



John Molson Women in Leadership

The Constitution of the
John Molson Women in Leadership Committee

Created January 2017

TABLE OF CONTENTS

SECTION A: GENERAL PROVISIONS	3
ARTICLE 1: NAME	3
ARTICLE 2: DEFINITIONS	3
ARTICLE 3: MANDATE	3
SECTION B: JMWL EXECUTIVE STRUCTURE AND DUTIES	5
ARTICLE 4: COMPOSITION AND ROLES OF EXECUTIVES	5
ARTICLE 5: MEMBERSHIP	10
ARTICLE 6: TERMS OF MANDATE	11
ARTICLE 7: REMOVAL FROM OFFICE	11
ARTICLE 8: SUCCESSION	11
SECTION C: THE CONSTITUTION	12
ARTICLE 9: BOARD OF ADVISORS	12
ARTICLE 10: ALTERATION OF THE CONSTITUTION	13
ARTICLE 11: CASA CONSTITUTION	13

SECTION A: GENERAL PROVISIONS

ARTICLE 1: NAME

1.1

The official name of the organization shall be “John Molson Women in Leadership”. The organization shall perform its obligations under that name.

1.2

The organization shall hereinafter be referred to as JMWL. It is an official subsidiary of the Commerce and Administration Students Association.

ARTICLE 2: DEFINITIONS

BOA: Board of Advisors of JMWL

JMSB: The John Molson School of Business of Concordia University

The University: Concordia University, including the Faculty of John Molson School of Business

University Day: Any day excluding Saturdays, Sundays, statutory holidays in the province in Quebec, and other holidays during with the University is closed

CASA: Commerce and Administration Students Association

Membership: Every undergraduate student registered for a minimum of one credited course at the John Molson School of Business and currently enrolled in a major or minor within said faculty.

ARTICLE 3: MANDATE

JMWL is a committee open to all students currently enrolled in an undergraduate program at JMSB. Our mission is to educate, inspire, and empower the student body and create an ongoing

conversation about gender equality. JMWL events will provide learning and networking opportunities for all students. Gender inequality will only be eradicated when the entire population is aware, engaged, and knows how to defy this bias.

JMWL will cater to undergraduate JMSB students by:

3.1

Providing learning opportunities by hosting a prestigious annual conference, with various speakers, workshops, case challenges, and networking events. This conference aims to raise awareness of gender inequality and encourage the support of women in leadership. This two-day conference will allow undergraduate JMSB students to learn more about these issues by bringing together a diverse pool of students, professionals, and professors, with a wide array of experiences.

3.2

JMWL will host various workshops throughout the school year to educate students on the current corporate environment, trends, and help them acquire the skills to succeed in an organization. These workshops will be interactive and require participation, ultimately harboring creative and innovative ways of learning.

3.3

Once we have an established network, we are looking to implement a mentorship program, which matches mentees with top-level female business executives from Montreal-based enterprises. This program will allow young women from all fields to share their experiences and celebrate their successes.

3.4

JMWL is looking to add value to the JMSB community by contributing to the overall student experience and by increasing the school's value proposition. Through involvement with various corporate sponsors, JMWL will have the ability to expose students to different career opportunities and involvement in various women initiatives. Through these events, our female undergraduates will be more aware of the wage gap that exists and move towards closing it. Our male students will be entering the workforce with a better understanding of the societal situation and will be more inclined to speak up about gender inequalities.

3.5

JMWL will maintain an ambassador program that serves as a way to engage the JMSB community. By offering six positions to students in their first or second year, this gives them hands-on experience working in a team, while potentially becoming candidates for the future executive committee. Ambassadors have exposure to the workings of our events and the internal happenings of the day-to-day operations. Ambassadors represent a way to directly engage and involve a larger number of the student body, while increasing the reach of the organization.

SECTION B: JMWL EXECUTIVE STRUCTURE AND DUTIES

ARTICLE 4: COMPOSITION AND ROLES OF EXECUTIVES

4.1 The daily operations of JMWL shall be governed by a team of executives that hold the following titles:

4.1.1 Elected member by the BOA of the JMWL executive team shall be:

4.1.1.1 President

4.1.2 Appointed members of the JMWL Executive team shall be:

4.1.2.1 Executive Vice President

4.1.2.2 Vice President of Marketing

4.1.2.3 Vice President of Design

4.1.2.4 Vice President of Logistics

4.1.2.4 a Director of Involvement

4.1.2.5 Vice President of Corporate Relations

4.1.2.6 Vice President of Finance

4.1.2.7 First Year Representative

4.1.3 There shall be one president with voting power on the CASA BOD.

4.1.4 The president will have the sole authority to create additional positions not listed in the constitution, or to merge positions listed in the constitution. For instance, the president may appoint associate positions under the directives of executive members, if deemed necessary. Such positions shall vary according to the needs of the committee.

4.1.5 The president shall be elected via the board of advisors annual general meeting, as outlined in section article 8.3.

4.2 The JMWL executive team assumes the following roles and responsibilities:

4.1.1.1 Duties of the President

- Plan, recruit, and manage the executive team.
- Oversee the entire planning process and ensure the effective implementation of the committee's strategy to meet its mission statement.
- Visibility on all communications within the organization (all organization emails and social media accounts).
- Conduct weekly meetings with all executive members.
- Confirm all deadlines for executives regarding their weekly tasks and projects.
- Attend meetings of the CASA Board of Directors.
- Act as the primary signing officer of JMWL.
- Vote on the CASA Board of Directors.

Marketing

- Approve the monthly marketing plan which includes the social media accounts, website, and any event releases.

Logistics

- Conduct a meeting two months prior to each semester to brainstorm with the team for potential event ideas. Following this, meet with VP Logistics to decide on chosen events and dates.
- Approve the selected venue for each event, no later than three weeks before the event.

Finance

- Approve each semester's budget and all extra expenses throughout the year that were not included in the budget.
- Visibility on all the finances of the organization including bank accounts, expense reports, and revenue streams.

Sponsorship

- Approve the yearly corporate package and any changes, if deemed necessary.
- Reach out to contacts for sponsorship opportunities.
- Verifies that all sponsorship is in line with the JMWL mission and values.

4.1.2.1 Executive Vice President

- Meet with all executive members individually, twice a semester, to discuss strategic plan and goals regarding their respective positions.
- Visibility on all communications within the organization (all organization emails and social media accounts).
- Meet with the president bi-monthly to ensure vision alignments.
- Provide general advising on internal and external happenings.
- In attendance for interviews, and helps with pre-screening.
- Confirm and review financials bi-yearly.
- Ensures that all executives are meeting their deadlines confirmed by the president.
- Approving all content produced by the ambassadors alongside Director of Involvement.

4.1.2.2 Vice President of Marketing

- Create monthly schedules that include post content, timing, target market, and channels (including time-sensitive events/articles that arise throughout the month).
- Work closely with the VP Design to produce and plan content.
- Publish all relevant content on Facebook, Instagram, and LinkedIn.
- Ensure that our committee is known throughout Concordia (and other universities in Montreal).
- Suggest sponsorship opportunities to VP Corporate Relations (through support that is shown via social media pages).
- Responsible for real-time updates on social media during events (Instagram story, live video, announcements, winners/contest, etc.).
- Find innovative ways to promote events and the committee.

4.1.2.3 Vice President of Design

- Preparation of JMWL promotional material, which includes:
 - Design templates for Social Media (with VP Marketing).
 - Design event promotion for Social Media (with VP Marketing and VP Logistics).
 - Banners, flyers, and presentation material for events (with VP Logistics).
 - Creation of Sponsorship Package (with VP Corporate Relations).

- Create and maintain a visually appealing and informative website.
- All other designs deemed necessary by the president.

4.1.2.4 Vice President of Logistics

- Responsible for planning brainstorming session with the entire team for event ideas (two months prior to semester). Once that is complete, must sit with the president to finalize semester events.
- Plan events that are aligned with JMWL mission, which includes:
 - Organizing and coordinating events, such as networking cocktails, workshops, speaker events, etc.
 - Researching and selecting venues within budget and target audience size.
- Seek out information regarding campus services and facilities in Montreal that may be used for events.
- Responsible for the booking and execution of all of our events.
 - Hospitality Concordia: Room Bookings, supplies, etc.
 - IITS: Laptop Rentals, Audio Visual, Projectors, Printers, etc.
- Schedule times of events based on CASA's internal calendar.

4.1.2.4.a Director of Involvement

- Recruit and manage approximately six ambassadors for the Fall and Winter semesters alongside the president and executive vice president.
 - Creating ambassador descriptions to post on social media for recruitment (graphics with VP Design).
 - Draft interview questions and select participants (with the president and executive vice president).
- Creating ambassador schedules and coordinating their roles during events.
- Approve and edit blog posts sent in by the ambassadors alongside the executive VP.
- Helping VP Logistics with event details if necessary.
 - Research and/or copywriter for advertising, if needed.

4.1.2.5 Vice President of Corporate Relations

- Serve as a Liaison between corporate sponsors and the executive team.
 - Creating Sponsorship Package alongside VP Design.
 - Constantly developing relationships with potential new sponsors.

- Collect internal/external funds.
 - Internal Funds: CASA, CSU
 - External Funds: Members of the Corporate Community
- Aid VP Events to find venues through providing sponsors with visibility opportunities.
- Conduct research on relevant grant opportunities and submit grant applications and other funding proposals.
- Actively seek out in-kind sponsors for the Annual Conference, and ensures that all sponsors are represented in marketing materials per sponsorship agreements.
- Work with the president to create sponsorship goals for each semester and to create a sponsorship plan (monetary targets, target markets, sponsorship package details etc.).

4.1.2.6 Vice President of Finance

- Work closely with the president to set the annual budget at the beginning of the committee's term of mandate.
 - Assign Budget for:
 - Activities
 - Events
 - Promotional Items
- Collect expense receipts and reconcile books.
- Collect payments and issue cheques when necessary.
- Up to date bookkeeping.
- Present a detailed and accurate financial report at the BOA meetings
- Obtain approval from the president for any unexpected expenses.

4.1.2.7 First Year Representative

- Provide assistance to all executives when and if needed.
- Shadow all roles as a potential executive for the following year.
- Act as a liaison between first year students and JMVL, in order to create student awareness of JMVL in the beginning of their University studies

4.3 Meetings of the JMWL executives

4.3.1

Meetings of the JMWL executive team shall be conducted once a week with a minimum of 80% attendance.

4.3.2.

The JMWL executives shall meet at the call of the JMWL president at any time, provided that two university days of notice is given to all members.

4.3.3

During these meetings, executives are required to report to the president on all upcoming goals, how they plan to attain them, their progress on tasks, and if any help is needed.

4.3.4

The president and executive VP must be present at all weekly meetings. The president will conduct all meetings unless assigned otherwise to another executive, solely executable by the president.

ARTICLE 5: MEMBERSHIP

5.1 All members wishing to be appointed for an executive position within the JMWL are guaranteed an interview if their application is submitted by the specified deadline, and conforms to all the specifications of the position posting.

5.2 Members must be undergraduate JMSB students.

ARTICLE 6: TERMS OF MANDATE

6.1 The fiscal year shall officially commence on May 1st of a given year, and terminate on April 30th of the following year.

ARTICLE 7: REMOVAL FROM OFFICE

7.1 Any executive may be dismissed from office by unanimous agreement between the president and executive vice president for cause. A meeting must be called with the president, executive VP and said executive, with the appropriate documentation for reason of dismissal.

7.2 In the event any member of the executive team has been removed from office or resigns, the open position shall be advertised to general membership as soon as possible through JMWL's regular communication channels. Applications will be sent to the president or executive VP, who shall appoint an acting member of the executive team.

ARTICLE 8: SUCCESSION

8.1 The JMWL president shall be elected during the annual general election meeting with the BOA. The current president will interview possible candidates and invite those who are believed to be capable of such responsibilities to the general election meeting, where the BOA will make the final decision.

8.2 Eligibility

8.2.1 Anyone who has been a member of the JMWL for a minimum of 6 months is eligible to apply for the role of president and will receive a guaranteed interview.

8.2.2 The position may also be opened to any of the following:

- Executives within a CASA subsidiary
- The executive team of fellow subsidiaries.
- Competing members of JMCC.

8.2.3 All candidates must be approved by the president before being considered by the Board of Advisors.

8.3 Annual General Meeting of BOA

8.3.1 Applicants will be required to present to the board after the interview with both the president and the executive VP. Voting will be held in a closed session by secret ballot. The applicant must receive a simple majority (51%) of the votes to be elected as JMWL president. In the event of a tie, the final decision will be made based on the recommendation of the outgoing president.

8.3.2 Through closed session by secret ballot, the BOA can determine if the (retired) president will have a seat on the Board and if so, for how long (usually 1 year only).

SECTION C: THE CONSTITUTION

ARTICLE 9: BOARD OF ADVISORS

The JMVL BOA is comprised of highly established business professionals whom are dedicated to promoting women in leadership. They are leaders in their respective industries and serve as crucial advisors to the JMVL alumni and undergraduate community.

Members are to be elected by the executive team for a three-year commitment (with the exception of the previous co-presidents and president) and should include various members from within as well as externally from JMSB community.

9.1 Board composition

9.1.1 Faculty Member(s)

9.1.2 Current JMSB student(s) in high standing

9.1.3 External Member(s) of the corporate community

9.1.4 Previous Term's president(s) (for 1-year period only - if elected)

9.2 Meeting of the Board of Advisors

- There will be an in-person meeting minimum once a semester.
- During these meetings, the executive team will update all Advisors on the progress of JMVL events, annual conference, and mentorship program.
- The current president should be present for a minimum of the first twenty minutes of the in-person meeting to report on the committee's activities.

- BOA responsibilities include:
 - Advise on the strategic direction of the committee.
 - Advise on the budgetary process and provide a realistic assessment of financial position.
 - Connect the committee to the outside community and potential speakers/sponsors/mentors.
 - Review the current performance and monitor the achievement of established goals.

ARTICLE 10: ALTERATION OF THE CONSTITUTION

10.1 Any changes to this Constitution must be approved by a majority (51%) of the executive team prior to being brought to the CASA's Board of Directors for ratification.

ARTICLE 11: CASA CONSTITUTION

11.1 Where items are not defined in this Constitution or there are inconsistencies with CASA's constitution and Book of Policies, the latter shall take effect and precedent.