

Constitution of the John Molson Sustainable Enterprise Committee

Ratified by the CASA-JMSB Board of Directors on May 26, 2015

PREAMBLE

We, the members of the John Molson Sustainable Enterprise Committee, hereby establish this constitution as the governing policies of the organization, which shall have the following objectives:

- To encourage sustainable behaviour in all JMSB students.
- To encourage JMSB students to pursue careers in sustainability-focused roles and enterprises.
- To expand the presence of sustainable business at JMSB by providing students with ongoing resources and information.
- To improve the corporate citizenship of CASA and JMSB as a whole.
- To serve as liaison between JMSB and sustainability efforts throughout Concordia University.

SECTION A: GENERAL PROVISIONS

Article 1: Name and Definitions

1. Name and Definitions:

- 1.1. The name of the committee shall be “The John Molson Sustainable Enterprise Committee” and shall hereafter be referred to by its official abbreviation, “JSEC”.
- 1.2. The John Molson School of Business shall hereafter be referred to by the abbreviation “JMSB”.
- 1.3. The Commerce and Administration Students’ Association shall hereafter be referred to by the abbreviation “CASA”.

- 1.4. The Commerce and Administration Students' Association Board of Directors shall hereafter be referred to by the abbreviation "BOD".
- 1.5. "Member of JSEC" shall refer to the President and any executive or non-executive member of JSEC appointed by the President.
- 1.6. "Executive" shall refer to any member of the executive committee.
- 1.7. All members of JSEC and the VP Internal of CASA are invited to Full JSEC Meetings, quorum being two thirds of all members of JSEC.

SECTION B: ORGANIZATION

Article 2: Membership of JSEC

2. Membership of JSEC

- 2.1. The Executive Committee of JSEC shall consist of the following members:
 - 2.1.1. One President
 - 2.1.2. One Vice President Finance
 - 2.1.3. One Vice President Internal Affairs
 - 2.1.4. One Vice President Logistics
 - 2.1.5. One Vice President Marketing
 - 2.1.6. One Vice President Communication
 - 2.1.7. One Vice President External Affairs
 - 2.1.8. One to three Vice President(s) Consulting
 - 2.1.9. One First Year Representative
 - 2.2. The President shall have the authority to create non-executive positions to complete specific tasks or to support executives.
 - 2.3. All members of the executive committee shall:
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- 2.3.1. Attend all Full JSEC Meetings, and any meeting to which they are invited by the President.
 - 2.3.1.1. If a member of JSEC is unable to attend any JSEC meeting to which they are invited, they shall notify the president at least 48 hours before the meeting.
 - 2.3.1.2. Only absences due to work conflict, an emergency personal or family situation, illness, class conflict, or an exam within the 24 hours following the meeting shall be excused.
 - 2.3.1.3. Absences from a meeting for which the member received less than a five day notice shall be excused.
 - 2.3.1.4. If a member of JSEC is absent from two consecutive meetings, or three meetings within the same academic semester, they shall immediately be considered under Executive Review; absences excused as per 2.3.1.2 or 2.3.1.3 are not counted for this purpose.
- 2.3.2. Complete their duties as described by their Member Contract. Official duties shall only be transferred to other members of the executive committee upon approval by the president.
- 2.3.3. Assist other members of the executive committee upon the president's request.
- 2.4. Responsibilities of all members of JSEC shall be described in a Member Contract, to be signed by the President and the respective member when they assume office.
- 2.5. The term of an Executive shall begin on the day their Member Contract is signed, and shall end the midnight before the first day of the next academic year as defined by Concordia University.
- 2.6. The member contract of an Executive member shall include the responsibilities described in the respective parts of Article 2 and Article 6 of this constitution, as well as

additional responsibilities that do not conflict with this Constitution or the CASA Constitution.

- 2.7. The term of a non-executive member shall be defined by the President, and shall be included in the respective Member Contract.

SECTION C: POLICIES

Article 3: Appointment of the President

3. Appointment of the President

- 3.1. The President shall be appointed during a full meeting of JSEC.
- 3.2. Any Member of JSEC who meets the requirements in Article 6.1 of this constitution may be appointed as President, and must state their intent to be appointed at the meeting before any vote is cast.
- 3.3. All Members of JSEC committee may vote, but none may vote for their own appointment.
- 3.4. With the exception of an instance where a President resigns, or is removed from office, the President may only be appointed at the same time as the CASA election process.
- 3.5. Voting shall follow the following process:
- 3.5.1. Each member who has stated their intent to be nominated shall give a brief presentation, lasting no more than 5 minutes.
- 3.5.2. The president shall call a vote by roll call of all Members of JSEC.
- 3.5.3. 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.

Article 4: Resignation or Removal from Office

4. Resignation or Removal from Office

- 4.1. The President of JSEC may resign or be removed from their position in accordance with Article 20 of the CASA Constitution.
- 4.2. A member of JSEC may resign under the condition that they give the President 20 days prior notice.
- 4.3. If a member of the executive committee does not meet the duties described in their member contract, the president may remove them from office.
 - 4.3.1. 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.
 - 4.3.1.1. 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.
 - 4.3.2. The President is not required to give any prior notice before removing an executive if the executive member in question has been a member of JSEC for less than 90 days.

Article 5: The Constitution

5. The Constitution

5.1. Amendment of the Constitution

5.1.1. As per the CASA Constitution, an amendment to this constitution must be approved by a simple majority vote of the JSEC Executive Committee.

5.1.2. This Constitution may only be amended at a Full JSEC Meeting.

5.2. Authority of the Constitution

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

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

SECTION D: Addenda

Article 6: Responsibilities of Executive Members of JSEC

6. Responsibilities of Executive Members of JSEC

6.1. The President shall:

- 6.1.1. Be at least a second year undergraduate student.
- 6.1.2. Have been a member of JSEC for at least 90 days.
- 6.1.3. Be ultimately responsible for JSEC and its activities.
- 6.1.4. Call and preside at executive committee meetings.
- 6.1.5. Be the official spokesperson for JSEC on all occasions.
- 6.1.6. Ensure that member appointments are held in accordance with this constitution and CASA regulations.
- 6.1.7. Ensure that all members of the executive team are completing their responsibilities.
- 6.1.8. Meet regularly with the VP Internal of CASA to ensure JSEC's effective representation to BOD.
- 6.1.9. Be responsible for reviewing JSEC's financial records monthly to assure the completeness and validity of all transactions and balances.
- 6.1.10. Maintain signing authority along with the Vice-President Finance.
- 6.1.11. Prepare a monthly review and expense summary along with the Vice-President finance and to be submitted to the CASA VP Internal Affairs.

6.1.12. As per the CASA Constitution, 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

6.1.13. As per the CASA Constitution, submit a monthly written report on the activities of JSEC to the BOD.

6.2. The Vice President Finance Shall

6.2.1. Maintain signing authority of JSEC's bank account along with the President.

6.2.2. Create and manage budgets for JSEC and its individual events and initiatives.

6.2.3. Prepare a monthly revenue and expense summary to be submitted to CASA.

6.2.4. Manage check requisition slips and reimbursement claims to be approved by the president.

6.2.5. Regularly update the Executive Committee on budget and explain variances.

6.3. The Vice President Internal Affairs Shall

6.3.1. Manage the schedules of all executives, and maintain an internal calendar of all official events, meetings, and activities of JSEC.

6.3.2. Keep minutes at executive committee meetings

6.3.3. Create post-mortem reports for all JSEC events

6.3.4. Assist the President in various administrative tasks

6.3.5. If necessary, assist the President in improving the organizational structure and procedures of JSEC.

6.4. The Vice President Logistics Shall

6.4.1. Create an internal timeline for each event and initiative

- 6.4.2. Book space and acquire assets for events and initiatives
- 6.4.3. Assign roles to executives and volunteers at events and initiatives
- 6.4.4. Address any problems that may arise during events and initiatives

6.5. The Vice President Marketing Shall

- 6.5.1. Create a long-term marketing strategy for JSEC
- 6.5.2. Create a marketing strategy for each event
- 6.5.3. Manage promotion via Facebook, Mailchimp, and the JSEC website
- 6.5.4. Answer messages submitted to JSEC's Facebook page
- 6.5.5. Manage JSEC's website
- 6.5.6. Creation of graphic content for JSEC's events and initiatives
- 6.5.7. Ensure standardization and functionality across all of JSEC's marketing assets

6.6. The Vice President Communication Shall

- 6.6.1. Represent JSEC at stakeholder meetings
- 6.6.2. Identify and acquire sponsorship from groups within Concordia
- 6.6.3. Represent JSEC at sustainability related events that the President is unable to attend
- 6.6.4. Monitor communication channels and report important information to the President

6.7. The Vice President External Affairs Shall

- 6.7.1. Build and maintaining a relationship with sponsors
- 6.7.2. Acquire speakers for events
- 6.7.3. Negotiate sponsorship agreements

6.8. The Vice President Consulting Shall

6.8.1. Represent JSEC at meetings of the Sustainable Events Initiative (SEI).

6.8.2. Act as the primary liaison between SEI and CASA as well as CASA subsidiaries.

6.9. The First Year Representative Shall

6.9.1. Be an undergraduate student who has completed fewer than two semesters at JMSB.

6.9.2. Be appointed by the president according to a schedule described by CASA.

6.9.3. Work with all Executive Members in order to gain experience and end the year with a comprehensive knowledge of JSEC's operations.

Thomas David-Bashore, President

Scott Carr, Temporary Chairperson