

CONSTITUTION
JOHN MOLSON ACADEMIC COMMITTEE (JMAC)
ADOPTED JUNE 16, 2015

1. Name

- (a) The name of the organization shall be 'John Molson Academic Committee', hereinafter referred to as "JMAC". It is an official subsidiary of the Commerce & Administration Students' Association (CASA) at the John Molson School of Business, hereby known as "JMSB".

2. Mission Statement

- (b) To enhance JMSB students' academic experience by offering services and activities catered to their academic needs that will ease their integration into university and enable them to succeed in their studies.

3. Objectives

- (a) The committee will fulfill its aim by:
 - i. Facilitating student integration to university life through various academic and social activities.
 - ii. Creating a support network for students through its mentorship program and other academic initiatives.
 - iii. Providing services of an academic nature to fee paying members of the Commerce & Administration Students' Association (CASA)

4. Membership

- (a) Membership, and therefore access to the services of the JMAC, shall be open to all current members of the CASA.

5. Executive Composition

- (a) The JMAC shall be composed of a minimum of the following executives:

- President
- Executive VP
- VP Academic
- VP Finance
- VP Marketing
- VP External Affairs
- VP Internal Affairs
- First Year Representative

- (b) The President, in consultation with the Executive Vice President, has the sole authority to create additional positions not listed within this Constitution, and merge existing positions together. Such positions shall vary according to the needs of the subsidiary.

- (c) The Booking Officer and Signing Officer of the JMAC may not be the same individual.
6. Responsibilities of the President
- (a) The President shall have the power to:
 - i. Appoint new executives to JMAC with the approval of the Executive VP and a third executive actively involved in the recruitment process.
 - ii. Call and preside over meetings of the Executive
 - (b) Shall be one of the two signing officers of the JMAC.
 - (c) At the discretion of the President, the role and therefore duties of the Executive VP may be bestowed upon an executive holding another position within the JMAC.
 - (d) The President shall have the power to create subgroups and working parties, as deemed necessary, which shall be accountable to the subsidiary.
7. Responsibilities of the VP Finance
- (a) Shall be the one of the two signing officers of the JMAC.
 - (b) Have the power to approve of all expenses.
 - (c) Shall create opening and closing budgets for the committee.
 - (d) Submit financial reports and records to CASA when necessary.
8. First Year Representative
- (a) Shall be a Regular Member in his/her first year of the JMSB, and will serve as an additional resource to the JMAC Executive.
 - (b) Learn and aid in the planning and execution of JMAC's programs and activities.
 - (c) Shall have a degree of responsibility appropriate to his/her skill level, at the discretion of the JMAC Executive.
 - (d) Shall fulfill such other duties as shall be delegated to him/her by the JMAC President.
 - (e) Shall have a position on the JMAC team the following year.
9. Finance
- (a) Any money obtained by the group shall be used by the JMAC for the purpose of its operations.

- (b) The Executive shall have access to the JMAC's financial statements and records at all times.
- (c) Funding of external parties and organizations must be approved of by two-thirds (2/3) of the Executive at a meeting duly convened for said purpose.

10. Elections

- (a) Only JMAC executives of the current year may be eligible for the position of the President.
- (b) A special meeting shall be held solemnly for the selection of the new president. In accordance with CASA's book of policies.
- (c) The new president shall be elected in accordance with CASA's *Book of Policies*.
- (d) Candidates for the position of JMAC President must be approved by the outgoing JMAC Executive team via two-thirds majority vote of the members present at a meeting duly convened for this purpose. This meeting must be scheduled during the CASA elections period.
- (e) Voting shall follow the following process:
 - i. Each member who has stated their intent to be nominated shall give a brief presentation, lasting no more than 5 minutes.
 - ii. The current President shall call a vote by roll call of all Executives of JMAC.
 - iii. The candidate who receives the least votes shall be removed from consideration, and another vote shall occur until only one candidate remains; that candidate shall be appointed as President.
- (f) In the event that no existing Executive is willing to run for the position of President, the position may be opened to any executives within a CASA subsidiary or the CASA executive team.

11. Executive Meetings

- (a) The quorum for a meeting shall be no less than half the Executive.
- (b) All executives of the JMAC shall have the right to vote at Executive Meetings.
- (c) The Executive is required to convene at least once each month.
- (d) All meetings must be recorded and minutes made available at the request of any executive.
- (e) All meetings are mandatory. In order to be excused from a meeting, an Executive must provide a minimum notice of forty eight (48) hours to the President along with a valid reason.

- (f) All executives shall be given at least three (3) days' notice of a meeting unless it is deemed an emergency meeting.

12. Resignation or Removal from Office

- (a) The President may resign from his or her position by submitting a written notification to the CASA Vice President Academic. Upon resignation, the office previously held by the President shall be considered vacant.
- (b) The President may be removed from his/her position by a special majority vote of the BOD upon the recommendation from the CASA Vice President Academic or after a special majority vote of the Committee Executive approving a removal from office.
- (c) Any executive may be dismissed from office by a two-thirds (2/3) majority vote of the Executive.
- (d) Each Executive shall have the right to resign from his/her position by providing the President with a formal written notice five university days prior to it taking effect.

13. Alteration of this Constitution

- (a) The Executive team shall review this Constitution annually.
- (b) Any changes to this constitution must be approved by a simple majority vote of the Executive prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

14. CASA Constitution

- (a) Where items are not defined in this Constitution or there are inconsistencies with the official CASA governance documents, the latter shall take precedence.
- (b) Only the physical copy of this Constitution filed in the CASA office is considered binding.

Helen Harbilas, President

James Vaccaro, Temporary Chairperson