external entities
- 7) By supermajority vote, the Board of Governors must ratify any:
 - a) Sponsorship Contracts which either:
 - i) Span more than two years, or are
 - ii) Greater than 20% of the previous year's sponsorship revenue
 - b) Amendments to the Constitution and By-laws prior to presentation to the SFSS Board of Directors and BASS membership
 - c) Bid for any major external events including but not limited to:
 - i) JDC West
 - ii) Roundtable
 - iii) Western Canadian Leadership Retreat
 - d) Unbudgeted expense up to 30% of the BASS's revenues
- 8) The Board of Governors shall meet as regularly as necessary in order to continue the operations of BASS, limited to:
 - a) At least once per fiscal quarter
- 9) The Board of Governors may endorse as many elected candidates as they feel are qualified for the position by simple majority vote
- 10) The Board of Governors may remove a member of the Executive Council by two thirds majority vote if they have failed to
 - a) Meet their duties set out in the by-laws and regulations
 - b) Acted dishonestly or damaged the reputation of BASS
- 11) Quorum is achieved when two-thirds of the voting members of the Board of Governors are present
 - a) Vacant positions shall not be counted towards the total number of voting members for quorum
- 12) Any decision made by the Board of Governors may be overturned by the general membership by way of referendum

David Chapman 14-9-4 3:31 PM

Comment [7]: This is the main focus of the Board of Governors. Their function is to set a long-term vision and to supervise BASS achievements. The Executive Council will work as the management that executes the operations of BASS in conjunction with the long-term vision set out by Board. The first year to fourth year reps make sure that their interests are being represented within that year's plan for events and programs, and will focus more on the supervision to ensure that the strategy is being achieved

David Chapman 14-9-4 3:31 PM

Comment [8]: These contracts will be more focused towards our event contracts such as venue, hotels, and so forth

David Chapman 14-9-4 3:33 PM

Comment [9]: There is a need for differentiation between these two contract types because of the challenges we faced with the CPA contract of 2011-2014 which restricted our ability to represent our entire student body because we were branded as an accounting organization. To ensure that this type of misrepresentation does not occur again ensure that any long term sponsorship agreements of this nature are made in the best interest of our faculty and thus needs a qualified majority vote from the Board to be passed

David Chapman 14-9-4 3:36 PM

Comment [10]: Our goal is to ensure that our voting membership is informed on the qualifications of each elected candidate. By having Board endorsements, students will be aware of who the Board has confidence in and who they feel is most qualified for a leadership position in the Executive Council by taking into consideration year, classes taken, experience, commitment level, and so forth

David Chapman 14-9-4 1:42 PM

Comment [11]: To uphold the democratic and protect the rights of the students

- 13) Vacant Year Representatives can be filled through a by-election or by appointment by the Board of Governors by way of supermajority vote, if deemed more expedient for BASS
- 14) All Board of Governors meetings shall be open to the members of BASS unless specifically deemed in camera
 - a) In camera meeting requires a supermajority vote of the Board of Governors
- 15) No proxy votes shall be permitted

By-law 4 Members of Executive Council

- 1) All members of the Executive Council shall be members in good standing with BASS
- 2) The Executive Council shall be made up of:
 - a) Elected Positions: President, Vice President Finance, and Vice President Human Resources
 - i) The President shall:
 - (1) Be the official liaison between BASS and the Beedie School of Business Undergraduate Program, Simon Fraser Student Society, Beedie Department Student Unions, clubs
 - (2) Have the power to call an Executive Council or Board of Governors meetings as necessary
 - (3) Direct and supervise the duties of the Executive Council and the positions contained in his/ her portfolio in accordance with BASS strategic objectives
 - (4) Have signing authority
 - ii) The Vice President Finance shall:
 - (1) Be responsible for the financial planning and management of BASS
 - (2) Act as an accountant for BASS, including:
 - (a) Preparing the financial statements of BASS
 - (b) Being responsible for all budgeting activities
 - (c) Ensure all BASS, SFSS, and auditing procedures are followed
 - (3) Have signing authority
 - iii) The Vice President Human Resources shall:
 - (1) Proceed as acting President in the event that he/she is unable to fulfill his/her duties
 - (2) Manage the recruitment and human resource development process for all BASS positions
 - (3) Act as an ombudsperson
 - (4) Have signing authority
 - b) Appointed Positions: Vice President Internal Operations, Vice President Events, Vice President Corporate Relations, and Vice President Marketing and Communications
 - i) The Vice President Internal shall:
 - (1) Oversee BASS programs
 - ii) The Vice President Events shall:
 - (1) Plan and execute all BASS events
 - iii) The Vice President Corporate Relations shall:
 - (1) Act as the official liaison between BASS and the external business community
 - (2) Represent and promote the interests of undergraduate students through external communication and the creation of corporate partnerships
 - iv) The Vice President Marketing Communication shall:
 - (1) Coordinate marketing strategy and campaigns for all BASS activities within his/her portfolio
 - (2) Be responsible for maintaining and strengthening the professional BASS brand and image

David Chapman 14-9-4 1:43 PM

Comment [12]: Three signing officers to ensure that no cheque is made out to a signing officer and signed by that officer. Each cheque requires two signatures

- 3) Hiring of the appointed positions shall be conducted by the President, Vice President Human Resources, and Vice President Finance
- 4) Members of the Executive Council shall not be remunerated by BASS

David Chapman 14-9-4 3:36 PM

Comment [13]: Elected by the members, these will appoint the other positions. The President and VP HR are key

By-Law 5 Powers, Duties, and Obligations of the Executive Council

- 1) The Executive Council shall carry out the operations and management of BASS in accord with the supervision of the Board of Governors
- 2) The Executive Council shall:
 - a) Be responsible for submitting formal year plans, event plans, contracts, and budgets to the Board of Governors for approval
 - b) Pass motions of recommendations to the Board of Governors to create standing committees when deemed expedient and necessary for the operations of BASS
 - c) Oversee the standing committees appointed to them by way of regulation from the Board of Governors
- 3) The Executive Council may:
 - a) Create or remove any Director or Coordinator position by supermajority vote when deemed to be expedient and necessary for the operations of BASS
 - b) Approve an unbudgeted expenditure up to 5% of the societies revenues by a supermajority vote
 - i) Subject to a review by the Board of Governors at their next commenced meeting
 - c) Pass a motion of recommendation of the removal of an Executive Officer to the Board of Governors by a supermajority vote
- 4) The Executive Council has the authority to:
 - a) Pass motions of recommendation regarding regulations and policies governing to the Board of Governors
 - b) Carry out any plan, expenditure, or operation that has been approved by the Board of Governors
- 5) The Executive Council, in the best interest of BASS, shall follow policy and regulations in order to ensure the operations of BASS
- 6) All decisions made by the Executive Council shall be passed by simple majority unless otherwise stated
- 7) All Executive Council meetings shall be open to the members of BASS unless specifically deemed in camera
 - a) In camera meeting requires a supermajority vote of the Executive Council
- 8) No proxy votes shall be permitted

David Chapman 14-9-4 3:42 PM

Comment [14]: The Executive Council will be responsible for creating the Year Plan and executing it. The Board will provide guidance of how to achieve the strategy for the success of BASS to ensure that all members are best represented. The Executives' decisions should be respected as long as they are responsible and within the scope of the long-term vision

David Chapman 14-9-4 3:45 PM

Comment [15]: This is to make sure that if an expenditure needs to be paid the Executives have the ability to do it in between Board meetings. If the expense is greater than 5% then the President will need to call a special Board meeting to get it approved.

The reasoning behind this is that 5% of an organization's revenues is considered to be material, which means that anything under materiality should be able to be approved by Executives themselves. Anything over materiality should be approved by the Board to ensure that the organization is not damaged financially by any decision

David Chapman 14-9-4 3:45 PM

Comment [16]: Precedent will be that the Board of Governors will accept these suggestions as long as there are no principally wrong or damaging policies to ensure that the Executives have the ability to most efficiently and effectively operate the organization

By-Law 6 Department Student Unions

- 1) Department Student Unions (DSU) shall exist to represent the undergraduate students within each concentration of the Beedie School of Business
- 2) The Beedie School of Business Concentration Clubs shall be constituted as Department Student Unions if they:
 - a) Meet the SFSS requirements for receiving DSU status
 - b) Submit a formal year plan to the Business Administration Student Society on a yearly basis
- 3) Each recognized DSU President shall be provided with a seat on the Beedie Presidents Council, subject to provisions of By-law 7
- 4) DSUs shall be subject to governing regulations and policies

By-law 7 Beedie Presidents Council

- 1) Beedie Presidents Council shall be a gathering of the Beedie student-run organizations to encourage collaboration and communication regarding any important items that pertain to undergraduate students at the Beedie School of Business
- 2) Beedie Presidents Council shall serve as the primary medium for discussion of:
 - a) Issues of importance to members in different departments or initiatives
 - b) Advocacy and other such matters of interest for departments of members of BASS
- 3) Beedie Presidents Council may pass a motion of recommendation to the BASS Board of Governors
- 4) Beedie Presidents Council shall be comprised of:
 - a) The BASS President
 - b) The President of each recognized Beedie DSU
 - c) The President of each recognized Beedie club
 - d) The President or equivalent of each Beedie student-run initiative recognized by the Undergraduate Program administration at the Beedie School of Business, including but not limited to:
 - i) JDC West SFU
 - ii) CaseIT MIS Case Competition
- 5) Beedie Presidents Council shall meet as often as deemed necessary, limited to at least 3 times a semester
- 6) Quorum is achieved when two-thirds of the voting members of the Beedie Presidents Council are present
 - a) Vacant positions shall not be counted towards the total number of voting members for quorum
- 7) The Beedie Presidents Council shall elect one representative to sit on the BASS Board of Governors by simple majority vote
 - a) Vacancy in the Simon Fraser Student Society Business Representative position shall result in the election of an additional seat on the Board of Governors
 - b) Elected representatives shall only be eligible for the time that they are the Presidents (or equivalent) of their respective DSU, club, or initiative

David Chapman 14-9-4 3:47 PM

Comment [17]: The Beedie student-run organizations are the grass roots for BASS. They advocate the issues that their departments/ concentrations are facing and make sure that their respective organizations and BASS represent their interests best. The idea is that this council will act very similar to the SFSS's Council. We currently already run this type of council, but it is not entirely formal. The biggest point of emphasis is that this Council can make recommendations to BASS and it allows all organizations the opportunity to ensure events and programs are not conflicting

David Chapman 14-9-4 3:49 PM

Comment [18]: These initiatives sometimes are not a part of the SFSS, but the Beedie Administration accounts for all of these initiatives if they provide funding for them. This may be restricting in the future if that no longer happens with the Administration.

Question for CPR: is this type of criteria something we can set out in our policies?

David Chapman 14-9-4 3:49 PM

Comment [19]: This DSU or club representative will sit on the Board

David Chapman 14-9-4 3:49 PM

Comment [20]: If FARM reps are eliminated

By-Law 8 Annual and Special General Meetings

- 1) The Annual General Meeting shall be held within 6 weeks of the beginning of the Fall academic semester
- 2) Due notice of the Annual General Meeting or any Special General Meeting requires two weeks of advertisement and must state the date, time, location, and proposed agenda of the Meeting through the following channels:
 - a) BASS social media platforms
 - b) Beedie BBA News Portal or an equivalent medium provided by administrators of the Beedie School of Business
 - c) Print notices throughout prominent locations
- 3) The current President shall Chair Annual and Special General Meetings
- 4) The Executive Council may put forth any business on the Annual or Special General Meeting Agenda
- 5) The Annual General Meeting must include the following agenda items:
 - a) Presentation of the Annual General Report
 - b) Presentation of the previous year's fiscal financial statements
 - c) Presentation of the current Executive Council's year plan and fiscal budgets
 - d) Filing and ratifying the previous year's Annual General Meeting Minutes
- 6) Members in good standing are entitled to one vote at Annual or Special General Meetings
 - a) No proxy votes shall be permitted
- 7) Quorum shall be 2% of the most recent membership count of BASS
- 8) If fifteen minutes from the time appointed to the Annual General Meeting and quorum is not met, the meeting shall transact only such business as specifically stated by By-law 8.5
- 9) Resolutions may be put to referendum at a quorate Annual or Special General Meeting and shall be subject to a simple majority vote (50%+1), subject to the governing by-laws of the SFSS
- 10) Board of Governors may call a Special General Meeting by simple majority vote
- 11) The President shall convene a Special General Meeting within 6 weeks of a petition signed by a minimum
 - a) 2% of the General Membership from the most recent count by the Registrar
 - b) Names, Student Numbers, and Signature of all signed students
 - c) Written request that is to be voted on
 - d) All individuals participating in the petition shall be checked to ensure they are in good standing of BASS

By-law 9 Amendments

- 1) The Constitution and By-laws may be amended by special resolution passed at one of the following:
 - a) Annual General Meeting
 - b) Special General Meeting
 - c) General Election or By-election ballots
 - d) Referenda
- 2) Notice of amendments by way of an Annual or Special General Meeting shall follow By-law 8 and shall include the wording of the proposed amendments
- 3) Amendments may be initiated by:
 - a) The Executive Council
 - b) Board of Governors
 - c) Petition by the general membership delivered to the President of BASS that includes:
 - i) 5% of the general membership from the most recent count by the University Registrar
 - ii) Names, student numbers, and signature of all individuals participating in the petition
 - iii) Written request for the amendment that is to be voted on
 - iv) All participants shall be checked to ensure they are in good standing

By-law 10 Elections Committee

- 1) The Elections Committee shall be comprised of members in good standing who do not hold a position on the Executive Council or Board of Governors and are not running for an elected or appointed position in the current Elections or By-election
- 2) The Elections Committee Chairperson shall be appointed by a simple majority vote of the Board of Governors
- 3) The Elections Committee shall be appointed two weeks prior to the planned nomination period and shall be comprised of:
 - a) Chairperson
 - b) 2 Directors
- 4) The Elections Committee Chairperson shall appoint the remaining three vacant positions
- 5) The Elections Committee shall be responsible for administering the Elections, By-elections, or Referenda process and ensuring they run in accordance with the governing BASS By-laws and regulations
- 6) The Elections Committee shall report on the results of the Elections, By-elections or Referenda within 72 hours of closing the polls

By-Law 11 General Elections

- 1) General elections shall take place during the Spring academic semester
 - a) All dates shall be set by the Elections Committee in consultation with the Executive Council
- 2) All candidates shall be considered eligible for elections if they meet the following qualifications:
 - a) Good academic standing with the Beedie School of Business
 - b) Good standing with BASS
- 3) Subject to provisions to these by-laws, positions to be elected by the BASS membership are:
 - a) Board of Governors elected positions
 - i) First Year Representative
 - ii) Second Year Representative
 - iii) Third Year Representative
 - iv) Fourth Year Representative
 - b) Executive Council
 - i) President
 - ii) Vice President Human Resources
 - iii) Vice President Finance
- 4) Elected members shall hold their positions for one year from May 1st to April 30th
- 5) Due notice of General Elections requires two weeks of advertisement through the following channels:
 - a) BASS social media platforms
 - b) Beedie BBA News Portal or an equivalent medium provided by administrators of the Beedie School of Business
 - c) Print notices throughout prominent locations
- 6) Notice shall include:
 - a) Date voting shall take place
 - b) Positions vacant
 - c) Dates of the Nomination Period
 - d) Location of Nomination Documents
 - e) Dates of the Campaign Period
- 7) BASS members seeking to be considered as candidates in the election shall submit a completed nomination form and a copy of their most recent transcript to the Dean (or representative) position of the Board of Governors, before the closing of the nomination period
 - a) The completed nomination form shall include 20 nominations from BASS members
 - i) This includes signatures and student numbers from the respective nominating members
 - b) The transcript shall be used to certify the candidate's GPA by Beedie Administration, and shall not be used for any other purpose. The campaign period shall begin at the close of the nomination period and last for two weeks
- 8) Eligible candidates shall be notified within 72 hours of the closing of the nomination period
 - a) The names of all eligible candidates shall be made public on the BASS website and social media platforms at the start of the campaign period
- 9) All eligible candidates must attend a mandatory Q&A panel comprised of the (1) Dean or Dean's Representative of the Board of Governors (2) The current BASS President and (3) A BASS Board of Governors Representative, as selected by the BASS Board of Governors

David Chapman 14-9-4 3:51 PM

Comment [21]: This ensures that the students who are signing for their nomination are members

David Chapman 14-9-4 3:59 PM

Comment [22]: This is important for us to ensure confidentiality but also checks the candidate's academic standing

David Chapman 14-9-4 3:53 PM

Comment [23]: This goes back to one of the Board's responsibilities to allow for the Board to evaluate the competency of each candidate and make sure that the voting membership has access to information to inform their decision-making during voting.

Our current Canadian political system does a very similar thing; the parties screen individuals who wish to run under the party name and by having the party name have an endorsement

- 10) Following the Q&A panel, the BASS Board may choose to endorse as many candidates they wish
- a) The endorsement shall be made public on the online polling page, next to the respective candidate(s)' name(s) within the 72 hour polling period.

David Chapman 14-9-4 3:53 PM

Comment [24]: The Board may wish to endorse no candidates if they feel that it is the most responsible decision

By-law 12 By-Elections

- 1) By-elections shall be called by the Executive Council or the Board of Governors to fill any vacant elected positions of the:
 - a) Board of Governors
 - b) Executive Council
- 2) By-elections are restricted to being called a maximum of once per year and only in the Fall academic semester
 - a) Notwithstanding by-law 12.2, a By-election must be called if an elected Executive position becomes vacant
- 3) By-elections shall occur in accordance with By-law 11 procedure and regulations governing the conduct of General Elections

By-law 13 Referendum

- 1) Members in good standing may vote on resolutions concerning the activities of BASS by means of referendum
- 2) Resolutions may be put to referendum by:
 - a) A majority vote by the Board of Governors
 - b) Petition of the general membership consisting of:
 - i) 5% of the general membership from the most recent count by the University Registrar
 - ii) Names, student numbers, and signature of all individuals participating in the petition
 - iii) Written request for the amendment that is to be voted on
 - iv) All participants shall be checked to ensure they are in good standing
- 3) Resolutions may be put to referendum in the Fall semester or concurrently with BASS Elections in Spring semester
- 4) Any resolution shall require a simple majority of total votes
 - a) If the resolution proposes an amendment to the BASS Constitution or By-laws, the resolution shall require a supermajority vote
- 5) Any unbudgeted expense greater than 30% of BASS's revenues shall be put to Referendum

David Chapman 14-9-4 3:55 PM

Comment [25]: It is very important for us to ensure that any large decision is not carried out without the members' input. An expense that uses 30% of BASS's revenues is a very significant amount and could severely damage BASS. As such the expense should only be carried out if the membership feels that it is the right choice

By-law 14 Resignation, Impeachment, Removal, or Abandonment

- 1) Removal of a Board of Governor or Executive may occur if the individual has:
 - a) Committed a severe violation of the BASS Constitution, By-laws, governing regulations, or policies
 - b) Committed fraud or gross misrepresentation of funds
 - c) Significantly damaged the reputation of BASS or its members
 - d) Committed any other infraction that is deemed to be significant to enforce "*just cause*" under the BC Employment Standards Act
- 2) Removal of a Board of Governors or Executive Officer shall require a supermajority vote by the Board of Governors at a quorate meeting, or a petition from the general body consisting of:
 - a) 5% of the general membership from the most recent count by the University Registrar
 - b) Names, student numbers, and signature of all individuals participating in the petition
 - c) Written request for the removal that is to be voted on
 - d) All participants shall be checked to ensure they are in good standing
- 3) If any member of the Board of Governors or Executive Council is no longer in good standing with BASS in the duration of his/her term, this shall be considered as their resignation
- 4) Any member of the Board of Governors or Executive Council who has been absent three consecutive scheduled meetings without ratified regrets shall be considered to have abandoned their position and the position shall be considered vacant