

**The Book of Policies of the  
Commerce and Administration Students' Association**



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## **CASAJMSB VISION: ADDING VALUE TO STUDENT LIFE**

### **PREFACE.**

In 1989, the Concordia Association of Commerce Students (CACS) was founded with the objective of serving commerce and administration students at both the Sir George Williams and Loyola College campuses. As CACS evolved, its mandate, objectives, and target market changed significantly to the point where, in 2014, CACS underwent a new accreditation process in the eyes of the provincial government. With a new structure in place, the Concordia Commerce and Administration Students' Association Inc. (CASA) was officially founded. CASA needed a 360° strategic plan that would allow the organization to most effectively capitalize on its new legal structure.

### **STRATEGIC PLAN.**

CASA's strategic plan is broken up into three key pillars:

- 1) Providing Academic Support
  - a. Services to encourage pedagogical growth
  - b. Resources
  - c. Advocacy for the interests of our students to the University Administration
- 2) Building a Network
  - a. Connections with corporate partners to increase career opportunities
  - b. Social events to engage students-at-large
  - c. Student spaces on campus
- 3) Philanthropy
  - a. Support of local charities to participate favourably in our community
  - b. Promotion of the importance of social enterprise across the country
  - c. Leadership in corporate citizenship

### **KEY SUCCESS METRICS.**

The most important components of any strategic plan are the quantitative and qualitative metrics that will be used to evaluate the **success** and **value** provided with this strategy:

- 1) Innovation
- 2) Financial consciousness
- 3) Environmental sustainability
- 4) Student engagement
- 5) Social impact

### **ISSUES TO ADDRESS.**

- 1) Develop a sustainable internal growth strategy that allows efficient allocation of resources to subsidiaries;
- 2) Improve synergy and reduce information asymmetry in order to drive a higher return on resources (both financial and time).

## **PREAMBLE**

WHEREAS the Concordia Commerce and Administration Students' Association Inc. (CASA) is primarily governed by by-law 2014-2 (The Constitution);

WHEREAS the CASA has, as its primary objective, to serve and advocate for JMSB students through its multitude of services;

WHEREAS there are limited operational policies and procedures listed in the Constitution to govern the day-to-day operations of the CASA and its subsidiaries;

BE IT RESOLVED THAT the CASA Board of Directors (The BOD) formally recognizes these policies, which apply to the entire CASA umbrella, and agree to enforce and abide by in their entirety.

BE IT FURTHER RESOLVED THAT this document be formally titled *The Book of Policies*, and shall act as a secondary source of internal governance authority, with the primary source being the Constitution.

BE IT FURTHER RESOLVED THAT this *Book of Policies* be modified periodically and as needed to ensure its relevance and completeness.

# 1 - MANDATE POLICY

The objective of this Section is to outline the requirements, powers, and duties of the employees, executives, and other key personnel of the CASA.

## PART A: CASA EMPLOYEES

### 1. EXECUTIVE ASSISTANT

#### 1.1. The Executive Assistant shall:

- 1.1.1. Report to the CASA President who shall assign tasks as they become available and shall act as the immediate supervisor.
- 1.1.2. Provide responses to student requests, or forward such requests to the appropriate person, as needed.
- 1.1.1. Ensure that all appropriate materials are readily available in the CASA office for the Executive's day-to-day operations.
- 1.1.2. Ensure that proper information is posted in the required areas and that the surrounding office corridors are free from clutter.
- 1.1.3. Ensure the R.O. Wills Computer Lab is consistently stocked with all materials required for its daily operations.
- 1.1.4. Collect, send, and distribute daily mail, faxes, and other correspondence for the CASA and its Subsidiaries.
- 1.1.5. Collect and process cheque requisitions for the CASA.
- 1.1.6. Sell tickets and collect money for various projects, parties, or excursions planned by the CASA or any of the Subsidiaries.
- 1.1.7. Take phone messages and ensure that they are delivered to the appropriate member of the CASA Executive or to the appropriate Subsidiary.
- 1.1.8. Be responsible for the authorization of key requests and the return of keys to Key Management Services.
- 1.1.9. Be one of the signing officers on all the CASA's financial documents requiring financial authorization.
- 1.1.10. Ensure that all payroll documentation is properly prepared to facilitate the outsourcing process.

- 1.1.11. If so assigned, act as the Bookkeeper (Part A.3 of *Mandate Policy*).
- 1.1.12. If so assigned, act as the Computer Lab Manager (Part A.4 of *Mandate Policy*).
- 1.1.13. Fulfill any additional duties assigned to him/her by the CASA Executive.

## 2. INFORMATION TECHNOLOGY (IT) MANAGER

### 2.1. The IT Manager Shall:

- 2.1.1. Report to the CASA President who shall assign tasks as they become available and shall act as the immediate supervisor.
- 2.1.2. Administer the CASA Network, and assign and manage user accounts throughout the year.
- 2.1.3. Assist members of the CASA and its Subsidiaries with computer-related problems of a business-related nature, such as helping with technical programs or hardware concerns for computers in Subsidiary offices.
- 2.1.4. Upon the approval of the CASA President, update and replace any hardware as required, and keep and update a log of the CASA IT inventory.
- 2.1.5. Maintain a log of all network installations and network changes, and maintain an updated map of the CASA's IT infrastructure.
- 2.1.6. Upon the end of the fiscal year, submit a report to the CASA President outlining all major IT operations of the year.
- 2.1.7. Fulfill any additional duties assigned to him/her by the CASA Executive.

## 3. BOOKKEEPER

### 3.1. The Bookkeeper shall:

- 3.1.1. Report to the CASA Vice-President Finance who shall assign tasks as they become available and shall act as the immediate supervisor.
- 3.1.2. Verify all bills entered into the financial records.
- 3.1.3. Verify all cheques issued so that they reconcile.
- 3.1.4. Balance bank statements, bank deposits and cheques issued.

- 3.1.5. Prepare books of account, accounting files and back-up documents for the CASA's accounts in order to prepare financial statements.

#### 4. COMPUTER LAB MANAGER

- 4.1. The Computer Lab Manager shall:
  - 4.1.1. Report to the CASA President who shall assign tasks as they become available and shall act as the immediate supervisor.
  - 4.1.2. Oversee the day-to-day operations of the lab, including but not limited to ensuring that the lab is properly staffed during all operating hours and hiring additional employees as needed.
  - 4.1.3. Inform the IT Manager of hardware and software issues requiring attention.

### **PART B: ADMINISTRATORS OF THE BOARD OF DIRECTORS**

#### 1. CHAIRPERSON

- 1.1 The Chairperson shall be a non-voting Director of the BOD, duly appointed by the BOD at the first meeting of the BOD held after the Turnover BOD meeting.
- 1.2 The term of office of the Chairperson shall run from the time he/she is appointed as Chairperson until his/her replacement takes office. However, should the position of the Chairperson be vacant, the BOD shall, within thirty days, elect a new Chairperson to carry out the Chairperson's duties for the remainder of the term of office.
- 1.3 The Chairperson may be removed in accordance with Article 14 of the CASA Constitution.
- 1.4 The Chairperson must be a student of the University at the time of appointment, and may not be a member of the CASA Executive, or the Executive of any of the CASA subsidiaries
  - 1.4.1 Becoming a member of a body described in Part B.1.4 of the *Mandate Policy* will constitute an automatic resignation from the position.
  - 1.4.2 Notwithstanding the foregoing, in the event where the Chairperson is absent or incapacitated, the CASA President shall act as Temporary Chairperson unless the Board chooses to temporarily appoint a different Temporary Chairperson, and may do so by Simple Majority vote. If the Temporary Chairperson is a Voting Director, he/she relinquishes his/her voting rights for the duration the BOD meeting in question.



- 1.5 The Chairperson is eligible for an honorarium in recognition of his/her services rendered throughout the year.
  - 1.5.1 The honorarium shall not exceed \$500. Under no circumstance, including bonuses, may this amount be exceeded.
  - 1.5.2 The amount of the honorarium awarded will be determined by the BOD at the last BOD Meeting of the fiscal year, in accordance with the Assessment Policy.
- 1.6 The Chairperson may not run for any elected position on the BOD in the year immediately succeeding his/her term as Chairperson. The notwithstanding clause detailed in Part B of the *Board of Directors Policy* cannot be used on this article under any circumstances.
- 1.7 The Chairperson shall:
  - 1.7.1 Preside over all BOD Meetings in accordance with the following hierarchy, with the most prevailing first: the Laws of the Land, the CASA Constitution, this *Book of Policies*, and the most recently published version of Robert's Rules of Order.
  - 1.7.2 Remain objective and impartial in any and all dealings relevant to the CASA and/or its subsidiaries.
  - 1.7.3 Instruct the CASA VP Internal regarding the booking of any space for BOD meetings.
  - 1.7.4 Construct the agenda for all BOD meetings.
  - 1.7.5 Collect and distribute all BOD documentation, including but not limited to the BOD agenda, minutes from past meetings, Executive Reports, and prewritten motions, to the appropriate persons at least three calendar days before any BOD or Emergency BOD meeting.
    - 1.7.5.1 Notwithstanding the foregoing, any agenda point requiring exhibit documentation that has not been sent out will be automatically tabled until the next BOD meeting. However, the BOD may decide to still add such a point to the agenda with a 2/3-majority vote.
  - 1.7.6 Fulfill any additional duties assigned to him/her by the BOD, so long as these powers do not contravene or supersede the powers and duties of the CASA Executive, or contravene any governance clause which would put this action out of order.

## 2. SECRETARY

- 2.1 The Secretary shall be a non-voting Director of the BOD, duly appointed by the BOD at the first meeting of the BOD held after the Turnover BOD meeting.
- 2.2 The term of office of the Secretary shall run from the time he/she is appointed as Secretary until his/her replacement takes office. However, should the position of the Secretary be vacant, the BOD shall, within thirty days, elect a new Secretary to carry out the Secretary's duties for the remainder of the term of office.
- 2.3 The Secretary may be removed in accordance with Article 14 of the CASA Constitution.
- 2.4 The Secretary must be a student of the University at the time of appointment, and may not be a member of the CASA Executive, or the Executive of any of the CASA subsidiaries. If the Secretary becomes a member of said bodies, this will constitute an automatic resignation from the position.
- 2.5 Notwithstanding the foregoing, in the event where the Secretary is absent or incapacitated, the CASA VP Internal Affairs shall act as Temporary Secretary unless the Board chooses to temporarily appoint a different Temporary Secretary, and may do so by Simple Majority vote. If the Temporary Secretary is a Voting Director, he/she relinquishes his/her voting rights for the duration the BOD meeting in question.
- 2.6 The Secretary is eligible for an honorarium in recognition of his/her services rendered throughout the year.
  - 2.6.1 The honorarium shall not exceed \$500. Under no circumstance, including bonuses, may this amount be exceeded.
  - 2.6.2 The amount of the honorarium awarded will be determined by the BOD at the last BOD Meeting of the fiscal year, in accordance with the Assessment Policy.
- 2.7 The Secretary shall:
  - 2.7.1 Be the primary person responsible for taking proper minutes at BOD meetings and at General Assemblies that include a summary of major speaking points, as well as all motions discussed.
    - 2.7.1.1 In the event where closed-session discussions take place, the Secretary shall still take minutes of the discourse held during closed-session, and any motions passed during closed-session. These closed-session minutes shall be kept, filed, and sent out separately from the regular open-session minutes, and shall only be available to Directors of the Board.

2.7.2 Maintain a document separate from the minutes including only a compilation of the motions passed during the any BOD meeting.

2.7.3 Send all minutes to the Chairperson within ten University Days of the BOD in question.

2.7.4 Upon the approval of a BOD meeting's minutes at the following BOD meeting, send said minutes to the Office of the CASA Executive within ten University Days of the BOD in question.

## **PART C: MEMBERS OF THE CASA EXECUTIVE**

1. Each Member of the Executive is eligible for an honorarium in recognition of his/her services rendered throughout the year.

1.1 The honorarium shall not exceed \$3,000 for the President, \$2,000 for each Vice President and \$1,000 for each Associate Vice President for any academic year. Under no circumstance, including bonuses, may these amounts be exceeded.

## **2. PRESIDENT**

2.1. The President shall:

2.1.1. Be ultimately responsible for the day-to-day affairs of the CASA and shall, towards this end, assume the authority necessary for this function as Chief Executive Officer of the CASA.

2.1.2. Act as the immediate supervisor of all CASA employees and members of the CASA Executive, and delegate powers and duties as he/she deems necessary, ensure that all members of the CASA Executive are guided in their duties.

2.1.3. Be the chief spokesperson and official representative of the CASA and of its Subsidiaries.

2.1.4. At the request of one of the CASA Executive members or a petition signed by at least one-hundred regular members of the CASA, call a CASA Executive meeting in order to debate and/or reverse any decision or action of any individual associated with the CASA.

2.1.5. Have the authority to convene CASA Executive Meetings and Emergency BOD Meetings when he/she deems necessary.

2.1.6. Recommend candidates to the BOD to fill the posts of Associate Vice Presidents of the CASA Executive.

- 2.1.7. Upon consultation with the CASA Executive and with just cause, dismiss any Associate Vice Presidents of the CASA Executive as needed.
- 2.1.8. Appoint an Executive Vice-President as he/she deems necessary.
- 2.1.9. Be responsible for seeing that all governance documents including but not limited to the Constitution and the *Book of Policies*, be updated as required.
- 2.1.10. Be a representative on the JMSB Steering Committee and the JMSB Faculty Council.
- 2.1.11. Act as the Temporary Chairperson of the BOD, in accordance with Part B.1.4.2 of the *Mandate Policy*.
- 2.1.12. Represent the CASA and the JMSB at meetings, conferences, and events organized by the Canadian Association of Business Students (CABS) and the Regroupement des Étudiant des Facultés d'Administration de l'Est du Canada (REFAEC).
- 2.1.13. Act as the immediate supervisor of the CASA First-year Representative, and delegate powers and duties as he/she deems necessary to ensure that he or she is guided in their duties.
- 2.1.14. Ensure that the CASA's Annual Declaration is filed with the Quebec Business Registrar (Registre des entreprises du Quebec - REQ).
- 2.1.15. Be one of the signing officers on all the CASA's financial documents requiring financial authorization.
- 2.1.16. Ensure that the recognized financial signing officers are updated with the CASA's financial institution as early in the new fiscal year as possible.
- 2.1.17. Act as the liaison between the CASA umbrella and the CASA's financial institution, the CASA's legal counsel, and any other service provider.
- 2.1.18. To the best of his/her ability, assist in the transition of his/her successor.
- 2.1.19. Fulfill such other duties as shall be delegated to him/her by the BOD.

### 3. EXECUTIVE VICE-PRESIDENT

#### 3.1. The Executive Vice-President shall:

- 3.1.1. Be appointed by the President

- 3.1.2. The Executive Vice President must be approved by the BOD at the recommendation of the CASA President, and must be a Regular Member at the time of appointment. The mandate and related duties assigned to the Executive Vice President must be provided to the BOD before he or she can be approved.
- 3.1.3. Have the power to act in lieu of the President in his/her absence.
- 3.1.4. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

#### 4. VICE-PRESIDENT FINANCE

##### 4.1. The VP Finance shall:

- 4.1.1. Control all receipts and disbursements of the CASA's funds including those of its Subsidiaries, subject to the CASA Financial Policy.
- 4.1.2. Control and verify all accounting records of the CASA and its Subsidiaries.
- 4.1.3. Administer the financial controls set forth in the CASA Financial Policy, and administer any other controls he/she deems necessary, to ensure strict budgetary control.
- 4.1.4. Prepare and submit an Annual Budget to be submitted to the BOD for approval at the May turnover BOD meeting.
- 4.1.5. Must work with his/her predecessor in order to adequately fulfill this duty.
- 4.1.6. Collaborate with the CASA Bookkeeper to ensure that the latter has the proper information and direction to fulfill his/her responsibilities.
- 4.1.7. To the best of his/her ability, be prepared to discuss at any time the CASA's finances when called upon by any Regular Member of CASA and/or of the BOD.
- 4.1.8. Be allowed to call an audit of the financials of the CASA and/or its Subsidiaries without notice.
- 4.1.9. With just cause, freeze a Subsidiary's accounts until the BOD can resolve the issue.
- 4.1.10. Must provide proper procedures in which Subsidiary executives may be reimbursed for expense done on behalf of the Subsidiary.
- 4.1.11. Be empowered to administer and negotiate all financial affairs of the CASA in consultation with the other CASA Executive members.

- 4.1.12. Be the non-voting chairperson of the Finance Committee.
- 4.1.13. To the best of his/her ability, assist in the transition of his/her successor.
- 4.1.14. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 5. VICE-PRESIDENT INTERNAL AFFAIRS

### 5.1. The VP Internal Affairs shall:

- 5.1.1. Act as a liaison between the CASA and its Subsidiaries and, in case of conflict act as an arbitrator between involved parties.
- 5.1.2. Work with the BOD Secretary to ensure that all relevant governance documentation is readily available in the CASA Executive Office.
- 5.1.3. Aid the BOD Chairperson in the logistics surrounding any general assembly.
- 5.1.4. Aid the CRO in the logistics surrounding any electoral event and referendum.
- 5.1.5. Be responsible for tracking all communications between the BOD, the Subsidiaries, the JMSB, and Concordia University.
- 5.1.6. Be responsible for all event bookings and maintain a calendar of events throughout the year that highlights the events of the CASA and its Subsidiaries.
- 5.1.7. Act as the secretary for all meetings of the CASA Executive.
- 5.1.8. Oversee the John Molson Sustainable Enterprise Committee (JSEC) and Enactus Concordia University and ensure that the Committee is supported in carrying out its duties and accomplishing its mandate.
- 5.1.9. Oversee the hiring of the CASA-First-Year Representative and coordinate the recruitment events and onboarding for potential First-Year Representative candidates.
- 5.1.10. Update and manage the application package for membership requests to join the CASA umbrella as an Association or Committee as detailed in Article 21 of the CASA Constitution.
- 5.1.11. Unless the BOD assigns another CASA VP with this duty, the VP Internal will act as the immediate supervisor of the President of any newly-ratified

Subsidiary, including those with probationary membership, and delegate powers and duties as he/she deems necessary to ensure that he or she is guided in their duties.

5.1.12. Be the non-voting Chairperson of the CASA Appointments Committee.

5.1.13. To the best of his/her ability, assist in the transition of his/her successor.

5.1.14. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 6. VICE-PRESIDENT EXTERNAL AFFAIRS

6.1. The VP External Affairs shall:

6.1.1. Be the spokesperson, along with the President, in all affairs, committees and organizations external to the CASA, including external student organizations.

6.1.2. Create and maintain relationships with the business community through the management of the CASA's sponsorship portfolio and any of initiatives deemed relevant.

6.1.3. Ensure proper JMSB representation and participation in external events, meetings and conferences through the management of the External Conference Program (ECP) and any of initiatives deemed relevant.

6.1.4. Represent the CASA and the JMSB at meetings, conferences, and events organized by the Canadian Association of Business Students (CABS) and the Regroupement des Étudiant des Facultés d'Administration de l'Est du Canada (REFAEC).

6.1.5. Act as the immediate supervisor of the President of the John Molson Sports Marketing Committee (JMSM) and ensure that the Committee is supported in carrying out its duties and accomplishing its mandate.

6.1.6. To the best of his/her ability, assist in the transition of his/her successor.

6.1.7. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 7. VICE-PRESIDENT ACADEMIC AND STUDENT AFFAIRS

7.1. The VP Academic and Student Affairs shall:

- 7.1.1. Have the primary responsibility of promoting and furthering the interests of JMSB students on Faculty committees, CSU committees, and the CASA affiliated committees.
- 7.1.2. Appoint and/or nominate CASA representatives to Faculty, CSU, CASA and CACS affiliated committees.
- 7.1.3. Monitor the activities of departmental bodies on which the CASA has representation, and appoint delegates to said bodies as needed.
- 7.1.4. Ensure that every inquiry made by a student, and which is addressed to the CASA, is handled appropriately and promptly.
- 7.1.5. Be responsible for updating the CASA Executive and BOD regarding all committees, councils or other bodies on which the CASA has representation.
- 7.1.6. Oversee the John Molson International Exchange Committee (JIC) and ensure that each Committee is supported in carrying out its duties and accomplishing its mandate.
- 7.1.7. Be the non-voting Chairperson of the CASA Policy Committee
- 7.1.8. To the best of his/her ability, assist in the transition of his/her successor.
- 7.1.9. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 8. VICE-PRESIDENT MARKETING

### 8.1. The VP Marketing shall:

- 8.1.1. Create and promote positive awareness of the CASA and the JMSB to students and to the outside community while ensuring brand preservation.
- 8.1.2. Determine and execute a marketing strategy for every CASA event, and assist and Subsidiary in the development of their own marketing strategies, as requested.
- 8.1.3. Ensure the CASA's logo is located on all Subsidiaries' marketing material, and update the branding guidelines applicable to the CASA and its Subsidiaries.
- 8.1.4. Update the CASA's website, social media platforms, and all other media portals as needed.



- 8.1.5. Be responsible for promoting all of the CASA's and its Subsidiaries' activities by posting notices on all digital and physical areas available to the CASA as determined by the event scope and reach.
- 8.1.6. Be responsible for promoting and selling of the CASA's clothing line.
- 8.1.7. Be responsible for promoting the Annual General Meeting, the Annual General Elections, and the CASA By-Elections.
- 8.1.8. Hold one mandatory meeting per semester with all executives from Subsidiaries holding the positions of VP Marketing, VP Communications, or any other titles deemed to be relevant.
- 8.1.9. Along with the CASA VP Events, oversee the proper functioning of CASA X.
- 8.1.10. To the best of his/her ability, assist in the transition of his/her successor.
- 8.1.11. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 9. VICE-PRESIDENT EVENTS

### 9.1. The VP Events shall:

- 9.1.1. Create, promote and provide non-academic programs, of a primarily social and recreational nature for JMSB students.
- 9.1.2. Wherever possible, collaborate with the CASA VP Academic and Student Affairs to promote and provide JMSB students with programs, events, and services of a primarily academic nature.
- 9.1.3. As requested, assist the Subsidiaries in providing direction in organizing their own events.
- 9.1.4. Along with the CASA VP Marketing, oversee the proper functioning of CASA X.
- 9.1.5. To the best of his/her ability, assist in the transition of his/her successor.
- 9.1.6. Oversee CASA Cares and ensure that the Committee is supported in carrying out its duties and accomplishing its mandate.
- 9.1.7. Be the non-voting Chairperson of the CASA Special Projects Committee.
- 9.1.8. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## 10. FIRST-YEAR REPRESENTATIVE

### 10.1. The First-Year Representative shall:

- 10.1.1. Be a Regular Member in his/her first year of the JMSB, and will serve as an additional resource to the CASA Executive.
- 10.1.2. Learn and aid in the delivery of the CASA programs and the execution of CASA activities.
- 10.1.3. Have a degree of responsibility appropriate to his/her skill level, at the discretion of the CASA Executive.
- 10.1.4. Fulfill such other duties as shall be delegated to him/her by the CASA President or the BOD.

## **2 - SUBSIDIARY GOVERNANCE POLICY**

The objective of this Policy is to outline the requirements, powers, and duties of ratified Subsidiaries of the CASA.

### **PART A: CASA SUBSIDIARIES**

1. The following is a list of officially-recognized CASA Subsidiaries:

1.1. Associations: Under the CASA umbrella, each Association shall represent a distinct major of study or department within the JMSB, as well as all minors derived from said major or department.

1.1.1. John Molson Accounting Society (JMAS)

1.1.2. John Molson International Business Association (JMIBA)

1.1.3. John Molson Supply Chain & Business Technology Association (JSBA)

1.1.4. John Molson Marketing Association (JMMA)

1.1.5. Finance and Investment Students' Association (FISA)

1.1.6. John Molson Human Resources and Management Association (JHMA)

1.2. Committees: Under the CASA umbrella, each Committee shall be a goal- and/or project-oriented group to serve a particular, unique purpose to the JMSB student body.

1.2.1. John Molson Competition Committee (JMCC)

1.2.2. CASA Cares

1.2.3. John Molson International Committee (JIC)

1.2.4. John Molson Undergraduate Case Competition (JMUCC)

1.2.5. John Molson Sports Marketing Committee (JMSM)

1.2.6. John Molson Sustainable Enterprise Committee (JSEC)

1.2.7. Enactus Concordia University

## **PART B: REGULATIONS APPLICABLE TO ALL SUBSIDIARIES**

1. Subsidiaries must have at least each of the following executive positions, or positions that tend to the role of:
  - 1.1. President
  - 1.2. Vice-President Finance
  - 1.3. First Year Representative
    - 1.3.1. In the spirit of encouraging student engagement in the CASA and its Subsidiaries as early as possible when a student enters JMSB, First-Year Representatives should be recruited to fulfill whatever duties are possible.
2. Subsidiaries must submit details pertaining to all of their events to the CASA VP Internal as soon as final dates for such events are finalized.
  - 2.1. Failure to provide such notice will result in the limited ability of the CASA to provide full support to the event, including but not limited to, booking of space and marketing support.
3. Subsidiary presidents must ensure that the CASA logo is indicated on all marketing materials used by their respective Subsidiary, and must comply, to the best of their ability, with the branding guidelines set forth by the CASA VP Marketing.
4. Association Presidents are required to attend all BOD Meetings to fulfill their responsibilities as Directors.
  - 4.1. If extenuating circumstances make it such that an Association President is unable to attend a BOD meeting, he/she must inform the Chairperson at least two calendar days in advance and must appoint a proxy to attend the meeting in his/her absence.
    - 4.1.1. The proxy shall not be privy to closed-session discussions unless permitted by the Chairperson, and shall not under any circumstances be eligible to vote on any motions set forth during the meeting.
  - 4.2. Failure to inform the Chairperson of his/her absence within two days of the meeting will result in a \$75 penalty to be deducted from the Association's budget. The amount of such penalties will be added to the Special Projects Fund budget.
5. Committees shall be directed in accordance with their respective constitutions, as well as CASA's governance documents, and act in alignment with CASA's strategic plan.

6. At the last BOD meeting of the fiscal year, the BOD shall award an honorarium not exceeding \$1000 to each Subsidiary President who has successfully finished their mandate.
  - 6.1. Each Subsidiary President shall have the option to reinvest his or her honorarium back into the budget of the following fiscal year of the Subsidiary of his or her choice.

### **PART C: PROBATIONARY PERIOD FOR NEW SUBSIDIARIES**

7. Any Subsidiary which has been granted probationary membership status by the BOD as detailed in Article 21.2 of the CASA Constitution shall be subject to the following conditions:
  - 7.1. It shall have no inherent right to CASA space as defined in the CASA Space Maintenance and Safety Policy unless approved by the BOD.
  - 7.2. It shall receive funding for its operations in an amount determined by the Finance Committee upon the recommendation from the Special Projects Committee.
  - 7.3. It must adhere to the Constitution presented to the BOD upon being granted probationary membership status unless changes to such are approved by the BOD.
  - 7.4. Report to the CASA VP of Internal Affairs.
  - 7.5. Report regular updates of the Subsidiary's operations at the BOD meetings.
8. At the end of a Subsidiary's probationary period, the BOD shall evaluate the overall performance of the Subsidiary and ultimately determine whether to grant official membership status, in which case the decision would then be ratified by the regular members as per Article 21.3 of the CASA Constitution.
9. Failure to adhere to any of the conditions listed in Part C.8 of the *Subsidiary Governance Policy* may be deemed grounds for the revocation of a Subsidiary's probationary membership and shall be determined by the BOD upon the recommendation of the CASA VP of Internal Affairs.
10. In extreme circumstances where the CASA VP of Internal Affairs deems a Subsidiary to have violated their probation beyond the conditions listed in Part C.8 of the *Subsidiary Governance Policy* he or she may recommend the revocation of the Subsidiary's probationary membership to the BOD.

### **3 - SPECIAL PROJECT FUNDING POLICY**

The objective of this Policy is to outline the guidelines and processes by which the Special Project Committee will allocate funding and evaluate membership requests to join the CASA umbrella as an Association or Committee.

#### **PART A: PRINCIPLES AND GUIDELINES**

1. Annually, the CASA will allocate a portion of its budget to CASA Special Project Funding (SPF). The amount reserved for CASA subsidiaries will be \$21,000 per year, which would be allocated evenly between the fall and winter semesters. The amount designated for other applicants should be a minimum of \$10,000, half of which is to be allocated to each of the fall and winter semesters. There is no SPF available during the summer semester. If the \$21,000 of funding for subsidiaries is completely used, the other pool may be used on the condition that it does not interfere with requests from other applicants.
2. The initiative in consideration for SPF must comply with the following criteria:
  - 2.1. Must bring regional, provincial, national and/or international representation to the JMSB and the CASA;
  - 2.2. Must promote participation of JMSB students at large;
  - 2.3. Must add tangible value to student life or have obvious impact within the Concordia and/or Montreal community
  - 2.4. The funding applicants (be the CASA, one of its Subsidiaries, or regular members of the CASA) must have exhausted all other sources of funding before applying for SPF.
3. The Special Projects Committee will evaluate membership requests to join the CASA umbrella as an Association or Committee in accordance with Article 21 of the CASA Constitution and based on the following criteria:
  - 3.1. Must focus on a unique purpose or student group not currently catered to or represented;
  - 3.2. Must bring proven value to the JMSB and the CASA umbrella;
  - 3.3. Must demonstrate significant amount of student interest in the prospective initiative
  - 3.4. Must provide a realistic annual budget.
  - 3.5. Must provide a detailed constitution and strategic plan with a minimum of a three-year outlook.

3.6. Must be aligned with the CASA Strategic Plan.

4. The Special Projects Committee may make recommendations and work with applicants to improve certain aspects of their proposals as it deems necessary.
5. If a funding proposal or membership request is not accepted, it cannot be presented again during the same academic year unless requested by the BOD or Special Projects Committee.

## **PART B: FUNDING APPLICATION AND SELECTION PROCESS**

6. The application process for SPF shall be as follows:
  - 6.1. Applicants shall each submit a complete application package to the Chair of Special Projects Funding Committee by August 15th if applying for funding for the fall semester, or November 15th if applying for funding for the winter semester.
    - 6.1.1. Any additional applications submitted after the deadlines will be considered as they are received by the Special Projects Funding Committee. Should the committee accept, applicants may pitch for the remaining funding that was not distributed during the term.
  - 6.2. The application package must include the following components:
    - 6.2.1. A description of the initiative;
    - 6.2.2. A detailed budget highlighting both revenues and expenses;
    - 6.2.3. A clear disclosure of the amount of funding being requested;
    - 6.2.4. A list of the members of the initiative's organizing committee.
  - 6.3. The President will notify the applicants of the date, time, and location of next Special Projects Committee meeting and each applicant will be given a maximum of 10 minutes to make a presentation. This will be followed with a question and answer period from the Committee.
  - 6.4. Once the question and answer period has ended, the Special Projects Committee will deliberate, and the discussion shall be closed to all applicants. A Simple Majority vote from the Committee is required for any funding allocation to pass.
  - 6.5. The Special Projects Committee may award all, some, or none of the funds allocated for the SPF, and may attach performance ensuring conditions to the group(s) receiving the funds, subject to the ratification by the BOD.

## **PART C: DISTRIBUTION OF SPECIAL PROJECT FUNDING**

7. If a proposal is accepted, the party will be awarded the funds as they become necessary.
  - 7.1. If the project is cancelled, the additional funding for the project shall be returned to the SPF, with any end-of-year surplus amounts rolling over into the following year's SPF budget.
  - 7.2. All funds granted will be distributed in on a requisitions basis in accordance with the CASA Financial Policy.



## **4 - EXTERNAL CONFERENCE PROGRAM POLICY**

The objective of this Policy is to outline the guidelines and process by which External Conference Funding will be allocated by the CASA.

The External Conference program ("ECP") is an initiative set forth by the Commerce and Administration Students' Association ("CASA") in order to further enhance the professional and personal development of John Molson School of Business ("JMSB") undergraduate students.

Every year, universities across Canada host conferences each with the intention of providing students with practical education that extends beyond what is taught in the classroom. The benefits gained from participation at these conferences include: networking with top executive guests, fellow university students and faculty; learning and improving important business skills such as leadership, negotiation, strategy, and soft skills; and gaining insight into the real world of business. The ECP provides JMSB students with the opportunity to attend such conferences hosted by other universities.

### **PART A: PRINCIPLES AND GUIDELINES**

1. Funding will only be provided to Regular Members of the CASA.
  - 1.1. Students are not eligible to receive ECP funding more than once per semester.
2. External conferences only include external conferences which are open to regular members of the CASA.
3. Funding will only be provided for conferences that have been approved by the CASA VP External and CASA President.
  - 3.1. Such a list must be made available to regular members of the CASA as soon as it is finalized.
4. The CASA shall allocate a minimum of \$10,000 annually for the ECP, with any surplus at the end of the fiscal year rolling over into the following fiscal year.
5. The ECP funding shall only cover the conference's delegate fee. This amount is set by the respective conference organizing committees.
  - 5.1. Travel arrangements and accommodations shall not be covered by ECP, unless they are already included in the delegate fee. If travel and accommodations are not included in the delegate fee, students shall not receive an allowance for such expenses.
  - 5.2. Personal expenses are at the student's own expense.

## **PART B: APPLICATION AND SELECTION PROCESS**

1. Students must apply through the ECP Application Form
  - 1.1 The CASA VP External is responsible for setting the respective ECP application deadlines for each conference at least one calendar week before the conference's set external application deadline.
    - 1.1.1 If a one-calendar-week notice is not feasible, the deadline shall be determined and announced as soon as possible.
2. Students must submit their ECP application before the ECP application deadline. It is the student's responsibility to meet the ECP application deadline in order to be eligible for funding.
3. Applications will be reviewed by the CASA VP External and evaluated according to the following criteria, in no particular order:
  - 3.1 Overall quality of the application
  - 3.2 Extracurricular involvement and volunteer experience in the community
  - 3.3 Previous conference attendance (first-time delegates will have priority over applicants with previous ECP participation)
  - 3.4 Suitability of the conference (undergraduate major and conference theme; ex: marketing students will have priority for marketing-related conferences)
4. The final decision shall be subject to the CASA VP External's discretion in the event of multiple applicants meeting the same criteria.
5. If necessary and at the CASA VP External's discretion, students will be subject to undergo an interview after having submitted their application.
  - 5.1 If this is the case, interviews shall be held as soon as possible in order to provide delegates with enough time to apply to the conference directly. Because of timing issues, this may conflict with Part B.1 of the *External Conference Program Policy*, in which case Part B.5 of said Policy shall prevail.
6. Wherever possible, the CASA VP External shall be responsible for sending the names of the selected ECP delegates to the conference's organizing committees to secure their attendance.
7. The CASA VP External is responsible for communicating with the selected students one calendar week before the respective conference's external application deadline providing the necessary information on how to apply to the conference directly and

how the necessary funding will be supplied. Students selected to receive ECP funding will then have one calendar week in order to apply directly to the conference.

- 7.1 In the case where one calendar week of notice is not feasible, the CASA VP External shall inform selected students of their application acceptance as soon as possible.

## **PART C: DISTRIBUTION OF EXTERNAL CONFERENCE FUNDING**

1. The delegate fee must first be paid for in full by the student. The delegate must submit the following documents, to be reviewed by the CASA VP External. Upon their review, the CASA VP External shall prepare a cheque requisition to be submitted to the CASA VP Finance, to refund the delegate for the amount of the delegate fee. The three documents include:
  - 1.1 Original proof of payment of the delegate fee;
  - 1.2 The ECP feedback form;
  - 1.3 A Confirmation of Attendance form
    - 1.3.1 The CASA VP External shall provide delegates with a Confirmation of Attendance Form prior to departure that must be signed by a member of the conference organizing committee during the conference.
2. If there are not enough ECP applicants for a given conference, the surplus for that conference shall be returned to the ECP budget and shall be reallocated at the discretion of the CASA VP External in consultation with the CASA VP Finance.
3. All funds granted will be distributed in on a requisitions basis in accordance with the CASA Financial Policy.

## **PART D: LIST OF ECP-APPROVED CONFERENCES**

1. The following conferences are eligible for ECP funding:
  - 1.1 John Molson School of Business
    - 1.1.1 John Molson Sports Marketing Conference (JMSM)
    - 1.1.2 BBT – Business Beyond Tomorrow Conference (JSEC)
    - 1.1.3 JHMA Conference
  - 1.2 McGill University (Desautels)
    - 1.2.1 Desautels Business Sustainability Conference
    - 1.2.2 EMC – Entertainment Management Conference
  - 1.3 Massachusetts Institute of Technology (MIT)
    - 1.3.1 MIT Sloan Sports Analytics Conference

- 1.4 University of Alberta
  - 1.4.1 NEW – Network of Empowered Women Conference
  
- 1.5 University of Toronto (Rotman)
  - 1.5.1 UTSB – University of Toronto Sports Industry Conference
  - 1.5.2 RCSA EnVision – Rotman Commerce Students’ Association EnVision Conference
  - 1.5.3 NBTC – National Business Technology Conference
  
- 1.6 University of Waterloo
  - 1.6.1 UWAC – University of Waterloo Accounting Conference
  - 1.6.2 NBTC – National Business Technology Conference
  
- 1.7 Queen’s University
  - 1.7.1 CEEC – Commerce and Engineering Environmental Conference
  - 1.7.2 QACE – Queen’s Advancing Entrepreneurship Conference
  - 1.7.3 QBET – Queen’s Business Environment of Today
  - 1.7.4 QBFFI – Queen’s Business Forum on the Fashion Industry
  - 1.7.5 QCIB – Queen’s Conference on International Business
  - 1.7.6 QFAC – Queen’s Finance Association Conference
  - 1.7.7 QMAC – Queen’s Marketing Association Conference
  - 1.7.8 QWIL – Queen’s Woman in Leadership Conference
  
- 1.8 Ryerson University (Ted Rogers School of Business)
  - 1.8.1 TRMC – Ted Rogers Management Conference
  
- 1.9 York University
  - 1.9.1 APEX

## 5 - CORPORATE RELATIONS POLICY

The objective of this Policy is to protect and support the corporate relationships that are in place between the CASA, its Subsidiaries, and the Business World.

### 1. Restricted Sponsors List (RSL)

1.1. The RSL is a list of companies or persons with whom neither the CASA nor its subsidiaries may enter into new sponsorship agreements, for reasons including but not limited to exclusivity agreements with an association, committee or the CASA, and previous malicious activities performed by the company.

### 1.2. Adding a Company to the RSL:

1.2.1. A written request must be sent to the CASA VP External within thirty university days of the signing of the agreement, as well as a copy of the reasoning why they must appear on the List, in addition to a copy of the signature page of the agreement. The request will be considered invalid and inadmissible after the thirty-day deadline.

### 2. Exclusivity Contracts

2.1. Neither the CASA nor the Subsidiaries may enter into sponsorship agreements with exclusivity clauses that would affect another association or committee, unless these clauses are first approved by the CASA Policy Committee prior to signing.

2.2. The CASA and its Subsidiaries may, at any time, enter into sponsorship agreements with exclusivity clauses that are only applicable to their own operations.

### 3. Violations of this Policy

3.1. Should it be determined that a Subsidiary violates the terms of this policy, the Subsidiary may be obliged to relinquish the contract with a Company should one have been created, at the discretion of the Policy Committee.

## **6 - CODE OF ETHICS**

The objective of this Policy is to establish the expectations around the conduct of employees and members of the CASA and its Subsidiaries so as to create an ethical and professional workplace.

### **PART A: PRINCIPLES AND GUIDELINES**

1. All employees and members of the CASA and its Subsidiaries shall strive to create and maintain a culture of respect, transparency, and honesty through its day-to-day decisions, events and activities, and promotional materials.
2. The CASA and its Subsidiaries shall maintain the highest degree of integrity when dealing with student questions and concerns, and shall equally respect students' right to confidentiality when requested.
3. The CASA and its Subsidiaries shall not promote, partake, or tolerate discrimination against any individual based on (but not limited to) age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership, or political affiliation.
4. The CASA and its Subsidiaries shall not promote, partake in, or tolerate any form of physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment.
5. The CASA and its Subsidiaries shall act responsibly by abiding by the Laws of the Land, the CASA Constitution, this *Book of Policies* when carrying out their day-to-day operations.
6. Property belonging to the CASA or its Subsidiaries cannot be used for personal gain, and under no circumstances can an employee or team member of the CASA or its Subsidiaries accept any unreasonable gift or token that could be considered a bribe.
7. The CASA and its Subsidiaries shall support compliance with the University's stance on academic integrity, as well as the University's Academic Code of Conduct and Code of Rights and Responsibilities.

## **7 - FINANCIAL CONTROLS POLICY**

The objective of this Policy is to establish the financial controls that the CASA and its Subsidiaries must follow so as to promote fiscally responsible and financially transparent operations.

### **PART A: CONTROLS**

1. The CASA will have at least one Concordia University internal account.
2. The CASA will have at least one external bank account with a registered Canadian financial institution.
3. Any remaining budget carried forward to the next year shall serve to augment the relevant group's contingency fund.
4. Each ratified Association will receive \$3250 in funding in both the fall and winter semesters (\$6500 total). Each ratified Committee will receive \$2250 in funding in both the fall and winter semesters (\$4500 total).

### **PART B: CASA SUBSIDIARY CONTROLS**

1. Each of the Subsidiaries must have at least one external bank account.
2. Each bank account must be under the CASA umbrella account, and the CASA VP Finance must have access to all subsidiary bank accounts.
3. All of the Subsidiaries' cheques must have one (1) signature from an authorized signer from the respective Subsidiary and one (1) signature from a CASA authorized signer.

### **PART C: REQUISITION RULES AND REGULATIONS**

1. The CASA and its Subsidiaries will not have petty cash available.
2. Original receipts must be handed in with their requisition forms, although at the CASA VP Finance's discretion, copies of receipts may be submitted as an alternative in extenuating circumstances.
3. Credit card bills shall not be considered receipts, and therefore cannot be used to requisition an expense, although at the CASA VP Finance's discretion, credit card bills may be submitted as an alternative in extenuating circumstances.
4. All requisitions must be approved by the two approved signing officers of each subsidiary, as well as two of the three CASA signing officers, for a total of four signatures on the requisition form, before any cheques are issued.

5. As per the External Conference Program Policy and the Special Projects Funding Policy, the CASA shall allocate a minimum of \$10,000 annually for both the ECP and the SPF, with any surplus at the end of the fiscal year rolling over into the following fiscal year.



## 8 - ASSESSMENT POLICY

The objective of this Policy is to establish the honorarium distribution to members of the Board of Directors and committee presidents.

### PART A: PRINCIPLES AND GUIDELINES

1. Each winter semester, at the meetings specified in the following sections, the BOD shall ratify an honorarium amount to be awarded to the following members:
  - 1.1. Chairperson;
  - 1.2. Secretary;
  - 1.3. All eligible members of the CASA Executive;
  - 1.4. All Subsidiary Presidents
  - 1.5. Independent Directors
2. In order to be eligible for an honorarium, each member of the board and committee president must attend at least  $\frac{2}{3}$  of BoD meetings.
3. Should a member or committee president be absent for more than  $\frac{1}{3}$  of BOD meetings, the Board shall vote to assess the person's honorarium amount (at the last BOD).
4. The amount of said honoraria for each member and committee presidents shall be determined based on both their operational role and their obligations as a board member, if applicable. The following matrix shall be used in determining all honoraria, in a **cumulative fashion for overlapping roles**:

Role	Description	Amount
Board Member	Voting and Nonvoting Members	\$500
Operational 1	CASA Associate/Executive Vice-President(s)	\$500
Operational 2	Subsidiary Presidents, CASA Vice-Presidents or CASA President	\$1500
Operational 3	CASA President	\$500

### PART B: PROCESS FOR CHIEF RETURNING OFFICER

1. Upon completion of the CASA Annual Elections, the Chairperson shall provide each member of the BOD with a Performance Rating Form for the Chief Returning Officer.
  - 1.1. Each Director shall complete the form prior to the last BOD meeting and submit it by the deadline set by the Chairperson, granting a period of at least 5 University Days.

2. The metrics that will be used to measure performance of the CRO shall include:
  - 2.1. The level of quality exhibited in completing each mandated duty, listed in Section I of this *Book of Policies*;
  - 2.2. Availability (how easily accessible was the eligible member when information or support was needed);
  - 2.3. Dedication and initiative demonstrated in their duties
  - 2.4. Overall contribution to the CASA umbrella
3. Before the first BOD meeting following the completion of the CASA Annual Elections, the Chairperson shall tally all scores given to the CRO and an overall average score shall be used to determine the final honorarium amount allocated. The final honorarium amount shall be ratified at that meeting of the BOD.
4. The CRO will receive an honorarium amount based on the following levels:

<b>Score (point range)</b>	<b>Honorarium Allocation</b>
17-20	100
14-16	90
11-13	80
8-10	70
5-7	50
2-4	25
0-1	0

## **9 - ELECTIONS AND REFERENDA POLICY**

The objective of this Policy is to establish the governing framework for all electoral events and referenda of the CASA so as to ensure said events are conducted in a proper and fair manner.

### **PART A: GUIDING PRINCIPLES AND BASELINES**

1. Quorum for the Annual General Elections, By-Elections and Referenda shall be 2.5% of the Regular Members.
2. Each candidate shall be elected by a simple majority of the votes cast by Regular Members.
3. All elected members of the CASA Executive and Association Presidents shall take office at the May BOD following turnover of the outgoing BOD, all of whose terms will end on that date.
4. Any electoral events or referenda shall be called by either a decree of the CASA President or by a special resolution of the BOD.
  - 4.1. A referendum may also be called upon receipt of a petition, delivered to the Chairperson of the BOD, containing the names, signatures, and student identification numbers of at least 200 members as well as the specific question that is to be voted on.
  - 4.2. Once the petition has been accepted, the BOD must schedule the referendum as early as possible. However, the BOD may decide, at its own discretion, to hold the referendum in conjunction with another electoral event that is expected to be held during the same academic year.

### **PART B: CHIEF RETURNING OFFICER (CRO)**

1. To ensure that electoral events and referenda are conducted in a proper and fair manner, the CASA BOD shall appoint a Chief Returning Officer (hereinafter CRO) who shall maintain order in all instances that deal with such events.
2. The CRO should be appointed by the BOD before the election period, and must be appointed by the Appointments Committee followed by a special resolution of the BOD.
  - 2.1. In the event where a CRO cannot be found or becomes unable to perform his/her duties, the BOD shall assign its duties to the Chairperson of the BOD, in accordance with Part B.1.7.6 of the *Mandate Policy*.
3. The CRO must meet the following requirements:

- 3.1. Be a current or formerly registered student of Concordia University;
  - 3.2. Not be a member of the CASA Executive or the Executive of any of the CASA Subsidiaries;
  - 3.3. Must not be seeking to occupy an elected position on the BOD that will be filled during the election that he or she is overseeing.
4. The CRO shall be eligible for an honorarium amount for his/her services rendered throughout the year.
    - 4.1. The honorarium shall not exceed \$1000 for services rendered throughout the year, and can be reduced at the BOD's discretion should the CRO's services be rendered from less than an entire year. Under no circumstance, including bonuses, may this amount be exceeded.
    - 4.2. The amount of the honorarium awarded will be determined by the BOD at the BOD Meeting following the final electoral event which the CRO oversees, in accordance with the Assessment Policy.
5. The CRO shall:
    - 5.1. Determine the lengths of the five Election Periods and four Referendum Periods.
    - 5.2. Instruct the CASA VP Marketing in the marketing of all aspects of the CASA elections to encourage voter turnout.
    - 5.3. Hold informational meetings before the start of the campaigning period to provide candidates and electors general information on the electoral and/or referendum procedure, or any other information deemed relevant.
    - 5.4. Regulate the production of campaign materials, and monitor the requisition of campaign related expenses.
    - 5.5. Verify that all candidates are complying with these regulations.
    - 5.6. Provide any person applying therefore with general advice and information regarding the carrying out of these regulations.
    - 5.7. Establish any additional procedures to ensure that:
      - 5.7.1. Every elector may exercise his or her right to vote.
      - 5.7.2. No elector is able to vote more than once for any position or referendum question.
      - 5.7.3. No person who is not an elector is able to vote.

- 5.7.4. The secrecy of the vote is maintained.
  - 5.7.5. No campaign materials shall be within view of a polling station while the polls are open, with the exception of materials specifically approved by the CRO (for example, a sheet highlighting the arguments of each campaigning position of a referendum).
  - 5.7.6. The integrity of the ballot boxes is preserved during the polling period.
  - 5.7.7. Ballot boxes are sealed at the closure of the polls, and securely transported to the place where counting is to occur.
  - 5.7.8. The ballots are counted in an accurate and secure manner.
6. Create nomination forms.
  7. Distribute, collect, and preserve nomination forms.
  8. Be responsible for the procurement of lists of eligible voters, pens and ballot boxes.
  9. Be responsible for the design and production of all ballots.
  10. Ensure that each position for which an election is being held shall have a ballot of a different color.
  11. Be responsible for appointing and training poll clerks, along with other election officers if deemed necessary.
  12. Have the right to discipline or disqualify a candidate who acts in manner contrary to these rules, or in such a way as to prejudice the candidacy of others.
    - 12.1. Any disciplinary decision made by the CRO may be appealed to the Chairperson of the BOD within three University Days of it being communicated by the CRO, who shall render a decision based on this Constitution, the *Book of Policies* and Robert's Rules of Order.
    - 12.2. Any decision upheld by the Chairperson of the BOD may be appealed to the BOD, who may only approve the appeal through a 2/3 majority vote.
    - 12.3. The CRO may not appeal any overturned decision.
  13. Report directly to the BOD and, at its request, provide progress reports at BOD Meetings.

14. At the BOD Meeting immediately following each electoral event which he or she oversees, provide a written report/presentation to the BOD, which must be formally accepted by the BOD prior to any honorarium being awarded.

### **PART C: Deputy Returning Officer (DRO)**

1. To ensure that the CRO has adequate support in carrying out his or her duties, the Appointments Committee or CASA BOD may appoint a Deputy Returning Officer (hereinafter DRO) upon the recommendation of the CRO.
2. The appointment of a Deputy Returning Officer (DRO) is left to the discretion of the Appointments Committee and of the CRO.
  - 2.1. The DRO shall assist the CRO in his/her roles and responsibilities.
  - 2.2. The DRO shall be eligible for a portion of the CRO's honorarium amount for his/her services rendered throughout the year of up to/for a combined amount of \$1000 as per article 4 of section B of the Elections and Referenda Policy.
3. The requirements, powers, and duties of the CRO shall be subject to regular review by the BOD to ensure their continued relevance.

### **PART D: CANDIDATE ELIGIBILITY**

1. In accordance with the Accreditation Act, all Regular Members of the CASA as defined in Article 3.1 of the CASA Constitution shall be eligible to run for elected office.

### **PART E: ELECTORAL EVENT AND REFERENDUM PERIODS**

1. There shall be five periods for any electoral events and the duration of each shall be set by the CRO provided the following guidelines:
  - 1.1. Awareness Period: minimum five University Days long; maximum ten University Days long
  - 1.2. Nomination Period: minimum five University Days long; maximum ten University long;
  - 1.3. Campaigning Period: minimum five University Days long; maximum ten University Days long;
  - 1.4. Polling Period: minimum two University Days long; maximum four University Days long.
  - 1.5. Ballot Counting Period: however long is necessary.

2. Referenda shall be held using the same periods as Part D.1 of the *Elections and Referenda Policy* with the exception of the Nomination Period.
3. There shall be a gap of at least two but no more than three calendar days between the end of the Nomination Period and the beginning of the Campaigning Period.
  - 3.1. In the case of referenda run independently from an Annual General Election or By-Election as per Part L.1.1 of the *Elections and Referenda Policy*, this gap shall be occur between the Awareness Period and the Campaigning Period.

#### **PART F: AWARENESS PERIOD**

1. Notice of any electoral event or referendum shall be made by way of an official announcement from the CRO, which shall include, as the case may be,
  - 1.1. The particulars of all open electoral seats;
  - 1.2. The dates, times and location(s) where nomination forms may be obtained;
  - 1.3. The dates, times, and locations of all information sessions;
  - 1.4. If applicable, the question for which a referendum has been called.

#### **PART G: NOMINATION PERIOD**

1. A mandatory All-Candidates Meeting shall be held on the date when Nominations close and after the last University class timeslot.
2. The following documents must be made available to all candidates at the time that they obtain a Nomination Form:
  - 2.1. The CASA Constitution and Book and Policies;
  - 2.2. All secondary governing documents as decided by the CRO.
3. Candidates running for a position on the CASA Executive and all Independent Directors must obtain 50 signatures of Regular Members for nomination.
4. Candidates running for an Association President position must obtain 30 signatures entirely from students enrolled in either a major or minor of the respective discipline that they represent for nomination.
5. Nomination forms may only be handed out and received by the CRO or those duly authorized by the CRO.
6. Nomination forms shall include at least the following information:

- 6.1.1. The printed name, address, email, and phone number of the candidate;
- 6.1.2. The position being sought;
- 6.1.3. The name, major/minor, student identification number, and signature of each of the students nominating the candidate;
- 6.1.4. The signature of the candidate.

## **PART H: CAMPAIGNING PERIOD**

1. For the purpose of being elected, each candidate must run on a separate ballot ticket. No slates, affiliations, or any other attempts to form or appear to form teams during the Annual General Elections or By-Elections shall be tolerated. Failure to comply shall result in a disqualification for all involved candidates.
2. Campaign materials permitted are: banners, posters, buttons, t-shirts, social media, and videos.
  - 2.1. Any campaign materials beyond the scope of this list must be pre-approved by the CRO. The usage of any materials outside of this list without the consent of the CRO may result in the candidate being disqualified.
3. Stickers are allowed to be used if pre-applied to campaigning materials but are not allowed to be handed out in general.
4. No materials are to be handed out in mass.
5. Sponsored materials will count towards the budget limit. The CRO will determine to value of the items in question.
6. Although a candidate is permitted to have a campaign team and/or manager(s), no campaign manager or anyone campaigning for the candidate may be paid in any form.
7. Any university facility open to students at large may be used for campaigning purposes. However, as the CASA must remain impartial at all times, no campaigning shall be allowed within any offices of the CASA or its Subsidiaries.
8. In order to maintain fairness for all candidates, property of the CASA or its Subsidiaries may not be used for any campaigning whatsoever, and includes but is not limited to the CASA's office computers, printers and photocopier.
9. No campaigning may be done outside of the Campaigning Period.
  - 9.1. Campaigning must cease at the date and time specified by the CRO. All campaigning material, physical and electronic, must be removed prior to this time. Not having done so may be grounds for disqualification.



10. Any materials created by the CASA to promote the elections and encourage Regular Members to vote shall be allowed during the Campaigning Period, as long as said materials do not create a prejudice towards any specific candidate(s).
11. Candidates must respect each other's campaigning efforts. Therefore, any ripping down of posters, slandering, etc. of one candidate by another candidate (or another's associates) can be grounds for a disqualification of that candidate.
12. For campaign materials, each electoral candidate may expense a maximum amount of \$75.00 CAD (excluding taxes) and each official referendum campaign team may expense a maximum amount of \$150.00 CAD (excluding taxes). All receipts must be handed in to and approved by the CRO no later than ten calendar days following the election.
  - 12.1. Even if no amount was spent, an expense form to this effect must still be submitted.
  - 12.2. Any amount of expenses over the amounts described in Part G.12 of the *Elections and Referenda Policy* will result in an automatic disqualification.

#### **PART I: POLLING PERIOD**

1. The Polling Period may not be held in May, June, July, August, and must be held on University days that do not fall within the University's official exam period.
2. Voting shall be done by secret ballot.
3. Other than to cast their vote, candidates are not permitted to loiter within ten feet of a polling booth.
4. The voting procedure shall contain the following minimum criteria:
  - 4.1. The voter shall present a validated Student Identification Card to the poll clerk.
  - 4.2. The poll clerk shall locate and mark off the person in the list of eligible voters. If the person does not appear in this list, that person shall not be entitled to vote.
  - 4.3. The poll clerk shall initial one of each of the ballots being used, and present these to the voter.
  - 4.4. The vote shall take place privately.
  - 4.5. The ballots shall be placed in the ballot box by the voter
5. No elector may vote by proxy.

6. The ballot boxes shall be the direct responsibility of the CRO.

#### **PART J: BALLOT COUNTING PERIOD**

1. Counting of the ballots shall take place within two hours of the final close of voting.

2. Only the following persons shall be allowed to be present at the count:

2.1. The Chairperson;

2.2. The CASA President;

2.3. The CRO;

2.4. One individual representing each of the candidates;

2.5. Clerks selected by the CRO to help in the count.

3. A ballot shall be declared spoiled (and therefore rejected) if one of the following conditions occurs:

3.1. The marking used to indicate only one candidate is indistinct;

3.2. More than one candidate is indicated by the voter;

3.3. It is not signed by one of the designated CASA poll clerks.

4. If there is a disagreement as to whether or not one or more of the conditions listed in Part I.3 of the *Elections and Referenda Policy* is truly violated, the CRO shall make the final decision to declare a ballot spoiled.

5. Election results shall be made available by the CRO no later than 9:00 AM the day following the counting of the ballots.

6. The ballots of any election or referendum shall be kept in a secure manner by the CRO for a period of thirty University Days following the announcement of the results.

7. Candidates shall be allowed to request a recount. All such requests must be made in writing to the CRO and must be received no later than three University Days following the counting of the ballots by the CRO.

#### **PART K: ELECTION OF ASSOCIATION PRESIDENTS**

1. Notwithstanding any exceptions set forth in this Constitution or the *Book of Policies*, the President of every Association must be elected during the Annual General

Elections or By-Elections, and may only be appointed by the BOD if the position is left vacant following an Annual General Election, By-Election, resignation or removal from office.

2. Association Presidents who are not elected shall not be granted full voting rights until approved at a SGM or AGM, as set forth in Article 10.2.3. of the CASA Constitution.
3. Notwithstanding any exceptions set forth in this Constitution or the *Book of Policies*, in the event an Association has a provision in their constitution or policies preventing a Regular Member from running for the presidency of said Association, the Regular Member may appeal to the BOD to obtain permission to run in an Electoral Event.

#### **PART L: TIED RESULTS**

1. If two or more leading candidates have received an equal number of votes, the CRO will issue a public notice of a new vote for the position in question.
2. This vote shall be open for three days, beginning the day after the announcement of the previous election's results.
3. Campaigning shall be allowed throughout this voting period, subject to the regulations in this policy.
4. Should this vote also result in a tie, a coin toss by the CRO shall determine which candidate shall be declared elected.
5. In the event of a tie, a referendum question shall be deemed defeated.

#### **PART M: REFERENDA POLICY**

1. When possible, referenda shall be held in conjunction with either the Annual General Election or with a By-Election.
  - 1.1. Should a referendum be called before the next Annual General Election or By-Election, such referendum shall be run as regular By-Elections, with the exception that there shall be no Nomination Period.
2. A Referendum question may only be put to the Regular Members once it has been approved by a special resolution of the BOD or the membership at an Annual General Assembly, or a Special General Assembly.
  - 2.1. In the event that a referendum question has been called by petition, the BOD must resolve, by simple resolution, that the wording of the question is not prejudicial to the outcome of the vote before the question may be put to ballot.
3. For a Referendum question to be valid, it must contain only one discernible question, be unambiguous and be answered only by "YES" or "NO".

4. Regular Members actively supporting the “Yes” side shall be considered part of the “Yes” campaign team and Regular Members supporting the “No” side shall be considered part of the “No” campaign team.
5. Upon the calling of a referendum, the CRO shall hold an informational meeting during the Awareness Period, where campaign teams can assemble and, by simple resolution of those Regular Members in attendance, appoint an official YES” spokesperson and an official “No” spokesperson. These spokespeople, shall act as the official campaign team representatives throughout the referendum process.
6. Campaign spokespeople and campaign teams are responsible for reading and being familiar with all material relevant to the referenda process such as the CASA Constitution, the *CASA Book of Policies* and any other material set by the CRO before the Campaign period commences, and ignorance is not an excuse.
  - 6.1. Campaign spokespeople shall sign a document prior to the commencement of campaigning that indicates that they fully understand and accept all the rules and regulations that govern the referendum process, including additional regulations and guidelines developed by the CRO.
7. Each campaign team shall have the right to disseminate their campaign in a reasonable and responsible manner.
8. During the course of the campaign period, no campaign team shall:
  - 8.1. Interfere with or disrupt the normal operations of the university, which includes any businesses or departments which normally operate on the university campus;
  - 8.2. Disrupt any academic setting so that the academic pursuit of any student(s) is unduly impaired;
  - 8.3. Remove or reposition another campaign team’s campaign material;
  - 8.4. Cover or overlap another campaign team’s campaign material.
9. Slander, libel and vandalism are absolutely unacceptable and shall be disciplined accordingly.
10. The result of a Referendum is binding upon the entire CASA umbrella, including but not limited to The Executive, the BOD, and the Subsidiaries. It may overrule all previous decisions of the CASA umbrella, including decisions made during general assemblies or special general assemblies. They do not, however, overrule the Constitution unless the referendum question specifically proposes an amendment to the Constitution.

## **PART N: CONTESTATION AND INVALIDATION OF ELECTIONS AND REFERENDA**

1. Any Regular Member may contest the result of an Annual General Election, By-Election or Referendum, in accordance with the procedures and grounds set forth in the *Book of Policies* or Constitution.
2. Any elector may contest a referendum or an election, or a part thereof relating to a specific position(s), on the grounds that:
  - 2.1. A person declared elected was ineligible;
  - 2.2. A person declared elected did not obtain the greatest number of the valid votes, as applicable;
  - 2.3. That a corrupt electoral practice was used that caused the election or referendum to be null;
  - 2.4. There has been a gross violation of these regulations;
  - 2.5. That the proper formalities were not observed.
3. A contestation of an election or a referendum must be filed in writing with the CRO no later than three University Days following the announcement of the results by the CRO. The CRO shall issue a written decision within three University Days of receiving such contestation.
4. Any invalidation request must be made to the CRO within three University Days following the announcement of the results by the CRO. The CRO will then forward such requests to the Chairperson with undue delay.
5. The BOD shall be the only body empowered with invalidating one or more of the final results of elections and referenda. The BOD may consider invalidating one or more of the results of elections and referenda only if one of the following conditions occurs:
  - 5.1. There is evidence of ballot stuffing;
  - 5.2. Interference with voting by any party occurs;
  - 5.3. Any conditions which arise that the BOD feels has jeopardized the normal election process;
  - 5.4. The articles of the CASA Constitution are violated by the candidate or one of his/her associates.
6. It may occur that for some unforeseen reason a polling station is closed for some duration of time. This is usually not grounds for declaring an election invalid, because a closed poll is closed for all candidates (and therefore all candidates are treated

equally). Only if there are exceptional circumstances can this reason be used to invalidate an election.

## **10 - BOARD OF DIRECTORS GOVERNANCE POLICY**

The objective of this Policy is to outline the requirements, powers, and duties of the Board of Directors of the CASA.

### **PART A: STANDING COMMITTEES**

1. The Appointments Committee shall be subject to specific rules outlined below:
  - 1.1. The Appointments Committee shall be responsible for screening and interviewing candidates for all vacant employment and representative positions, including but not limited to: Agenda Manager, BOD Chairperson, BOD Secretary, Executive Assistant, IT Manager. Candidates for vacant positions on the BOD shall be screened and interviewed by the entire BOD rather than the Appointments Committee.
  - 1.2. The Appointments Committee shall meet at the call of the CASA VP Internal, who shall provide at least three University Days notice prior to a meeting.
  - 1.3. The CASA VP Internal shall serve as the non-voting chairperson of the Appointments Committee. In his or her absence, the BOD Chairperson shall chair the meeting.
2. The Finance Committee shall be subject to specific rules outlined below:
  - 2.1. The Finance Committee shall be responsible for the review of all budgets of the CASA and its Subsidiaries, and shall further have the responsibility to review and recommend financial policies and controls to the BOD. Any budget approved by the Finance Committee is subject to ratification by the BOD before such approval becomes binding.
  - 2.2. The Finance Committee shall meet at the call of the CASA Vice President Finance, who shall provide at least three University Days notice prior to a meeting. The Committee shall meet prior to the August BOD meeting to review and approve all budgets of the CASA and its Subsidiaries. It shall meet prior to the May BOD meeting of the following year to review and approve all closing budgets of the CASA and its Subsidiaries.
  - 2.3. The Finance Committee shall review the CASA's quarterly budgets as an informative session, and shall cross-reference any financial data they request.
  - 2.4. The CASA Vice President Finance shall serve as the non-voting chairperson of the Finance Committee. In his or her absence, the BOD Chairperson or the CASA President shall chair the meeting.
3. The Special Projects Committee shall be subject to specific rules outlined below:

- 3.1. The Special Projects Committee shall be responsible for the allotment of the Special Projects Fund, as detailed in this Constitution and the *Book of Policies*.
  - 3.2. The Special Projects Committee shall be responsible for evaluating membership requests to join the CASA umbrella as an Association or Committee and make recommendations for such approval to the Finance Committee to evaluate financial considerations, and to the BOD for final approval.
  - 3.3. The Special Projects Committee shall meet at the call of the CASA VP Events, who shall provide at least three University Days notice prior to a meeting. The Committee shall meet in June or July to distribute funds for the Fall semester, and in October to distribute funds for the Winter semester, or as necessary when a membership request has been submitted.
  - 3.4. The CASA VP Events shall serve as the non-voting chairperson of the Special Projects Committee. In his or her absence, the BOD Chairperson shall chair the meeting.
  - 3.5. In the event that a member of the Committee is involved with a funding request to the extent that there is the appearance of a conflict of interest, the member in question shall not be allowed in the deliberations or votes of the fund allocation, and the CASA VP Events may temporarily appoint any other Voting Director of the BOD to the standing committee in order to meet quorum. If quorum is maintained without the conflicting member present, such appointment shall not be allowed.
4. The Policy Committee shall be subject to specific rules outlined below:
    - 4.1. The Policy Committee shall be responsible for the review and approval of the constitutions of the CASA, including its subsidiaries, to ensure that it fulfills its legal obligations and operations as an organization.
    - 4.2. The Policy Committee shall additionally have the responsibility to update the CASA Book of Policies to ensure that it reflects the CASA's current operations faithfully.
    - 4.3. The Policy Committee shall meet at the call of the CASA Vice President Academics and Student Affairs, who shall provide at least three University Days notice prior to a meeting. However, should a special meeting need to be convened within a shorter time frame, it must be done with the approval of special majority of the committee.
    - 4.4. The CASA Vice President Academics and Student Affairs shall serve as the non-voting chairperson of the Policy Committee. In his or her absence, the BOD Chairperson or the CASA President shall chair the meeting.
5. The BOD shall have the authority to assign any additional tasks to a standing committee as it sees fit.



## **PART B: NOTWITHSTANDING CLAUSE**

1. There may arise a need for the BOD to pass a motion that derogates from one or more of the policies set forth in the *Book of Policies*. In such an event, the BOD may pass said motion, provided the following conditions are met and respected:
  - 1.1. There must be a pressing need to act in a timely manner.
  - 1.2. The issue this motion attempts to address must be non-recurring.
  - 1.3. The motion cannot consist of an amendment to this Constitution in any way, shape or form.
  - 1.4. The motion cannot pertain to the quorum of any body of this organisation.
  - 1.5. The motion must clearly state all articles that shall not be applicable to it.
  - 1.6. The motion must be approved by a Special Resolution of the BOD.
  - 1.7. The motion may be in effect no more than four months.
2. Failure to meet or respect one or more of the conditions outlined in Part B.1 of the *Board of Directors Governance Policy* shall render the motion invalid and not applicable.

## **PART C: BOARD MEMBER RESPONSIBILITIES**

1. All board members must attend 2/3 of board meetings.
  - 1.1 Attendance is defined and tallied at the discretion of the Chairperson.
    - 1.1.1 The chairperson must disclose his/her definition of attendance at least 7 days before it is applied.
  - 1.2 Should a board member not meet the required attendance, the chairperson of the board shall notify the board of their absence record.
  - 1.2 Failure to inform the CASA BoD Chairperson of his/her absence within 48 hours of the meeting will result in a \$75 penalty to be deducted from the entity's budget. The amount of such penalties will be added to the Special Projects Fund budget;
- 2 Each board member must submit a monthly written report to the chairperson of the CASA Board of Director within 48 hours of the meeting.
  - 2.1 Failure to submit a BoD report will result in a \$75 penalty to be deducted from the entity's budget. The amount of such penalties will be added to the Special Projects Fund budget.
    - 2.1.1 Extenuating circumstances for late submission may be evaluated by the CASA BoD Chairperson.
    - 2.1.2 Exception being of Independent Director(s) and Alumni Director(s).
  - 2.2 Independent Directors must submit their individual reports to an overall Independent Directors Report. This overall report shall count as the report for all Independent Directors.
  - 2.3 Alumni Directors must submit their individual reports to an overall Alumni Directors Report. This overall report shall count as the report for all Alumni Directors.”
  - 2.4 Committees are subject to Part C: Responsibilities of Directors of the Board - Section 2

## **11 - CASA SPACE MAINTENANCE AND SAFETY POLICY**

The objective of this policy is to outline the responsibilities and guidelines of use related to space graciously provided to CASA and its Subsidiaries by Concordia University. The use of these spaces is a privilege rather than a right. As such, they should be respected at all times.

### **PART A: PRINCIPLES AND GUIDELINES**

1. Specific spaces have been deemed “CASA Space” and are to be used for the purpose of carrying out the business of the CASA and its Subsidiaries.
2. The following spaces in the Molson Building are considered CASA Space:
  - 2.1. The Offices (4.105, 4.106, 4.118, 4.431, 4.433, 4.435, 4.437, 4.440, 4.445, S1.447, and S1.451);
  - 2.2. The Kitchen (4.108);
  - 2.3. The Conference Room (4.120);
  - 2.4. The Multipurpose Room (S1.455);
  - 2.5. The CASA Storage Rooms (4.255, 4.428, 4.430, 4.438, and S1.451);
  - 2.6. The R.O. Wills Computer Lab (S1.465).
  - 2.7. The CASA Table (MB Lobby)
3. All CASA spaces are to be kept tidy by all those who use them at all times. This includes but is not limited to garbage, unnecessary clutter, and spills.
4. While it is acknowledged that from time-to-time authorized people may utilize CASA spaces outside of the University’s normal hours of operation, no person is to use said space for anything not-related to their duties. This includes but is not limited to sleeping overnight.
5. JMSB policies, University policies, Codes, laws and regulations must be followed at all times.

### **PART B: CASA AND SUBSIDIARY OFFICES**

6. The CASA and the Subsidiaries are all responsible for ensuring that their Offices are kept clean.
  - 6.1. The CASA VP Internal will issue a three-day warning to the CASA or any Subsidiary should their Office(s) become excessively messy.

6.1.1. Failure to address the focus of the warning within five University days will result in a \$75 cleaning fee being deducted from the group-in-question's budget.

6.1.1.1. This amount is subject to change depending on the degree of the cleaning required.

7. To avoid potential fire hazards, no electric kitchen appliances are allowed in the Offices. Any kitchen electric appliances in the Offices will be promptly removed.
8. Executive Members of the CASA and all Subsidiaries are responsible for cleaning their Offices at the end of their term prior to turnover BOD.

### **PART C: STORAGE ROOMS**

9. The CASA and the Subsidiaries are all responsible for ensuring that the Storage Rooms are kept as clean and organized as possible. Materials that are no longer needed should be discarded appropriately, be it by recycling, donation or disposal.

### **PART D: KITCHEN**

10. Any person who uses the Kitchen is responsible for cleaning up any messes he or she makes, including but not limited to: dirty dishes, food splatters in the microwave, emptying the coffee machine, spills on the counter, etc.
11. The Kitchen will be given a general cleaning on a regular basis that will include the fridge, the microwave, the coffee machine and counter space.
  - 11.1. Regular cleaning of the Kitchen will be assigned to the CASA and its Subsidiaries according to a rotating schedule that will be made by the CASA VP Internal each summer.
    - 11.1.1. If the CASA or a Subsidiary is unable to fulfill its responsibility when scheduled, it must arrange for the cleaning to still be completed. It must contact the CASA VP Internal to notify him or her of these arrangements.
    - 11.1.2. Whoever is originally scheduled to clean on a particular week is ultimately responsible for seeing that the cleaning is completed. This applies to arrangements in which two groups trade scheduled shifts.

## **12 - CASA TABLING POLICY**

The objective of this Policy is to outline the guidelines and processes by which CASA, its subsidiaries, and groups external to the CASA umbrella are permitted to reserve and make use of the CASA table located in the JMSB lobby for their official activities.

### **PART A: BOOKING PROCEDURE**

1. Subsidiaries may not book the table themselves more than eight times within one month. Any additional days should be organized by sharing with another subsidiary. Furthermore, though sharing is up to the subsidiary's discretion, it is strongly encouraged. Should the table be booked for a sponsor, no sharing will be expected, but neither CASA nor its subsidiaries may consecutively book more than two days for sponsors. This is to ensure that the table is fairly made available and accessible for the shared use of CASA and all subsidiaries.
2. The process for booking the CASA table goes as such:
  - 2.1. The booking information (date, time, sponsor, event being promoted etc.) must be entered to the CASA internal calendar using the appropriate colour assigned to each subsidiary as indicated in the Internal Handbook.
  - 2.2. The booking officer should then reserve the space using the CASA booking system <http://booking.casajmsb.ca/>
  - 2.3. The booking officer should log into the system using the login and password provided at the beginning of the year.
  - 2.4. By selecting "MB Building," the three CASA Spaces will appear. The booking officer must select the date of the event and fill out all the necessary information on the registration page.

### **PART B: PROMOTIONAL PURPOSES**

1. The CASA and its subsidiaries may book the CASA table only for the purposes of promoting their activities or events or any other initiative related to their operations.
  - 1.1. Executive members of the CASA and its subsidiaries are not to book the table for personal purposes such as studying, promoting personal fundraisers or activities, or for the use of personal contacts.
2. If circumstances make it such that a subsidiary no longer requires or is unable to make use of their scheduled tabling hours of the CASA table and will therefore not be using it during the time for which it is booked, they must inform the CASA Vice President Internal Affairs at least five calendar days in advance. Failure to inform the CASA Vice President Internal of their absence within five calendar days of the scheduled tabling will result in a \$50 penalty to be deducted from the subsidiary's budget. The amount of such penalties will be added to the Special Projects Fund budget. The same applies for all executive members of the CASA.

- 2.1. In order for a late cancellation fee to be waived, the circumstances must be extraordinary in nature and it is up to the subsidiary to prove that the situation could not have been anticipated. Cancelling a reservation with less than 5 calendar days of notice simply because the members of a subsidiary are no longer available to staff the table is not a permissible excuse. The CASA Vice President Internal will be responsible of determining what constitutes as extraordinary circumstances.
3. In extraordinary circumstances, subsidiaries have the option to offer their scheduled tabling hours to another subsidiary. Should another subsidiary accept the proposal, making it such that the CASA table is being used for the purposes identified in Article 1, it is the responsibility of the initial subsidiary to inform the CASA Vice president Internal without delay of the schedule changes and thus, exempting them from the \$50 cancellation penalty.

### **PART C: SPONSORSHIP PURPOSES**

1. Any subsidiary who wishes to include the CASA table option into their sponsorship package must adhere to the price rate of \$200 per day, which as been set in comparison with the prices set by Hospitality.
2. In circumstances where a subsidiary allows a sponsor to make use of the CASA table in exchange for its services rather than financial remuneration, the subsidiary assumes responsibility for the actions of the sponsor and must make their affiliation apparent. This can be accomplished by having the subsidiary's banner next to the table, publishing a social media post endorsing the sponsor's use of the table, or having a member of the subsidiary actively present during the tabling period.
  - 2.1. Any sponsor that is using the CASA table without having paid for it must use the CASA tablecloth provided.
3. All bookings made for sponsors count towards a subsidiary's total allowed number of bookings as specified in Part A-1 of the CASA Tabling Policy.
4. The established pricing structure for sponsors is defined in terms of blocks of time:
  - 4 Hours: 350\$
  - 6 Hours: 425\$
  - 8 Hours: 500\$
5. If circumstances make it such that a subsidiary's sponsor no longer requires the use of the CASA table and will therefore not be using it during the time for which it is booked, the subsidiary must inform the CASA Vice President Internal Affairs at least five calendar days in advance. Failure to inform the Vice President Internal Affairs of their absence within five days of the scheduled tabling will result in a \$50 penalty to be deducted from the subsidiary's budget. The amount of such penalties will be added to the Subsidiary Special Projects Fund budget.

6. If extraordinary circumstances make it such that a subsidiary's sponsor is unable to make use of their scheduled tabling hours, it will up to the discretion of the CASA Vice-President Internal to determine if the subsidiary should be exempted from the \$50 penalty. In order for a late cancellation fee to be waived, the circumstances must be extraordinary in nature and it is up to the subsidiary to prove that the situation could not have been anticipated or avoided.