

Constitution of the  
John Molson Supply Chain and Business  
Technology Association

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Adopted June 16, 2015  
Modified on June 06, 2015

## SECTION A: GENERAL PROVISIONS

### ARTICLE 1: NAME

- 1.1. The name of the subsidiary shall be the John Molson Supply Chain and Business Technology Association, hereinafter referred to by its official abbreviation "JSBA".

### ARTICLE 2: DEFINITIONS

- 2.1. The following terms will be used throughout this document and are hereby defined:

**BOD: CASA** Board of Directors

**BTM:** Business Technology Management

**CASA:** Commerce and Administration Students' Association

**Department:** The department of Supply Chain & Business Technology Management at the JMSB

**DI:** Data Intelligence

**JMSB:** John Molson School of Business

**JSBA:** John Molson Supply Chain and Business Technology Association

**SCOM:** Supply Chain Operations Management

**Simple Majority:** 50%+1 of a designated voting group

**Subsidiaries:** Committees and Associations that fall under the CASA umbrella

**The Executive:** The President(s), and any Vice Presidents and Directors appointed by the President.

**Member:** Any student majoring in BTM or SCOM, and/or minoring in BTM, SCOM or DI.

### ARTICLE 3: MISSION STATEMENT

- 3.1. JSBA's objectives shall be:
  - a) To create events, workshops and activities that enhance the educational, professional, and social environment of JSBA's membership;

- b) To act as a liaison between JMSB and the industries of Supply Chain and Business Technology;
- c) To build and maintain relationships with the BTM and SCOM faculty and within the department;
- d) To heighten student learning by providing opportunities for the application of classroom knowledge to real-world situations through activities such as business cases and workshops;
- e) To open opportunities for JMSB's young business professionals to network and attend recruitment events and company tours.

## SECTION B: JSBA EXECUTIVE STRUCTURE AND DUTIES

### ARTICLE 4: EXECUTIVE STRUCTURE

- 4.1. The Executive for the John Molson Supply Chain and Business Technology Association shall be comprised of the following positions:
  - 4.1.1. President
  - 4.1.2. Vice President Finance
  - 4.1.3. Vice President Corporate Relations
  - 4.1.4. Vice President Academic Affairs
  - 4.1.5. Vice President Marketing
  - 4.1.6. Vice President Events
  - 4.1.7. Vice President Internal
  - 4.1.8. First-Year Executive
- 4.2. The President has the sole authority to expand the positions listed in article 4.1, create additional positions not listed in the Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of the association.

### ARTICLE 5: EXECUTIVE DUTIES

- 5.1. All members of the executive shall:
  - 5.1.1. Attend all executive meetings.
    - 5.1.1.1. If a member of the executive is unable to attend an executive meeting, they shall notify the president at least 48 hours before the meeting.
  - 5.1.2. Complete their duties as described by this constitution. Official duties shall only be transferred to other members of the executive upon approval by the president.
  - 5.1.3. Assist other members of the executive upon the president's request.
- 5.2. Responsibilities of all members of JSBA shall be described in a member contract, to be signed by the President and the respective member when they assume office.
- 5.3. The term of an Executive Member shall begin on the day their Executive Contract is signed, and shall end the midnight before the first day of the next academic year as defined by Concordia University.
- 5.4. The member contract of an Executive member shall include the responsibilities described in the respective parts of Article 5 and Article 6 of this constitution, and may include additional responsibilities prescribed by the President.

#### ARTICLE 6: EXECUTIVE RESPONSIBILITIES

- 6.1. The President shall:
  - 6.1.1. Oversee all activities of JSBA and act as its primary point of contact;
  - 6.1.2. Act as the liaison between the JSBA Executive and the CASA Board of Directors;
  - 6.1.3. Organize, call and preside over all meetings of the association;
  - 6.1.4. Appoint a JSBA Executive to act as his/her representative in his/her absence if deemed necessary;
  - 6.1.5. Ensure that the Executive appointments are held in accordance with this Constitution and the official CASA governance documents;
    - 6.1.5.1. Consequently, the President is responsible for the planning and execution of the election and appointments of the JSBA Executives throughout his/her mandate;

- 6.1.6. Review JSBA's monthly financial records;
  - 6.1.7. Attend meetings of the CASA Board of Directors, or appoint a representative from the JSBA Executive to attend in his/her place;
  - 6.1.8. Act as the primary signing officer of JSBA;
  - 6.1.9. Submit a monthly written report on the activities of JSBA to the CASA BOD;
  - 6.1.10. Provide an Annual Strategic Plan that includes a list of his/her position-specific as well as the overall Subsidiary goals and objectives to which he/she will be held accountable and which must be formally accepted at the August BOD meeting.
- 6.2. The Vice President Finance shall:
- 6.2.1. Prepare the annual budget;
  - 6.2.2. Oversee the distribution of funds in accordance with the approved budget;
  - 6.2.3. Review the budget and recommend any necessary budget adjustments;
  - 6.2.4. Maintain a ledger of all financial transactions of JSBA;
  - 6.2.5. Collect and deposit all student association funds into the organization's bank account and keep appropriate records of these transactions;
  - 6.2.6. Work with the President to set sponsorship targets, conduct follow-up of objectives with the Vice President Corporate Relations, and ensure that sponsorship is collected, deposited and accounted for in a timely manner;
  - 6.2.7. Explore additional funding opportunities for JSBA (i.e. grants and Special Projects Fund).
- 6.3. The Vice President Corporate Relations shall:
- 6.3.1. Develop, update and maintain an up-to-date sponsorship package;
  - 6.3.2. Inform and update all sponsors on JSBA's events and activities;
  - 6.3.3. Contact and secure speakers for speaker series and panels;
  - 6.3.4. Negotiate, create and oversee contracts for all monetary and service-oriented sponsorship agreements.

6.4. The Vice President Academic Affairs shall:

- 6.4.1. Build and maintain relationships with faculty and staff within the department, alumni, and University partners for future events and workshops;
- 6.4.2. Voice students' concerns and requests at department meetings.

6.5. The Vice President Marketing shall:

- 6.5.1. Maintain an effective system for obtaining, storing, and managing all information, data and feedback gathered from events, activities, and marketing campaigns for sponsorship and promotional-use;
- 6.5.2. Create effective promotional content for all of the JSBA's initiatives;
- 6.5.3. Manage the website and social medias so ensure the adequate online presence;
- 6.5.4. Encourage innovative ideas.

6.6. The Vice President Events shall:

- 6.6.1. Coordinate events held by JSBA;
- 6.6.2. Draft reports that review the implications of events;
- 6.6.3. Create inventory management and time sheet lists for events;
- 6.6.4. Work alongside executives in the planning process for events, activities and workshops;
- 6.6.5. Present to and negotiate with the Vice President Finance estimated costs of events, activities, and workshops.

6.7. The Vice President Internal shall:

- 6.7.1. Send out internal and external communications;
- 6.7.2. Record minutes at meetings;
- 6.7.3. Act as the booking officer of JSBA;
- 6.7.4. Complete and submit government and university waivers;
- 6.7.5. Assist the President in various administrative tasks;

6.7.6. Recruit, select and manage all volunteers;

6.7.7. Recruit, select and supervise the JSBA First-year Representative(s), and delegate powers and duties as he/she deems necessary to ensure that he or she is guided in their duties.

6.8. The First-Year Executive shall:

6.8.1. Absorb all knowledge that is gained through the rotational program;

6.8.2. Explore new opportunities in efforts to encourage enrolment from first and second year JMSB students;

6.8.3. Represent JSBA and the Department at networking events and activities.

## SECTION C: POLICIES

### ARTICLE 7: SUCCESSION

7.1. The President of the association shall be elected through the CASA elections held every year or approved by a General Meeting of CASA's members should the position be vacant following an election.

7.2. The President of the association shall be elected by students majoring in BTM and SCOM.

7.3. The incoming President shall appoint the Vice-Presidents and Directors of the association.

### ARTICLE 8: TERMS OF MANDATE

8.1. The fiscal year shall officially commence on May 1st of the given year, and terminate on April 30th of the following year. There will be a probationary period that applies to all Vice-Presidents and Directors until September 1st of the given year.

### ARTICLE 9: RESIGNATION OR REMOVAL FROM OFFICE

9.1. The President of JSBA may resign or be removed from his/her position in accordance with Article 20 of the CASA Constitution.

9.2. A member of the Executive may resign under the condition that they give the

President 20 days prior notice.

9.3. Any member may be dismissed from office by the President if it is deemed they have neglected their duties as outlined in this Constitution, or as outlined in the member contract signed by the Vice President in question when taking office (as per their mandate).

9.3.1. The President must give any executive at least 20 days prior notice before removing them from office, at which point the respective executive member is considered to be under executive review.

9.3.1.1. In this circumstance, the President shall work with the executive member in question, with the assistance of the CASA VP Internal if necessary, to develop a performance approval plan.

#### ARTICLE 10: THE CONSTITUTION

10.1. 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.

10.1.1. Quorum for a meeting to amend the constitution shall be two thirds of Executive Committee members.

10.2. Only the physical copy of this Constitution filed in the CASA office is considered binding.

#### ARTICLE 11: CASA CONSTITUTION

11.1. Where items are not defined in this Constitution or there are inconsistencies with the official CASA governance documents, the latter shall take precedence.

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Adrien Néret, President

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James Vaccaro, Temporary Chairperson