



ASPER SCHOOL OF BUSINESS  
**COMMERCE STUDENTS'  
ASSOCIATION**  
CREATE YOUR LEGACY

COMMERCE STUDENTS' ASSOCIATION

# Constitution

LAST REVISED

JANUARY, 2025



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# Article I. General

## 1.01 Name

- (a) The name of the association is the Commerce Students' Association (the "**CSA**").

## 1.02 Application

- (a) This Constitution shall apply to all members of the CSA as defined herein, and all proceedings, rulings, and remedies defined under and taken pursuant to this Constitution shall be exhaustive.

## 1.03 Jurisdiction

- (a) The CSA is a self-governing body in respect of all proceedings, resolutions, executive decisions, rulings, and appeals taken and administered pursuant to the authority of this Constitution. This Constitution shall bind and govern all members of the association with no organization sitting as an appellate body to the CSA.

## 1.04 Mission and Vision

- (a) Mission: We strive to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.
- (b) Vision: Our vision is to continually engage CSA Members to enhance their Asper School of Business Bachelor of Commerce (Hons.) degree experience.

## 1.05 Membership

- (a) Every registered undergraduate I.H. Asper School of Business student who is in good standing is a member of the CSA (a "**CSA Member**").
- (b) The CSA, from time to time, by a motion passed at a duly convened CSA General Council meeting, may extend to any position or person the privilege of honorary membership.
- (c) If a student is no longer a registered student of the I.H. Asper School of Business, they shall no longer be a member of the CSA. If a member loses their Good Standing with the I.H. Asper School of Business, this can also be grounds for a motion passed at a duly convened CSA General Council meeting to exclude someone from membership.
- (d) All CSA Members are considered to be in good standing unless the undergraduate program office has indicated otherwise for reasons such as academic probations, misconduct, suspensions, or unpaid fees.

## **Article II. Council Composition**

### **2.01 CSA Executive Council Composition**

The CSA Executive Council shall be comprised of a minimum of 9 CSA members. As of the date of this constitution, those CSA Executive Council positions and the descriptions for those positions are listed in this article but are subject to change during the CSA Executive Council interview process.

- (a) President
- (b) Vice President Internal
- (c) Vice President Finance
- (d) Vice President Corporate Relations
- (e) Vice President Marketing and Communications
- (f) Vice President Professional Development
- (g) Vice President Academics
- (h) Vice President Community
- (i) Vice President Student Life

### **2.02 CSA General Council Composition**

The CSA General Council shall be comprised of at least 50 and no more than 68 CSA members. As of the date of this constitution, those CSA General Council positions and the descriptions for those positions are listed in this constitution but are subject to change during the CSA General Council interview process.

- (a) President Portfolio
  - (i) Vice President Internal
  - (ii) Vice President Finance
  - (iii) Vice President Corporate Relations
  - (iv) Vice President Marketing and Communications
  - (v) Vice President Professional Development
  - (vi) Vice President Academics
  - (vii) Vice President Community
  - (viii) Vice President Student Life
  - (ix) Executive Assistant
  - (x) Advocacy Representative
  - (xi) Faculty Advisor
- (b) Vice President Internal Portfolio
  - (i) EDI Officer
  - (ii) Human Resources Coordinators
  - (iii) Internal Relations Coordinator
  - (iv) First Year Representatives

- (v) Indigenous Representative
- (vi) 2SLGBTQIA+ Representative
- (c) Vice President Finance Portfolio
  - (i) Accounts Payable Coordinator
  - (ii) Accounts Receivable Coordinator
  - (iii) Ticketing & Analytics Coordinator
  - (iv) Internal Auditor
  - (v) Data Coordinator
- (d) Vice President Corporate Relations Portfolio
  - (i) Managers of Corporate Relations
  - (ii) Manager of Corporate Outreach
- (e) Vice President Marketing & Communications Portfolio
  - (i) Digital Coordinator
  - (ii) Content Creators
  - (iii) Merchandise Coordinators
  - (iv) Social Media Coordinator
  - (v) Communications Coordinator
- (f) Vice President Professional Development Portfolio
  - (i) Business Banquet Co-Chairs
  - (ii) National Business School Conference Co-Chairs
  - (iii) External Events Coordinators
- (g) Vice President Academics Portfolio
  - (i) Case Competition Co-Chairs
  - (ii) Graduation & Alumni Coordinators
  - (iii) Student Development Coordinators
- (h) Vice President Community
  - (i) Shinerama Co-Chairs
  - (ii) 5 Days Co-Chairs
  - (iii) International Engagement Coordinators
- (i) Vice President Student Life Portfolio
  - (i) The Commerce Week Co-Chairs
  - (ii) Commerce Cares Co-Chairs
  - (iii) Commerce Socials Co-Chairs

## **Article III. Duties of the CSA Executive Council**

### **3.01 President**

- (a) The President is one of two elected positions on the CSA Executive Council.
- (b) The President is directly responsible for overseeing all other members of the CSA Executive Council as well as certain members of the CSA General Council, who are the Advocacy Representative and the Executive Assistant.
- (c) The President is the primary point of contact for external stakeholders, with exceptions noted below.
- (d) The President shall maintain a close relationship with the Dean's Office, The Associates, and Young Associates to ensure the execution of the strategic vision and success of the council.
- (e) The President, along with the Vice President Internal, shall sit on the Undergraduate Program Committee and Faculty Council, in accordance with the terms of reference for these groups.
- (f) The President is responsible for overseeing the following internal relations: Advocacy Representative, Executive Assistant, I.H. Asper School of Business Dean's Office, CSA Faculty Advisor, and CSA Executive Council.
- (g) The President is responsible for overseeing the following external relations: CSA Honorary President, The Associates, Young Associates, and CSA Honorary Executive.
- (h) Additional responsibilities of the President are as follows:
  - (i) Sit on the Undergraduate Program Committee (UGPC).
  - (ii) Sit on Faculty Council and report back to the CSA Executive Council and CSA General Council.
  - (iii) Sit on the UMSU Board of Association Executives (BAE) and report back to the CSA Executive Council and CSA General Council on matters that impact the CSA.
  - (iv) Represent the CSA on any committee as the need arises throughout the year (including faculty mandated councils requiring a student representative) or may instead appoint a representative, where that is appropriate.
  - (v) Promote the CSA and act as primary point of contact between the media and the CSA.
  - (vi) Deliver speeches at various events.
  - (vii) Chair all CSA Executive Council and CSA General Council meetings.
  - (viii) Sit on the CSA Elections Committee as described in article 8 of this Constitution.
  - (ix) Review and sign cheques as required.
  - (x) Act as the sole signing authority for contracts.
  - (xi) Coordinate the selection and distribution of the International Student Scholarship.
  - (xii) Coordinate access to the Sony Study Area for Asper students in consultation with the Dean's Office, academic program offices and Physical Plant.
  - (xiii) Chair the CSA Town Hall.
  - (xiv) Facilitate the creation and distribution of the CSA Impact Report.
  - (xv) Attend all CSA Events.
  - (xvi) Additional duties as they arise.

- (i) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The President shall consult with the CSA Executive Council, CSA Honorary Executive, and Faculty Advisor if necessary to respond to difficult situations that may impact the CSA, Asper student body, and the Asper School.
  - (ii) The President may intervene in the duties and responsibilities of any council member if problems arise to ensure that all decisions are made in the best interests of the CSA General Council, the Asper School of Business student body, the Asper School of Business, the University of Manitoba, and the community at large.
  - (iii) The President must ensure that the Asper School of Business and future CSA events are not harmed by decisions of the CSA and should consult the Dean's Office, CSA Honorary Executive, and Faculty Advisor prior to proceeding where harm is possible. Previous CSA Executive Council members can also act as resources for advice.
  - (iv) The President may intervene to ensure that duties held by and/or decisions made by CSA Council members are carried out in a timely and professional manner.

### **3.02 Vice President Internal**

- (a) The Vice President Internal (the “VPI”) is one of two elected positions on the CSA Executive Council. This position primarily focuses on internal relations among the CSA and the Asper School of Business community.
- (b) The VPI shall lead and support a team including the EDI Officer, Human Resource Coordinators, Internal Relations Coordinator, First Year Representatives, Indigenous Representative, and 2SLGBTQIA+ Representative.
- (c) The VPI is the second ranking member of the CSA Executive Council. As such, the VPI shall maintain a close relationship with the President to ensure the execution of the strategic vision and success of the council.
- (d) Additional responsibilities of the VPI are as follows:
  - (i) Assist all members of the VPI portfolio with proper execution of their events and responsibilities.
  - (ii) Ensure finances of the Internal Portfolio are within budget.
  - (iii) Ensure corporate benefits of the Internal Portfolio are being provided.
  - (iv) Prepare interview questions and manage the recruitment of candidates, scheduling, and facilitation of interviews for all CSA General Council positions.
  - (v) Ensure that all CSA General Council members and all volunteers at any CSA event have read and signed the appropriate CSA Code of Conduct as described in Article 6 of this constitution.
  - (vi) Plan and execute intra-council events including Transition Day, General Council Retreat, and the CSA Holiday Party, with the assistance of the Executive Council and Executive Assistant.
  - (vii) Represent the CSA as Academic Integrity Ambassador to the University of Manitoba.
  - (viii) Sit on the Undergraduate Program Committee and Faculty Council along with the President and report back to the Executive Council.
  - (ix) Chair the STAG Committee and manage all relationships between STAGs and the CSA.
  - (x) Allocate STAG Funding in collaboration with the Vice President of Finance.
  - (xi) Chair CSA Executive Council and CSA General Council meetings in the absence of the President.

- (xii) Sit on the CSA Elections Committee as described in Article 8 of this Constitution.
  - (xiii) Review and sign cheques as required.
  - (xiv) Attend all CSA Executive Council meetings.
  - (xv) Attend all CSA Events.
  - (xvi) Additional duties as they arise.
- (e) Exercising Judgments/Impacts of Decisions/Consequence of Error
- (i) The VPI has discretionary authority as a member of the CSA Executive Council.
  - (ii) The VPI should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and the I.H. Asper School of Business Dean's Office, prior to making decisions that could affect the Asper School of Business.
  - (iii) The VPI must look beyond the scope of the events/services of the Internal Portfolio, ensuring that all decisions made are in the best interests of the CSA General Council, the student body, the School, the University of Manitoba, and the community at large. The VPI, using their discretion, may intervene in operations should problems arise.

### **3.03 Vice President Finance**

- (a) The Vice President Finance (the "VPF") shall work closely with the Accounts Payable Coordinator and Accounts Receivable Coordinator to perform the CSA's daily accounting functions.
- (b) The VPF shall ensure the financial viability and sustainability of the council.
- (c) The VPF shall approve and monitor budgets, write cheques and invoices, and use their discretion regarding over-budget or non-budgeted expenses that may arise.
- (d) The VPF's primary goal shall be to ensure that there are ample funds to run the CSA's events and services.
- (e) The primary relationships of the VPF include: the CSA Executive Council, the CSA General Council, Accounts Payable Coordinator, Accounts Receivable Coordinator, Ticketing & Analytics Coordinator, Internal Auditor, Data Coordinator, STAG Presidents, and the Dean's Office.
- (f) Additional responsibilities of the VPF are as follows:
  - (i) Inform the CSA General Council of the required information for budget submissions.
  - (ii) Create a budget proposal package for Dean's Office funding.
  - (iii) Review STAG budgets, using discretion to allocate funding in consultation with the VPI.
  - (iv) Oversee invoicing of corporate partners for event partnership.
  - (v) Manage the amount of cash kept in the CSA safe, making deposits frequently.
  - (vi) Ensure individual CSA General Council members' and CSA Executive Council members' budgets and individual event budgets stay within budget.
  - (vii) Oversee online ticketing management.
  - (viii) Review and sign cheques as required.
  - (ix) Coordinate the financial audit together with incoming/outgoing VPF.
  - (x) Attend all CSA Executive Council meetings.
  - (xi) Attend all CSA Events.
  - (xii) Additional duties as they arise.

- (g) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPF has discretionary authority as a member of the CSA Executive Council. The VPF has the final say on any financial decisions of the council and deals with the operating budget.
  - (ii) Major decisions should be made in consultation with the CSA President. Prior to making any decisions regarding the allocation of CSA funds, the VPF should consider the best interests of the CSA.
  - (iii) If the CSA President and VPF cannot make a decision, the CSA Executive Council and/or Faculty Advisor should be consulted. The VPF should consult with the Dean's Office prior to making decisions that could affect the Asper School of Business.

### **3.04 Vice President Corporate Relations**

- (a) The Vice President Corporate Relations (the "**VPCR**") shall lead a team of Managers of Corporate Relations (the "**MCRs**") and a Manager of Corporate Outreach (the "**MCO**").
- (b) The VPCR shall establish partnerships within the business community to build the Corporate Partners Program (the "**CPP**") and increase partnerships for events of the CSA and other student groups. The VPCR shall be the main liaison for this program.
- (c) The VPCR shall ensure that all the CSA's corporate partners (the "**CPs**") receive entitled partnerships benefits as outlined in the Corporate Partners Program.
- (d) The primary relationships of the VPCR include: The CSA Executive Council, MCRs, MCO, STAG Presidents, CSA event planners who have entries in the CPP, CSA Honorary President, and business contacts.
- (e) Additional responsibilities of the VPCR are as follows:
  - (i) Plan the annual Corporate Partners Appreciation Event.
  - (ii) Assign CPs to MCRs.
  - (iii) Work with MCO to secure new corporate partners.
  - (iv) Create and design the CPP booklet, in consultation with the VPM.
  - (v) Train MCRs how to pitch the events in the CPP (including setting up meetings with event planners).
  - (vi) Attend MCR sales meetings as necessary.
  - (vii) Organize and facilitate regular meetings with the Corporate Relations Portfolio.
  - (viii) Coordinate special requests of CPs as applicable and to the extent possible.
  - (ix) Liaise between MCRs and event planners with pertinent information.
  - (x) Attend CSA Executive Council meetings.
  - (xi) Attend all CSA Events.
  - (xii) Additional duties as they arise.
- (f) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPCR has discretionary authority to make decisions as a member of the CSA Executive Council. The VPCR shall consider the impact of such decisions on event partners and student groups. The VPCR shall consult with the President before making significant decisions. The President and the VPCR may also consult with the CSA Executive, CSA Honorary Executive, and Faculty Advisor.
  - (ii) The VPCR should consult with the CSA President and Dean's Office prior to making decisions that could affect the Asper School of Business prior to proceeding. Other individuals who may provide valuable input are the CEO of the University of Manitoba

Business School Foundation, CSA Honorary Executive, CSA Faculty Advisor, past VPCRs, and others as appropriate.

### **3.05 Vice President Marketing and Communications**

- (a) The Vice President Marketing and Communications (the “**VPM**”) shall lead and support a team of the following: Digital Coordinator, Content Creators, Merchandise Coordinators, Social Media Coordinator, and Communications Coordinator.
- (b) The VPM is responsible for the strategic development and implementation of marketing campaigns and projects the CSA.
- (c) The VPM ensures the cohesiveness of the CSA brand across all STAGs and council positions to maintain a coordinated public image.
- (d) The primary relationships of the VPM include: the CSA Executive Council, a Marketing or other designated representative of the Dean’s Office, Digital Coordinator, Content Creators, Merchandise Coordinators, Social Media Coordinator, and Communications Coordinator.
- (e) Additional responsibilities of the VPM are as follows:
  - (i) Direct and assist the members of the portfolio with proper execution of their responsibilities.
  - (ii) Liaise public relations matters such as partners and community newsletters, annual reports, press releases, and brand management.
  - (iii) Work closely with the Dean’s Office to recruit new students from high school and University 1 by promoting the I.H. Asper School of Business at various events.
  - (iv) Coordinate and distribute business card orders for CSA Members.
  - (v) Perform market research to improve upon events, services, and gather student opinions.
  - (vi) Develop social media presence on relevant social media and other media as necessary.
  - (vii) Coordinate all advertising in the Drake Centre and the CSA’s digital signage.
  - (viii) Maintain a master calendar of CSA, STAG, and other events that is accessible to students.
  - (ix) Attend all CSA Executive Council meetings.
  - (x) Attend all CSA Events.
  - (xi) Additional duties as they arise.
- (f) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPM has discretionary authority to make decisions as a member of the CSA Executive Council.
  - (ii) The VPM should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and Dean’s Office prior to making decisions that could affect the Asper School of Business.
  - (iii) The VPM has the final say on all marketing materials, and any published media that has not been approved may be removed at the discretion of the VPM.

### **3.06 Vice President Professional Development**

- (a) The Vice President Professional Development (the “**VPP**”) shall lead and support a team including the Business Banquet Co-Chairs, National Business School Conference

(“**NBSC**”) Co-Chairs, and External Events Coordinators. The VPP is responsible for professional development events and initiatives offered by the CSA.

- (b) Additional responsibilities of the VPP are as follows:
  - (i) Assist all members of the portfolio with proper execution of their events and responsibilities.
  - (ii) Ensure finances of the Professional Development Portfolio are within budget.
  - (iii) Ensure corporate benefits of the Professional Development Portfolio are being provided.
  - (iv) Attend all CSA Executive Council meetings.
  - (v) Attend all CSA Events.
  - (vi) Additional duties as they arise.
- (c) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPP has discretionary authority to make decisions as a member of the CSA Executive Council.
  - (ii) The VPP should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and Dean’s Office prior to making decisions that could affect the Asper School of Business.

### **3.07 Vice President Academics**

- (a) Vice President Academics (the “**VPA**”) shall lead and support a team including Case Competition Co-Chairs, Graduation & Alumni Coordinators, and Student Development Coordinators. The VPA is responsible for a variety of academic events offered by the CSA including graduation dinners, tutoring sessions, and case competitions.
- (b) Additional responsibilities of the VPA are as follows:
  - (i) Administer the case competition funding program in collaboration with the President, VPI, and VPF.
  - (ii) Promote external conferences and case competitions.
  - (iii) Sit on the Faculty Teaching Enhancement Committee to provide student feedback to the Asper School’s academic programming.
  - (iv) Administer the CSA Laptop Loaner Program.
  - (v) Assist all members of the portfolio with proper execution of their events or responsibilities.
  - (vi) Ensure finances of the Academics Portfolio are within budget.
  - (vii) Ensure corporate benefits of the Academics Portfolio are being provided.
  - (viii) Attend all CSA Executive Council meetings.
  - (ix) Attend all CSA Events.
  - (x) Additional duties as they arise.
- (c) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPA has discretionary authority to make decisions as a member of the CSA Executive Council.
  - (ii) The VPA should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and Dean’s Office prior to making decisions that could affect the Asper School of Business.

### **3.08 Vice President Community**

- (a) The Vice President Community (the “**VPC**”) shall lead and support a team including the Shinerama Co-Chairs, 5 Days Co-Chairs, and International Engagement Co-Chairs. The VPC is responsible for charity campaigns, volunteerism, and international engagement events offered by the CSA.
- (b) The VPC shall ensure that all members of the CSA General Council complete a mandatory number of volunteer hours within the Asper School of Business and community at large, set by the VPC in consultation with the CSA Executive Council.
- (c) Additional responsibilities of the VPC are as follows:
  - (i) Assist all members of the portfolio with proper execution of their events and responsibilities.
  - (ii) Ensure finances of the Community Portfolio are within budget.
  - (iii) Ensure corporate benefits of the Community Portfolio are being provided.
  - (iv) Attend all CSA Executive Council meetings.
  - (v) Attend all CSA Events.
  - (vi) Additional duties as they arise.
- (d) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (vii) The VPC has discretionary authority to make decisions as a member of the CSA Executive Council.
  - (viii) The VPC should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and Dean’s Office prior to making decisions that could affect the Asper School of Business.

### **3.09 Vice President Student Life**

- (a) The Vice President Student Life (the “**VPSL**”) shall lead and support a team including The Commerce Week Co-Chairs, Commerce Cares Co-Chairs, and Commerce Socials Co-Chairs. The VPSL is responsible for a variety of events offered by the CSA that enhance student life.
- (b) Additional responsibilities of the VPSL are as follows:
  - (i) Assist all members of the portfolio with proper execution of their events or responsibilities.
  - (ii) Ensure finances of the Student Life Portfolio are within budget.
  - (iii) Ensure corporate benefits of the Student Life Portfolio are being provided.
  - (iv) Attend all CSA Executive Council meetings.
  - (v) Attend all CSA Events.
  - (vi) Additional duties as they arise.
- (c) Exercising Judgment/Impacts of Decisions/Consequence of Error:
  - (i) The VPSL has discretionary authority to make decisions as a member of the CSA Executive Council.
  - (ii) The VPSL should consult with the CSA President, CSA Honorary Executive, Faculty Advisor, and Dean’s Office prior to making decisions that could affect the Asper School of Business.

## **Article IV. Duties of the CSA General Council**

### **4.01 Executive Assistant**

- (a) The Executive Assistant is responsible for taking and distributing minutes at all STAG Committee, CSA General Council, and CSA Executive Council meetings.
- (b) The Executive Assistant should assist the President with the coordination of Sony Study Centre access and update the CSA Calendar on the website.
- (c) An additional responsibility is to help with the planning and execution of council events including but not limited to the CSA General Council Retreat and Holiday Party.

### **4.02 Advocacy Representatives**

- (a) The Advocacy Representative is elected by CSA Members and is responsible for:
  - (i) Applying to be on at least one senate or University of Manitoba Student Union (“**UMSU**”) sub-committee.
  - (ii) Acting as an official representative of the CSA to the University of Manitoba Senate.
  - (iii) Attending the University of Manitoba Senate Meetings.
  - (iv) Reporting to CSA Council on any pertinent Senate business.
- (b) Act as an official representative of the CSA to the UMSU Council and is responsible for:
  - (i) Attending UMSU Board of Directors meetings.
  - (ii) Assigning a suitable proxy representative of the CSA to the UMSU Council if they are unable to attend. A proxy representative must be a CSA Council Member.
  - (iii) Reporting to the CSA Council on any pertinent UMSU business.
  - (iv) Together with the President, representing the CSA in negotiations with UMSU and the UMSU Council.

### **4.03 Faculty Advisor**

- (a) The Faculty Advisor shall be appointed annually by the CSA Executive Council.
- (b) The Faculty Advisor shall act as liaisons between the Faculty, Dean’s Office, and the CSA.
- (c) The Faculty Advisor has the option of being in attendance at the CSA General Council and CSA Executive Council Meetings.
- (d) The Faculty Advisor shall also assist in the appeal process, as per Article 12, in which the Faculty Advisor or their designate take the role of a non-voting member.
- (e) The Faculty Advisor is a member of the Elections Committee (with full voting rights) and votes on the selection of the CSA Executive Council positions.
- (f) The Faculty Advisor also advises on CSA General Council position appointments but does not have a vote.
- (g) The Faculty Advisor shall be considered as an advisor to the CSA General Council and CSA Executive Council and not as a voting member of the CSA General Council or CSA Executive Council as per the domain of this Constitution.

#### **4.04 EDI Officer**

- (a) The EDI Officer is responsible for organizing and initiating workshops or sessions around the topics of sexual violence awareness, consent culture, and bystander training.
- (b) The EDI Officer will work with the Human Resources Coordinators on new policies for the CSA, such as a Respectful Workplace policy and an equal opportunity policy.
- (c) The EDI Officer will work to create and support any initiatives that help ensure the CSA and Asper School maintain a diverse and inclusive community.
- (d) The EDI Officer shall act as a liaison between the CSA and the respective UMSU representatives (i.e. Accessibility Students' Representative, Womyn's Representative, LGBTQ\* Representative).
- (e) The EDI Officer may establish a committee to assist in their tasks and seek the assistance of the VPI.

#### **4.05 Human Resources Coordinators**

- (a) Working with the VPI, the Human Resources Coordinators (HR Coordinators) are responsible for:
  - (i) Coordinating with CSA Committee Co-Chairs to prepare interview questions and assist in the recruitment of candidates, scheduling, and facilitation of interviews for all CSA Committees.
  - (ii) Conducting performance reviews as assigned by the VPI.
  - (iii) Developing and maintaining job descriptions for all CSA General Council.

#### **4.06 Internal Relations Coordinator**

- (a) Working with the VPI, the Internal Relations Coordinator is responsible for facilitating the growth and success of the CSA's Student Action Groups.
- (b) The Internal Relations Coordinator shall oversee the planning and execution of the Annual CSA STAG Startup conference.
- (c) The Internal Relations Coordinator shall conduct the required annual constitution review with the STAG Presidents.
- (d) The Internal Relations Coordinator shall facilitate the STAG Renewal process and ensure all documents are submitted accordingly.

#### **4.07 First Year Representatives**

- (a) The First Year Representatives shall be elected by all registered New-to-Asper School of Business Students.
- (b) The First Year Representatives shall be responsible for organizing social events, and various charity and fundraising events targeted towards New-to-Asper School of Business Students.
- (c) The First Year Representatives shall chair the First Year Committee.

#### **4.08 Indigenous Representative**

- (a) The Indigenous Representative shall act as a liaison between indigenous I.H. Asper School of Business students, the indigenous business community, and all CSA Members.
- (b) The purpose of the role is to implement some aspects of indigenous culture into the CSA's primary events. The primary responsibility of the Indigenous Representative includes organizing treaty acknowledgements at events where appropriate and building relationships with business leaders in the Indigenous community.
- (c) The Indigenous Representative will be an ex-officio member of the council filled by the president of University of Manitoba Indigenous Commerce Students STAG, ("UMICS").

#### **4.09 2SLGBTQIA+ Representative**

- (a) The 2SLGBTQIA+ Representative shall act as a liaison between 2SLGBTQIA+ I.H. Asper School of Business Students, the 2SLGBTQIA+ community, Rainbow Pride Centre, and all CSA members.
- (b) The purpose of the role is to bring a voice to 2SLGBTQIA+ Students at I.H. Asper School of Business. The primary responsibility of the 2SLGBTQIA+ Representative is to provide inclusivity insight and aid the CSA in building relationships with business leaders in the 2SLGBTQIA+ community.
- (c) The 2SLGBTQIA+ Representative will be an ex-officio member of the council filled by the president of University of Manitoba Queer/2SLGBTQIA+ Asper Students STAG, ("UMQAS").

#### **4.10 Accounts Payable Coordinator**

- (a) The Accounts Payable Coordinator is responsible for ensuring the timely payment of invoices, working closely with the VPF.

#### **4.11 Accounts Receivable Coordinator**

- (a) The Accounts Receivable Coordinator is responsible for executing the invoicing and receipt of funds, working closely with the VPF, VPCR and Managers of Corporate Relations.

#### **4.12 Ticketing & Analytics Coordinator**

- (a) The Ticketing & Analytics Coordinator is responsible for the management of ticket sales through the CSA's online ticketing platform.
- (b) Working closely with the VPF and event planners, the Ticketing & Analytics Coordinator sets up online ticketing for each event and trains event planners and their committees to sell tickets using the system.
- (c) Additionally, the Ticketing & Analytics Coordinator sets up and manages ticket scanning at each CSA event.
- (d) The Ticketing & Analytics Coordinator is also responsible for collecting and summarizing data from CSA events and initiatives to share with event planners.

#### **4.13 Internal Auditor**

- (a) Meet with all Student Action Group (“**STAG**”) Presidents and Finance Directors in the first three months of the term to assist them with the budgeting process.
- (b) Meet with all STAGs by the end of the summer term to go through the budget and ensure recommended changes have been implemented.
- (c) Meet with STAG Finance Directors twice per term at minimum and check-in with Finance Directors at important times.
- (d) Audit the STAGs in January to a December 31st year end, with the exception of JDC West whose fiscal year end has been set by the CSA to be July 31st.
- (e) The selected Internal Auditor shall not hold any executive position on any STAG to avoid conflicts of interest during the auditing process.

#### **4.14 Data Coordinator**

- (a) The Data Coordinator is responsible for the maintenance of the CSA’s financial systems, IT, and data.
- (b) The Data Coordinator is accountable for the formatting and maintenance of all the formatting and maintenance of all CSA budget templates and documentation.
- (c) In collaboration with the Ticketing & Analytics Coordinator and Digital Coordinator, the Data Coordinator is also responsible for the accuracy of the CSA’s recording keeping. This includes, but is not limited to, bookkeeping, event attendance, budgeting, expense documentation, and other data needs that may arise.

#### **4.15 Managers of Corporate Relations**

- (a) Reporting to the VPCR, the function of a Manager of Corporate Relations (“**MCR**”) is to meet the partnership needs of the CSA and STAGs by developing and maintaining strong, long-term, mutually beneficial relationships between the business community and students of the I.H. Asper School of Business through the Corporate Partners’ Program.
- (b) MCRs must attend all CSA events in which Corporate Partners are in attendance.

#### **4.16 Manager of Corporate Outreach**

- (a) Reporting to the VPCR, the function of a Manager of Corporate Outreach (“**MCO**”) is to expand the CSA’s corporate relations by establishing new relationships with the business community.
- (b) The MCO must attend all CSA events in which Corporate Partners are in attendance.

#### **4.17 Digital Coordinator**

- (a) The Digital Coordinator is responsible for managing the:
  - (i) CSA website and blog
  - (ii) CSA and STAG email lists
  - (iii) CSA digital signage

- (b) With the VPM, the Digital Coordinator is also responsible for fulfilling social media briefs from CSA Council members as they pertain to the CSA website (e.g., creating online event pages).

#### **4.18 Content Creators**

- (a) The Content Creators work closely with event planners and the VPM to develop a strategic marketing plan for each event or service offered by the CSA.
- (b) Content Creators develop creative content for all events and services.
- (c) The Content Creators are also responsible for creating and editing the Corporate Partners' Program in collaboration with the VPM.
- (d) Content Creators capture and edit photographs and videos for CSA events and services.

#### **4.19 Merchandise Coordinators**

- (a) The Merchandise Coordinators are responsible for:
  - (i) Designing and purchasing merchandise.
  - (ii) Maintaining the CSA's online store.
  - (iii) Coordinating volunteers to run the Commerce Connection Store.
  - (iv) Conducting locker sales each year.

#### **4.20 Social Media Coordinator**

- (a) The Social Media Coordinator is responsible for:
  - (i) Creating social media presence on all relevant social media platforms.
  - (ii) Ensuring all relevant CSA information is properly promoted, while maintaining the CSA brand.

#### **4.21 Communications Coordinator**

- (a) Create copy for channels including, but not limited to the CSA website, the email newsletter, and occasionally on CSA's social media networks.
- (b) Work with other positions in the council to collect information about upcoming events to ensure that written information on every channel is correct and relevant.
- (c) Create and maintain content for the CSA blog and First Year Resource Centre.
- (d) Edit and proof information to ensure high editorial standards are met across all channels.
- (e) Drive brand consistency across all of CSA's digital communication networks.

#### **4.22 Business Banquet Co-Chairs**

- (a) The Business Banquet Co-Chairs chair the Business Banquet Committee and are responsible for the planning and execution of the banquet.

#### **4.23 National Business School Conference (NBSC) Co-Chairs**

- (a) The NBSC Co-Chairs chair the National Business School Conference ("NBSC") Committee and are responsible for the planning and execution of the conference.

#### **4.24 External Events Coordinators**

- (a) The External Events Coordinators are responsible for the execution of the Corporate Golf Tournament, Take A Student To Eat ("TASTE"), and a Leadership Conference
- (b) The External Events Coordinators are also responsible for maintaining external relationships for events under their responsibility.

#### **4.25 Case Competition Co-Chairs**

- (a) The Case Competition Co-Chairs are responsible for the planning and execution of a minimum of four internal case competitions.
- (b) The Case Competition Co-Chairs are also responsible for coordinating with Asper Case Experience and faculty members to host case competition workshops.
- (c) The Case Competition Co-Chairs may establish a committee to assist in these tasks and seek the assistance of the VPA.

#### **4.26 Graduation & Alumni Coordinators**

- (a) The Graduation & Alumni Coordinators shall be responsible to organize a dinner and post-dinner event in the fall term and winter term, as well as coordinate grad photos and apparel.
- (b) The Graduation & Alumni Coordinators are responsible for all communication with graduating CSA Members related to the graduation dinners and services.
- (c) The Graduation & Alumni Coordinators are also responsible for maintaining a relationship with alumni of the Asper School of Business by planning alumni events and coordinating with the Dean's Office.
- (d) The Graduation & Alumni Coordinators are also responsible for planning a mixer with the Young Associates.

#### **4.27 Student Development Coordinators**

- (a) The Student Development Coordinators are responsible for the execution of student resources including Mock Interviews, tutoring, and exam preparation sessions.
- (b) The Student Development Coordinators are responsible for the planning and execution of Tour De Commerce ("TDC").
- (c) The Student Development Coordinators are also responsible for maintaining a relationship with Asper's Career Development Centre.

#### **4.28 Shinerama Co-Chairs**

- (a) The Shinerama Co-Chairs shall coordinate the Shinerama Campaign and lead their committee. This may involve coordinating with Corporate Partners, volunteers and the University of Manitoba, as well as collecting donations. Social events may also be planned to raise additional funds for the Shinerama Campaign.

#### **4.29 5 Days Co-Chairs**

- (a) The 5 Days Co-Chairs shall coordinate the 5 Days Campaign and lead their committee.

This may involve coordinating with Corporate Partners, volunteers and the University of Manitoba, as well as collecting donations. Social events may also be planned to raise additional funds for the 5 Days Campaign.

#### **4.30 International Engagement Coordinators**

- (a) The International Engagement Coordinators are responsible for the planning and execution of International Welcome Day, Cultural Day, and other social events.

#### **4.31 The Commerce Week Co-Chairs**

- (a) The Commerce Week (“**TCW**”) Co-Chairs are responsible for planning and executing a week-long series of events at the beginning of the fall academic term including:
  - (i) Asper Orientation Day.
  - (ii) Producing marketing materials to be distributed to New-to-Asper students.
  - (iii) Recruiting and training volunteers for the event.
  - (iv) Coordinating the Commerce on the Quad social with assistance of Commerce Socials Co-Chairs.
- (b) The Commerce Week Co-Chairs must establish a committee to assist in these tasks and seek the assistance of the VPSL.

#### **4.32 Commerce Cares Co-Chairs**

- (a) The Commerce Cares Co-Chairs are responsible for the planning and execution of Student Appreciation Week, the CSA Mentorship Program, and wellness initiatives.
- (b) The Commerce Cares Co-Chairs are also responsible for the organizing of the Commerce Cares Coffeehouse and other mental health initiatives to support students.
- (c) The Commerce Cares Co-Chairs may establish a committee to assist in these tasks and seek the assistance of the VPSL.

#### **4.33 Commerce Socials Co-Chairs**

- (a) The Commerce Socials Co-Chairs should coordinate Commerce Socials for the benefit of the CSA.
- (b) The Commerce Socials Co-Chairs work closely with the VPSL when dealing with venues, partners, suppliers, promotions, security, and external stakeholders.
- (c) The Commerce Socials Co-Chairs may establish a committee to assist in these tasks and seek the assistance of the VPSL.

## **Article V. CSA Honorary Positions**

### **5.01 Honorary President**

- (a) The Honorary President shall be appointed by the President and the VPCR in consultation with the CEO of the University of Manitoba Business School Foundation.
- (b) The Honorary President serves as the 'face' of the Asper School of Business to the Winnipeg business community, which helps ensure credibility beyond the walls of the Asper School itself.
- (c) The CSA Honorary President shall assist in attending various events, speaking engagements, and helping the MCRs with their duties.
- (d) The CSA Honorary President shall attend at least one CSA Executive Council Meeting, one CSA General Council Meeting, and shall meet at least once with the MCRs.
- (e) The CSA Honorary President shall work closely with the MCO and provide assistance in obtaining and maintaining relations with partners.
- (f) The Honorary President will serve for a term of only one (1) year during the term of the current council's administration.

### **5.02 Honorary Executive**

- (a) The Honorary Executive shall be appointed annually by the incoming CSA Executive Council per the recommendation of the outgoing CSA Executive Council.
- (b) The Honorary Executive must be a past member of the CSA Executive Council.
- (c) The Honorary Executive must be at least one year removed from holding any CSA General Council and at least two years removed from holding any Executive Council positions.
- (d) The Honorary Executive cannot be a current member of the Commerce Students' Association.
- (e) The Honorary Executive shall act as a resource and mentor by providing guidance to the CSA General Council and CSA Executive Council as necessary.
- (f) The Honorary Executive has the option of being in attendance at the CSA General Council and CSA Executive Council Meetings.
- (g) The Honorary Executive shall be considered as an advisor to the CSA General Council and CSA Executive Council and not as a voting member of the CSA General Council or CSA Executive Council as per the domain of this Constitution.

## **Article VI. Codes of Conduct**

### **6.01 CSA General Council Code of Conduct**

- (a) The intent of the CSA Council Code of Conduct is to protect the University of Manitoba, the Asper School of Business, the Commerce Students' Association (CSA) General Council and Executive Council from damage to their reputations and liability. The CSA strives to enrich the Bachelor of Commerce (Hons.) undergraduate experience, and the success of this is derived from the CSA members' enjoyment and their commitment to the work they are doing. The CSA Executive Council hopes to create a productive, comfortable, and fun environment for all Council members, and the CSA Code of Conduct will assist in achieving this goal.
- (b) All members of the CSA General Council must review, sign, and agree to the CSA Council Code of Conduct. There are no exceptions.
- (c) The CSA Council Code of Conduct shall be drafted by the CSA Executive Council. There is no time frame on when the CSA General Council Code of Conduct can be altered. It can be altered through a vote by the CSA Executive Council and a majority vote of the CSA General Council members.

### **6.02 CSA Volunteer Code of Conduct**

- (a) The intent of the CSA Volunteer Code of Conduct is to protect to the University of Manitoba, the Asper School of Business, the CSA General Council, CSA Executive Council, and CSA Volunteers from damage to their reputations and from liability. The CSA strives to enrich the Bachelor of Commerce (Hons.) undergraduate experience, and this is derived from CSA members and volunteers' enjoyment and commitment to the work that they are doing. The CSA Executive Council hopes to create a productive, comfortable, and fun environment for all members, and the CSA Volunteer Code of Conduct will assist in achieving this goal.
- (b) All students who volunteer to assist in any activity related to the CSA must review, sign, and agree to the CSA Volunteer Code of Conduct. There are no exceptions.
- (c) The CSA Volunteer Code of Conduct shall be drafted by the CSA Executive Council and must be approved by a majority vote of the CSA General Council. There is no time frame on when the CSA Volunteer Code of Conduct can be altered. It can be altered by a vote by the CSA Executive Council and a majority vote of the CSA General Council.

### **6.03 5 Days Sleeper Code of Conduct**

- (a) The intent of the 5 Days Sleeper Code of Conduct, the University of Manitoba Participant Release, Waiver, and Indemnity is to protect to the University of Manitoba, the Asper School of Business, the CSA General Council, CSA Executive Council, and CSA Volunteers from damage to their reputations and from liability.
- (b) Should the current CSA Executive approve the use of sleepers, all students who volunteer as a 5 Days sleeper must review, sign, and agree to the 5 Days Sleeper Volunteer Code of Conduct and Contract and the University of Manitoba Participant Release, Waiver and Indemnity. There are no exceptions.
- (c) The 5 Days Sleeper Code of Conduct and Contract shall be drafted by the CSA Executive Council and the 5 Days Co-Chairs.

## **Article VII. Meetings of the Association**

### **7.01 CSA Executive Council Meetings**

- (a) The CSA Executive Council shall meet weekly or otherwise as determined by the CSA Executive Council members, for the purpose of reviewing goals, discussing issues, and sharing information relating to the various portfolios. CSA Executive Council Meetings shall be called by the President.
- (b) Quorum shall be 50%, including the President. In the absence of the President, quorum shall be at 50% including the VPI.
- (c) Minutes of CSA Executive Council meetings shall be recorded by the Executive Assistant.
- (d) CSA Executive Council meetings are closed and confidential. CSA Executive Council has discretionary authority to make decisions on behalf of the CSA.
- (e) As CSA Executive Council meetings are closed and confidential, no proxy votes shall be allowed, and members must be present if they want to speak to a matter or participate in a vote.

### **7.02 CSA General Council Meetings**

- (a) The CSA General Council shall meet no less than once per month, starting in April following the selection of all CSA General Council appointed positions, and continuing until the following March, with exception of the month of December. The CSA President shall have the authority to call CSA General Council meetings and notice of at least one week must be given.
- (b) The agenda for each CSA General Council meeting shall be prepared by the Executive Assistant in consultation with the CSA Executive Council and the CSA General Council members. The agenda must be distributed prior to the start of the CSA General Council Meeting.
- (c) Meetings of Council shall follow the agenda prepared by the Executive Assistant subject to the right of the council to pass a resolution to vary the agenda.
- (d) The CSA President will chair all council meetings. If the CSA President is absent, the VPI will chair in the President's place.
- (e) Minutes of CSA General Council meetings shall be recorded by the Executive Assistant and made available to CSA Members within seven days of each meeting.
- (f) Quorum for CSA General Council meetings shall be 50% of the members of CSA General Council.
- (g) CSA General Council meetings are open to all CSA Members and other invited guests subject to 7.02 (i).
- (h) A CSA General Council meeting or any part thereof may be held in closed session or in camera, but no motions may be accepted nor any decisions made while in closed session or in camera. Only CSA General Council members shall be able to attend in camera or closed session meetings.

- (i) Action by the CSA General Council shall be decided by motions given and voted upon by CSA General Council Members.
- (j) Where a motion is presented and a vote is required, Robert's Rules of Orders shall apply for the motion and voting process. Any proposed vote must be made in the form of a motion.
  - (i) The vote shall be taken by show of hands.
  - (ii) Notwithstanding, a member may move that the vote be taken by secret ballot.
- (k) If three or more members of the CSA General Council oppose a decision of the CSA Executive Council which materially affects the CSA, the Asper School of Business student body, or the reputation of the Asper School of Business, one of those members of the CSA General Council may move that a vote be taken to express this disagreement and have it recorded in the meeting minutes. This vote shall be governed by Robert's Rules of Order and shall require a majority of the CSA General Council to be seconded.
- (l) This Motion of Disagreement shall be recorded in the minutes and can be referenced in regard to future CSA Executive Council decisions and can also be referenced in regard to removal procedures as per Article 12 of this constitution.
- (m) The CSA Council Meeting shall be adjourned by a successful motion.

### **7.03 Student Action Group (STAG) Committee Meetings**

- (a) Members who may attend the STAG Committee Meetings shall include:
  - (i) CSA VPI
  - (ii) The President and Vice President of each STAG or an appointed proxy from the executive of the STAG
  - (iii) CSA Internal Relations Coordinator
  - (iv) CSA Executive Assistant
  - (v) CSA Executive Council
  - (vi) Other attendees as necessary or as invited by the VPI.
- (b) The VPI of the CSA shall call a STAG meeting at least once during each summer, fall, and winter term for the purpose of receiving updates and resolving issues.
- (c) Minutes of STAG meetings shall be recorded by the Executive Assistant.
- (d) If the VPI is unable to attend the meeting, the President will chair in their place.

## Article VIII. Election

### 8.01 Election Procedure

- (a) The CSA holds elections for the following positions: President, Vice President Internal, Advocacy Representative, and First Year Representatives (2 positions).
- (b) The elections are facilitated by a Chief Returning Officer (“**CRO**”), a Deputy Returning Officer (“**DRO**”), and the CSA Elections Committee. The CSA’s current VPI and Human Resources Coordinators may also be involved with the coordination and marketing of the election to CSA Members provided they are not candidates in the election.

### 8.02 Appointing the Chief Returning Officer

- (a) The CRO position shall be filled by the hired representative from UMSU who serves as the CRO for UMSU elections.
- (b) In the case that UMSU does not hire a representative, or this representative is unable to serve as the CRO for the CSA election, the CSA Executive Council shall appoint a CRO, which shall only be considered final when affirmed by the majority of the CSA General Council. The vote to appoint a CRO may be conducted via online electronic voting facilitated by the President.
- (c) The President shall communicate the appointment of the CRO to the members of the CSA within twenty-four (24) hours of the appointment.

### 8.03 Duties of the Chief Returning Officer and Deputy Returning Officer

- (a) The Chief Returning Officer shall appoint a Deputy Returning Officer (“**DRO**”) at his or her own discretion.
- (b) The CRO and DRO shall be responsible for facilitating and monitoring all elections for positions within the CSA during an academic school year, including but not limited to the election of the CSA President, Vice President Internal, Advocacy Representative, and First Year Representatives (2 positions).
- (c) The CRO and DRO shall be responsible for all election documents, including nomination forms, and all such forms shall be handed in to the CRO or DRO.
  - (i) The CRO or DRO shall approve or reject any campaign material.
  - (ii) The CRO and DRO will verify accurate results for each respective election.
  - (iii) The CRO shall determine the specific timelines for each election within the parameters set forth in section 8.06 of this constitution.

### 8.04 Suspension or Amendment of Rules

- (a) The CRO may add, remove, or change all or part of the Election Rules temporarily for a given election, provided such a motion is:
  - (i) Adopted in a 2/3 vote of CSA General Council at a duly convened CSA General Council Meeting.
  - (ii) Adopted at least two weeks prior to the opening of nominations for the election it would affect.
  - (iii) Provided to council for notice at least one week prior to being adopted by CSA General Council.

- (iv) Reasonable, made in good faith, and does not unnecessarily inhibit the democratic nature of the election.

#### **8.05 CSA Elections Committee**

- (a) The CSA Elections Committee shall consist of the President, VPI, and Faculty Advisor.
- (b) The CSA Elections Committee will be present at all meetings related to the election.
- (c) A representative from the CSA Elections Committee will send out all information to the CSA General Council, STAGs, and other mailing lists in regard to the election information.
- (d) The CSA Elections Committee will handle all appeals from candidates.
- (e) The CSA Elections Committee will be present during the election result review and confirmation. If the Faculty Advisor cannot be present, they may designate another faculty member as a substitute.
- (f) A representative from the CSA Elections Committee will inform the CSA Executive Council, CSA General Council, STAGs, and all other CSA Members of the election results within 24 hours of confirmation of results by the CRO.
- (g) If any of the members of the CSA Elections Committee are candidates in the current election, they will be replaced by a different member of the current CSA Executive Council as determined by the remaining members of the CSA Elections Committee.

#### **8.06 Scheduling**

- (a) The following is the schedule used for all CSA Elections:
  - (i) Week 1 (14 days prior to first voting day): Nominations open at 9:00 AM on a weekday, either Monday, Tuesday, or Wednesday. Nominations will remain open until 4:00 PM on the 7th day.
  - (ii) Week 2 (7 days prior to first voting day): Campaigning period begins at 9:00 AM on a weekday, either Monday, Tuesday, or Wednesday.
  - (iii) Week 3 (immediately following campaigning period): Election period begins at 9:00 AM on the day immediately following the end of the campaigning period. Voting remains open until 4:00 PM on the following day.
- (b) The CSA Elections for President, VPI, and Advocacy Representatives must be completed prior to the first Friday in February.

#### **8.07 Notice**

- (a) The CRO and DRO are responsible, with the assistance of the VPI and Human Resources Coordinators, as well as the VPM:
  - (i) For proper advertising of the election on relevant sources, including on the CSA digital signage, CSA website, and CSA social media platforms.
  - (ii) For proper advertising of the nomination period, voting period, and any relevant documentation.

#### **8.08 Nominations**

- (a) Prior to advertising for nominations, the CRO shall prepare a package of written information which will be available to any CSA Member at least one week prior to the

opening of the Nomination Period, and will include:

- (i) Current copies of the CSA Constitution.
  - (ii) Nomination forms for candidates.
  - (iii) A list of nomination requirements and deadlines, including instructions for obtaining a copy of the nominee's most recent academic transcript confirming their academic standing.
  - (iv) Any other forms required of the nominees, including an acknowledgement and acceptance of nomination form.
  - (v) Current contact information for the CRO and DRO.
  - (vi) A statement of rules regarding keys and use of offices as described in section 8.13 of this constitution.
- (b) The academic transcript is used only for confirmation of meeting the minimum cumulative GPA requirement of 2.5. This information may not be used for any other purpose and will be kept strictly confidential.

### **8.09 Nomination Requirements**

- (a) In order to be nominated as a candidate, a person must:
- (i) Be in good academic standing with the Asper School of Business.
  - (ii) Be a current Member of the CSA.
  - (iii) Register for courses as a full time or part time student in the Asper School of Business during the upcoming fall and winter semesters.
  - (iv) Be registered in at least one class during the term of nomination and register for at least one class in each term of their tenure. Candidates who are employed on a co-op term confirmed through the Asper Co-Operative Education Program or currently studying out of the country through the Asper Exchange Program are also eligible.
  - (v) Be nominated under their legal name or a reasonable derivative thereof.
  - (vi) Have provided a completed nomination package to the CRO prior to the end of the nomination period, which shall include:
    - 1) Basic information about the candidate, including their name and contact information.
    - 2) First and last names, signatures, years, and student identification numbers of at least 20 nominators who are Members of the CSA. Candidates for First Year Representative may have a minimum of 10 nominators.
    - 3) A signed acknowledgment of acceptance of the nomination by each nominee.
    - 4) A copy of the nominee's academic transcript confirming their status as an Undergraduate I.H. Asper school of Business Student, and cumulative GPA of 2.5 or higher.
      - 1) A signed document indicating the name which each candidate wishes to appear on the ballot, and an indication of whether he or she considers this name to be a reasonable derivative of his or her legal name.
- (b) Completed nominations, containing all material required by the Constitution and the CRO must be received no later than the deadline set out in the advertisement by the CRO.
- (c) Nominations may be collected by individuals on behalf of the nominees, provided the

individual collecting the nominations is also a CSA Member.

- (d) It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. Any nomination that fails to comply with any part of the rules shall be summarily rejected.
- (e) Within 24 hours of the closing of nominations, a member of the CSA Elections Committee will inform the CSA Executive Council, CSA General Council, STAG's, and all other CSA Members of the list of eligible candidates.
- (f) Members of the CSA Executive Council may run as candidates in the CSA Election, provided they meet all other criteria required of any other nominated candidate.
- (g) Candidates for the elected position of First Year Representative (2 Positions) shall be considered eligible if they meet the following qualifications at the time of nomination:
  - (i) Recognized as a New-to-Asper School of Business Student, and
  - (ii) Enrolled in classes during the current fall and upcoming winter semesters as a full time or part time student.

#### **8.10 Nomination Vacancies**

- (a) If an open position receives no nominations by the deadline for nominations, the position will not be elected in the current round of elections.
- (b) At a later date to be determined by the CSA Elections Committee, a second round of elections will be held to attempt to nominate and elect a candidate for the vacant position. The election timeline may be compressed at the joint discretion of the CSA President and CRO.
- (c) Should a position receive no nominations in the second round of elections, the Elections Committee may determine the best course of action to elect the position in the future.
- (d) If after the call for a second round of voting there are no nominations submitted, the CSA President and/or VPI shall appoint the position in consultation with the remaining CSA Executive Council Members and CSA Faculty Advisor.

#### **8.11 Slates**

- (a) No candidates may run in slates. All candidates must run individually and cannot coordinate campaigns or marketing material.
- (b) Candidates found to be collaborating on their campaigns will be disqualified from the election.

#### **8.12 Candidate Meetings**

- (a) All candidates and their campaign managers, if applicable, must be present at any and all meetings called by the CRO.
- (b) Candidates who are unable to attend a meeting scheduled by the CRO are deemed ineligible unless they submit written notice within three hours of the start of the meeting and provide a proxy to attend in their place.
- (c) Candidates who send a proxy representative are deemed to have been in attendance for informational purposes, and as such, no special consideration will be given for violations

of rules discussed at meetings which a candidate did not themselves attend.

- (d) Immediately following the close of the nomination period, the CRO shall call an informational meeting (the “**All Candidates Meeting**”) which all candidates must attend to:
  - (i) Review the relevant governing documents and respond to questions about the same.
  - (ii) Announce any methods that shall be regularly used to communicate with campaigns.
  - (iii) Deal with any other topics deemed necessary by the CRO.
  - (iii) Attendance must be taken at the All Candidates Meeting.

### **8.13 Office Space and Resources**

- (a) The CSA will not provide office or storage space to any candidates. No campaign shall have an office on campus which is not approved by the CRO.
- (b) At no time during the Election Period may campaign supplies or materials be present or stored in the CSA Office.
- (c) Campaigning may not be conducted within the CSA Office by any candidate, nor a representative of that candidate at any time during the election period.
- (d) Candidates may not use any CSA resources for campaign purposes, including printing resources, marketing software, or other items as determined by the CRO.
- (e) Candidates, including current CSA General Council or CSA Executive Council Members, may access the CSA Office space at any time during the election period, provided no campaigning is carried out within the space, and all campaign materials are left outside.
- (f) Notwithstanding 8.13 (e), candidates who are current CSA Executive Council Members may have additional privileges or access to CSA property are restricted in order to ensure a fair and democratic election at the sole discretion of the CRO.

### **8.14 Voter Eligibility**

- (a) Undergraduate Asper School of Business Students who are enrolled in one or more classes during the time of voting, and those working on a work term through the Asper Co-op Program, or currently studying out of the country through the Asper Exchange Program are eligible to vote.
- (b) A listing of currently enrolled students and student numbers will be obtained from the undergraduate program office. This information must not be used for any other purpose and should be destroyed once all positions have been elected and destruction is approved by the CRO.

### **8.15 Campaign Materials**

- (a) No candidate may distribute or use, and the CRO cannot approve, campaign materials which:
  - (i) Have more than a nominal value when distributed.
  - (ii) Contain libel or slander (based on consultation with legal counsel if necessary).
  - (iii) Are factually incorrect.
  - (iv) Violate any federal or provincial statute, or any University rule, regulation, policy, or procedure.

- (v) Are discriminatory or derogatory towards any person(s) based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
  - (vi) Bear any logo representing any student group or organization including but not limited to UMSU, the Asper School of Business, the CSA, or any STAG.
  - (vii) Notwithstanding section 8.15 (a) (i)-(vi), all campaign materials must be presented in a manner befitting the Asper School of Business. If any of the CRO, DRO, Elections Committee, or Faculty Advisor feel that any piece of material is found to be questionable (inappropriate), it can be referred to the CRO, who may remove it without warning. The candidate will not be allowed to replace it with new material.
- (b) The only physical campaign materials allowed include those listed below and may convey a candidate's name, image, and/or platform:
- (i) Pamphlets
  - (ii) Brochures
  - (iii) Leaflets
  - (iv) Cards
- (c) All campaign material must also clearly indicate the date and time of the voting period as well as the electronic voting web address, if applicable, in legible format.
- (d) Any quantity of handheld materials such as pamphlets, leaflets, brochures, and cards may be produced. Such materials cannot be left on tables or other similar locations throughout the school; they must be distributed directly to individuals.
- (e) The CRO or DRO must approve all campaign materials. The CRO may establish a method for seeking approval of printed content in advance of the All Candidates Meeting to allow sufficient time for production of the materials with the affixed approval watermark. If a candidate has new material that he or she would like to distribute at a later date, it must be reviewed and approved by the CRO or DRO before it may be distributed. If seeking approval on printed material, a candidate may photocopy the approved piece of material once signed by the CRO or DRO. No materials may be posted or shared in any format if they have not been approved by the CRO. This includes online posts (including permanent posts, temporary story posts, and any other form of online posting) and materials shared in person.
- (f) Under no circumstances will stickers / adhesives be allowed for use as campaign material.
- (g) Distribution of campaign material into lockers is strictly prohibited.
- (h) No campaigning is permitted through internal University / Faculty / CSA / STAG mailing lists or group chats.
- (i) Social media (including but not limited to Facebook, Twitter, Instagram, Snapchat, etc.) may be used; however, all social media profiles must be made public and no private group on any form of social media may be used (including but not limited to a private Facebook group or event, for example). If a candidate's personal social media profile is used for campaigning purposes, they are also required to be made public for the duration of the campaign and election period. This includes any social media pages that are linked to or otherwise promoted by or connected to any social media pages or websites used for campaigning.
- (j) A website may be created but must be made public. This will be treated like another social media account and won't be counted towards your five campaign materials.

- (k) A candidate's social media bio, profile pictures, and any other aspect of their social media platform or website must adhere to the election rules for the duration of the campaign period.
- (l) No candidate may share additional information regarding the CSA, Asper School of Business, or any other University of Manitoba event during the campaigning period without first gaining approval from the CRO.
- (m) All campaign materials, both print, digital and on social media must be removed from public view within 24 hours of the conclusion of voting.

### **8.16 Campaign Expenses**

- (a) A campaign expense is defined as a cost incurred to create campaigning material for the purpose of the respective election.
- (b) Campaign materials may not exceed the campaign budget specified by the CRO, who will determine the budget at the start of each election period.
- (c) The CSA will reimburse all President, Vice President Internal, and Advocacy Representative candidates for campaign expenses up to \$100, with receipts. Any additional expenses within the budget are the personal responsibility of the candidate.
- (d) The CSA will reimburse all First Year Representative candidates for campaign expenses up to \$50, with receipts. Any additional expenses within the budget are the personal responsibility of the candidate.
- (e) Receipts must be obtained by candidates before campaign materials are distributed.
- (f) All receipts must be submitted to the CRO at or prior to the Election Results Meeting.
- (g) All materials used in the making and distribution of campaign material must be assessed a value. This includes, but is not limited to: paper, printing, markers, pens, tape, etc.
- (h) If no receipts are available, a value will be placed on the materials used based on the best judgment of the CRO and DRO.

### **8.17 Campaigning Rules**

- (a) Campaigning whereby candidates or volunteers on their behalf approach individuals in-person to market themselves or remind others about an election in any way ("**In-Person Campaigning**"), may only be conducted within the Drake Centre.
- (b) In-Person Campaigning may not be conducted within the Albert D. Cohen Management Library located on the 200 level of the Drake Centre or the Sony Study Centre located on the 300 level of the Drake Centre.
- (c) In-Person Campaigning may only be conducted during the established Campaign Period. Online campaigning using social media and other online methods may continue through until close of the Voting Period.
- (d) Candidates may receive volunteer assistance from any other persons, so long as there is no exchange of money or other benefits offered. Volunteers may not actively campaign for more than one candidate in any combination of portfolios.
- (e) Volunteers who are campaigning on behalf of a candidate are subject to the same rules

as the candidate. Violations of any of the election rules outlined in this constitution or implemented for a specific election by a candidate's volunteer will have the same effect as if the candidate violated the rule themselves. These violations by a volunteer can result in action being taken by the CRO against the candidate, up to and including disqualification of the candidate.

- (f) Candidates are permitted to introduce themselves to classrooms / academic sessions during class time based on the following:
  - (i) The professor or instructor approves the introduction.
  - (ii) The introduction is no longer than two (2) minutes in length.
  - (iii) Candidates do not directly solicit votes during classroom talks; rather, they may only encourage students to vote.
- (g) Campaign speeches will occur during the campaign period only for the President and Vice President Internal positions.
- (h) The CRO and/or DRO shall preside over the speeches, and question period following the speeches.
  - (i) If the candidate is not present, his or her speech can be read aloud by the CRO.
  - (j) Speeches may be no longer than five (5) minutes and will be followed by an open Question and Answer period for each position, each capped at twenty (20) minutes in length.
- (k) Questions can be taken from the floor during the question period or can be submitted anonymously to the CRO, to be read aloud by the CRO.
- (l) Candidates may not directly solicit votes during online or in-person campaign. Candidates may only encourage students to vote.

### **8.18 Voting Process**

- (a) All CSA Elections will be conducted by electronic voting method. Only the CRO and DRO may have access to set up and monitor the electronic voting system during the course of an election.
- (b) The CRO must use the electronic voting platform provided by UMSU unless it is not available or not suitable. A successful vote brought by motion at a duly convened CSA General Council Meeting at least two weeks prior to the voting period will allow a different platform to be used for a given election.
- (c) President, VPI, and Advocacy Representative candidates running uncontested shall be elected by a "yes"/"no" vote. Successful candidates must receive at least one hundred (100) "yes" votes and at least 75% "yes" votes.
- (d) First Year Representative candidates running uncontested shall be elected by a "yes"/"no" vote. Successful candidates must receive at least fifty (50) "yes" votes and at least 75% "yes" votes.
- (e) Voting for all contested positions shall be conducted using instant-runoff voting. For each position, voters will rank their choices in order of preference.
- (f) Vote counting for contested President, VPI, Advocacy Representative positions will be conducted electronically as follows:

- (i) Ballots are initially counted for each elector's top choice.
  - (ii) If a candidate secures more than half of the votes in the first round, the candidate wins.
  - (iii) If a candidate does not secure more than half of the votes in the first round, the candidate in last place is eliminated and removed from consideration.
  - (iv) The highest-ranking remaining choices are then counted again.
  - (v) The process repeats itself until one candidate receives more than half of the votes in a particular round.
- (g) Vote counting for contested First Year Representative positions will be conducted electronically as follows:
- (i) Ballots are initially counted for each elector's top choice.
  - (ii) If a candidate secures more than half of the votes in the first round, the candidate wins.
  - (iii) If a candidate does not secure more than half of the votes in the first round, the candidate in last place is eliminated and removed from consideration.
  - (iv) The highest remaining choices are then counted again.
  - (v) The process repeats itself until only three candidates remain. At this point, the two candidates with the highest number of votes will win the election.
- (h) The CRO shall call a meeting with the CSA Elections Committee no later than 5:00 PM on the day of conclusion of voting to review and confirm campaign expenses and the election results with the CSA Elections Committee ("**Election Results Meeting**"). Once confirmed, all candidates must be invited into the Election Results Meeting to announce the results. Detailed vote counts for each round of counting may be disclosed; however, this information must remain confidential with the CRO, DRO, Faculty Advisor(s), and candidates, indefinitely.
- (i) The election results shall be communicated to all CSA Members within twenty-four (24) hours of the closing of voting period. The information must be communicated as deemed appropriate by the CRO before the candidates are allowed to disclose the results to others outside of the room.
- (j) Candidates may designate one (1) individual to attend the Election Results Meeting on their behalf by submitting a written document signed by the candidate and the individual to the CRO twenty-four (24) hours before end of the voting period.

Election results must remain secret until close of the election period. No person, including the CRO is permitted to view the results prior to the close of the voting period.

### **8.19 Grievances and Complaints**

- (a) All grievances and complaints shall be directed in writing to the CRO. Upon receipt of a complaint, the CRO shall determine the appropriate procedure for investigating the merits of the grievance or complaint.
- (b) Where the CRO determines that the rules established by the CRO or the rules outlined herein have been violated, the CRO shall, using the demerit system found in section 8.20 of this constitution, determine the appropriate remedy, including disqualifying the candidate responsible for the violation.
- (c) Complaints regarding the CRO or the fulfillment of their duties shall be directed to the CSA

Elections Committee. The CSA Elections Committee shall then review the complaint and determine the appropriate remedy (if necessary).

## 8.20 Demerit System

- (a) The following demerit system may be used to assess penalties against candidates who violate rules outlined in this constitution. For offences committed by a volunteer(s) resulting penalties will be given, in full, to each candidate. The following values are merely guidelines. The CRO retains full discretion to substitute other values or penalties as they see fit.
  - (i) Candidates who receive 50 or more demerits are disqualified.
  - (ii) "DQ" means disqualified.

<b>Violation</b>	<b>Penalty</b>
Willful abuse of Election Rules	<b>5 - DQ</b>
<b><i>Pre-Campaigning</i></b>	
1st Offence	5
2nd Offence	10
3rd Offence	15
Any Further Offence	<b>DQ</b>
<b><i>Campaign Materials</i></b>	
Posting unapproved campaign materials	10
Failure to comply with CSA Protocol of Supplementary Rules for hanging and location of posters and materials	5 – 15
Negative campaigning	10

<b><i>Campaigning</i></b>	
Failure to attend All Candidates' Meeting without CRO approval	<b>DQ</b>

Failure to attend other meetings called by CRO	20
In-Person campaigning on voting days	15
Direct interaction with an individual voting	<b>15 - DQ</b>
Campaigning in prohibited location	10
Campaigning aggressively or threatening	15
Damage to university property	<b>10 - DQ</b>
Over campaign expense limits	<b>DQ</b>

### **8.21 Disqualification**

- (a) If a candidate is disqualified under any of the Elections rules in this article, they will be unable to run for any elected position for a one year period (up to and including the General Elections in the next year). They may still apply for appointed positions and may run for an elected position after the one year period expires.

### **8.22 Additional Rules**

- (a) For any rule not listed in this constitution that is being implemented or changed, approval of the CSA General Council is required.

## Article IX. Council Recruitment

All candidates for CSA General Council or CSA Executive Council positions must be currently registered I.H. Asper School of Business students.

### 9.01 CSA Executive Council Recruitment

- (a) An applications committee shall be formed consisting of the incoming President, incoming VPI, outgoing President, outgoing VPI, and the Faculty Advisor or their designate(s) for the selection of all members of the CSA Executive Council ("**Executive Applications Committee**").
- (b) All Executive Application Committee members must be present to interview applicants unless there is a pressing reason approved by the committee.
- (c) The respective outgoing Executive Member may attend the interview if availability permits and if invited to do so by the incoming President.
- (d) Applications for the positions of VPF, VPCR, VPM, VPP, VPA, VPC, and VPSL must be called for and publicized immediately following the annual elections, with all applications being received within ten (10) calendar days of these elections.
- (e) The Executive Applications Committee shall choose all Vice Presidents within fourteen (14) calendar days of the close of Applications.
- (f) All students who apply for the Executive Council must be students in Good Standing with the Asper School of Business, who will not graduate before April the following year.

### 9.02 CSA General Council Recruitment

- (a) An applications committee shall be formed consisting of all members of the Executive Council and the Faculty Advisor, who serve as a non-voting member to appoint candidates for all appointed positions on the CSA General Council ("**General Council Recruitment Committee**").
- (b) The Faculty Advisor may appoint a designee to serve on the General Council Recruitment Committee on their behalf if they are unavailable to do so.
- (c) All members of the General Council Applications Committee must be present at each interview unless approved by the committee.
- (d) Applications for the appointed positions of the CSA General Council shall be called for and publicized by the incoming Executive Council with the assistance of the outgoing President and VPI.
- (e) If a vote is required to select an appointed member of the CSA General Council, each member of the General Council Applications Committee, except for the faculty advisor, shall have one vote. If after failing to reach a consensus in the event of a tie, the President shall have the deciding vote.
- (f) The General Council Applications Committee shall have filled all appointed positions and notified all Members of the appointments prior to the end of the third week in March except in the case of exceptional circumstances.

- (g) Applications shall be called for again for any position which is unfilled at the end of the recruitment period, within three weeks of returning to the university in the fall. The call for applications may take place during the summer.

## **Article X. Tenure of Office**

### **10.01 Tenure**

- (a) Each elected member shall hold office from April 1<sup>st</sup> of their incoming year to March 31<sup>st</sup> of the following year.
- (b) Members not on council at the time of the first meeting of the new council shall hold office from the time of their appointment or and acceptance to the council until the following March 31<sup>st</sup>.
- (c) Tenure of any appointed CSA Executive Council or CSA General Council Member may be temporarily suspended at any time as deemed necessary by the President.
- (d) Tenure may be terminated by resignation or removal as set out in section 11 of the Constitution.

## **Article XI. Resignation and Vacancies**

### **11.01 Resignations**

- (a) Any resignation or removal from office of a member of the CSA Executive Council or CSA General Council shall be signed, written, and submitted to the President, who shall present the resignation to the CSA Executive Council. In the case of the resignation of the CSA President, the resignation shall be submitted to the Faculty Advisor and VPI.
- (b) The CSA Executive Council shall report to the CSA General Council and shall select a replacement for an appointed position through a method deemed appropriate by the CSA Executive Council, or shall call a by-election if the position, other than President and VPI, is an elected position.
- (c) If any elected CSA General Council member does not return for the fall term for any reason, the CRO shall, within 3 weeks of the start of the Fall term, conduct a new election.
- (d) In the event of the resignation of the President, the VPI shall assume the office of the President. The remaining CSA Executive Council will appoint a new VPI.
- (e) In the event of the resignation of the VPI, the remaining CSA Executive Council will appoint a new VPI.

### **11.02 Absences**

- (a) In the case of the temporary absence of the President, the VPI shall assume the responsibilities of the President. Should the VPI be unable to assume the position, it shall pass to the VPF.

## **Article XII. Suspension and Removal**

### **12.01 Removal of President or Vice President Internal**

- (a) A formal motion for the removal of the President or VPI can be brought if the President or VPI has failed to perform the duties of their office and a petition is brought forward to the CSA General Council containing the signatures and student numbers of at least two hundred fifty (250) CSA Members.
- (b) A three quarters vote of all CSA General Council is required to pass a motion for the removal of the CSA President or VPI.
- (c) A successful motion to remove the President or VPI shall trigger a by-election for the election of a new President or VPI (depending on the position that was removed). The respective member who was removed is not barred from running in the by-election.
- (d) If the President or VPI is removed under section 12.01 of this Constitution, they are ineligible to run for any elected position or be appointed to any position of the CSA for a one year period (up to and including the General Elections in the next year).
- (e) Section 12.01 (d) shall not apply if the member is successfully re-elected to the position they were removed from in the by-election following their removal.

### **12.02 Removal of any CSA Executive Council Member or CSA General Council Member (Excluding the President, VPI, Advocacy and First Year Representatives)**

- (a) The CSA Executive Council may, by motion at a duly convened Executive Council meeting, remove any CSA Executive Council Member or CSA General Council Member who has:
  - (i) Failed to perform the duties of their office, or
  - (ii) Misstated their good academic standing and/or registration status within the I.H. Asper School of Business.
- (b) Two thirds of the vote of the CSA Executive Council is required to pass a motion for the removal of any CSA Executive Council Member or CSA General Council Member (excluding the President, VPI, First Year Representatives, and Advocacy Representatives).
- (c) If a CSA Executive Council Member or CSA General Council Member is removed from the CSA General Council under any procedure in this section 12.02 they are ineligible to run for any elected position or be appointed to any position of the CSA for a one year period (up to and including the General Elections in the next year).

### **12.03 Removal of Advocacy Representative**

- (a) Removal of the Advocacy Representative will follow the Senate governing document for Senator removal, which is governed by the 'Provision of the University of Manitoba Act Respecting Election of Students'.

### **12.04 Removal of First Year Representatives**

- (a) A motion can be brought to the Executive Council to initiate the removal of a First Year Representative if the individual in question has failed to perform the duties of their office.

- (b) Prior to the motion being presented, the CSA Executive Council shall offer a thirty (30) day probationary period to the First Year Representative in question. The CSA Executive Council must provide support to the individual during this period.
- (c) For a First Year Representative, three quarters of the vote of all members of the First Year Committee and a majority vote of the CSA General Council at a duly convened CSA General Council meeting is required to pass a motion to initiate removal proceedings.
- (d) The successful removal of a First Year Representative shall trigger the appointment of a new First Year Representative, appointed by the remaining members of the First Year Committee and the CSA Vice President Internal.
- (e) If a First Year Representative is removed from the CSA General Council under any procedure in section 12.04 (a)-(c) he or she will be unable to run for any elected position for a one year period or be appointed to any position of the CSA (up to and including the General Elections in the next year).

#### **12.05 Removal Based on a Violation of the Code of Conduct**

- (a) Upon a violation of the CSA Code of Conduct by a CSA General Council Member other than a Advocacy Representative, the CSA Executive Council shall have the authority to suspend the CSA General Council Member in question. Section 12.03 outlines the removal process for a Advocacy Representative.
- (b) Upon violation of the CSA Code of Conduct by a CSA Executive Council member other than the President and VPI, the other members of the CSA Executive Council as a group shall have the authority to continue the removal process. Section 12.01 outlines the removal process for the President and VPI.
- (c) The remaining CSA Executive Council Members shall have the power to use their discretion on the handling of the Code of Conduct violation, including a formal warning, reduction in responsibilities, or removal from the CSA Executive Council.
- (d) The Executive Council may, by motion at a duly convened CSA Executive Council meeting, remove any CSA General Council Member who refuses to sign the CSA Code of Conduct. The CSA General Council Member has an obligation to sign and submit the Code of Conduct within one (1) week of receiving it.
- (e) Upon the decision to remove a CSA General Council Member, the President and/or the VPI shall meet with the respective member and inform him or her of the decision.
- (f) Upon the removal of a CSA General Council Member based on a Code of Conduct violation, the CSA Executive Council shall notify CSA General Council of this decision within 24 hours after any appeal has been rejected.

#### **12.06 Appeal of a Removal based on a Violation of the Code of Conduct**

- (a) Appeals may be submitted by any CSA Executive Council Member or CSA General Council Member who has been removed based on violation of the CSA Code of Conduct within 24 hours of notice of removal.
- (b) The removed member shall notify the CSA Executive Council that they wish to appeal their removal by submitting written positions to the CSA Faculty Advisor in favour of their positions within seven (7) days of the notification to the CSA Executive Council.

- (c) The Faculty Advisor shall then meet with the removed member and the CSA Executive Council separately to hear arguments in favour of both parties' positions.
- (d) The final decision shall then lie with the CSA Faculty Advisor, who shall submit written decisions for their reasons to uphold the decision of the CSA Executive Council, or to return the removed member to the CSA General Council or CSA Executive Council.

#### **12.07 Disqualification**

- (a) Any member who is removed from the CSA General Council or CSA Executive Council under sections 12.05 and 12.06 of this Constitution is ineligible to run for any elected position for a one (1) year period or be appointed to any position of the CSA (up to and including the General Elections in the next year).
- (b) Section 12.07 (a) of this Constitution shall not apply if the member successfully wins their appeal and is not removed from the CSA General Council or CSA Executive Council as per section 12.06 (d) of this Constitution.

## **Article XIII. Transitions**

### **13.01 General Council**

- (a) For the purpose of continuity of Council and to aid CSA Executive Council and CSA General Council members in the performance of their duties, upon entering and continuing through his or her term of office, each member of the CSA Executive and CSA General Council shall maintain an accurate and detailed set of files, which shall be submitted at the end of the year and stored in the CSA Office. These files may be referred to by successors for the purposes of maintaining continuity.
- (b) The files for each member to record include, but are not limited to, all budgets pertaining to the member's activities during the term in office, all programs and schedules pertaining to the member's activities during the term in office, all materials created during the term in office and any additional relevant information to decisions made by the member during their tenure.
- (c) At the end of each CSA Executive Council and CSA General Council Member's tenure, a transition report must be prepared and provided to the incoming members of their respective position no more than two (2) weeks after the transition has occurred. The report shall include a description of duties and how these duties were accomplished, an analysis of problem areas or difficulties encountered in the performance of duties, and recommendations and suggestions containing any other information that may guide or assist the successor in the performance of their duties.
- (d) Each Committee (standing or ad-hoc) of the council shall keep records which shall include minutes of all meetings, and any additional information relevant to the committee's performance of duties on behalf of the council. This includes items such as promotional material and any other files.

### **13.02 Executive Council**

- (a) At the end of each CSA Executive Council tenure, a mandatory CSA Executive Council Transition Day will take place with the incoming and outgoing members of the CSA Executive Council. The CSA Executive Council Transition Day will be planned and executed by the outgoing CSA Executive Council.

## **Article XIV. Standing Committees**

CSA General Council includes standing committees that are listed below. In addition to these standing committees, additional standing committees can be approved by a majority vote at a normal CSA General Council Meeting with quorum. Standing committees may also be removed by a majority vote at a normal CSA General Council Meeting with quorum. The restructuring of positions on a standing committee may be approved by a majority vote of the CSA Executive Council prior to recruitment.

### **14.01 Shinerama Committee**

- (a) The Shinerama Co-Chairs shall chair the Shinerama Committee.
- (b) The Shinerama Co-Chairs shall have the authority to appoint University of Manitoba students from any faculty to the committee and assign them duties and responsibilities.
- (c) The Shinerama Committee is responsible for conducting the annual Shinerama Campaign.
- (d) The Shinerama Committee shall be responsible for the recruitment of volunteers for the campaign.

### **14.02 Business Banquet Committee**

- (a) The Business Banquet Co-Chairs shall chair the Business Banquet Committee.
- (b) The Business Banquet Committee Co-Chairs shall have the authority to appoint CSA Members to the committee and assign them duties and responsibilities. University of Manitoba students from other faculties may also be appointed to the Committee, but CSA Members must be given priority.
- (c) The Business Banquet Committee is responsible for conducting the annual Business Banquet event.
- (d) The Business Banquet Logistics Committee is a sub-committee of the Business Banquet Committee. The Co-Chairs of the Business Banquet Committee shall also be the Co-Chairs of the Business Banquet Logistics Committee.

### **14.03 National Business School Conference (“NBSC”) Committee**

- (a) The National Business School Conference Co-Chairs shall chair the NBSC Committee.
- (b) The NBSC Co-Chairs shall have the authority to appoint CSA Members to the committee and assign them duties and responsibilities.
- (c) The NBSC Committee is responsible for planning and executing the National Business School Conference.

### **14.04 5 Days Committee**

- (a) The 5 Days Co-Chairs shall chair the 5 Days Committee.
- (b) The 5 Days Co-Chairs shall have the authority to appoint University of Manitoba students from any faculty to the committee and assign them duties and responsibilities.

- (c) The 5 Days Committee shall be responsible for organizing and conducting the 5 Days Campaign.
- (d) The 5 Days Committee shall be responsible for the recruitment of volunteers for the campaign.

#### **14.05 Commerce Socials Committee**

- (a) The Commerce Socials Co-Chairs shall chair the Socials Committee.
- (b) The Socials Committee Co-Chairs have the authority to appoint CSA Members to the Socials Committee and assign them duties and responsibilities.
- (c) The Committee shall be responsible for supporting the Commerce Socials Co-Chairs to ensure the successful completion of all Commerce Socials.

#### **14.06 First Year Committee**

- (a) The First Year Representatives shall chair the First Year Committee.
- (b) The First Year Representatives have the authority to appoint CSA Members to the First Year Committee and assign them duties and responsibilities.
- (c) The First Year Committee is responsible for events and initiatives pertaining to first year students.

#### **14.07 The Case Competition Committee**

- (a) The Case Competition Co-Chairs shall chair the Case Competition Committee.
- (b) The Case Competition Co-Chairs shall have the authority to appoint CSA members to the committee and assign them duties and responsibilities.
- (c) The Case Competition Committee shall be responsible for aiding in the execution and promotion of the CSA's internal case competitions.
- (d) The Case Competition Committee shall be responsible for the recruitment of volunteers to support the execution of the CSA's internal case competitions.

#### **14.08 The Commerce Week ("TCW") Committee**

- (a) The TCW Co-Chairs shall co-chair the TCW Committee.
- (b) The TCW Co-Chairs have the authority to appoint CSA Members to the TCW Committee and assign them duties and responsibilities.
- (c) The TCW Committee is responsible for the planning and execution of TCW-related events.

#### **14.09 Commerce Cares Committee**

- (a) The Commerce Cares Co-Chairs shall co-chair the Commerce Cares Committee.
- (b) The Commerce Cares Co-Chairs have the authority to appoint CSA Members to the Commerce Cares Committee and assign them duties and responsibilities. University of Manitoba students may also be appointed to the Committee, but CSA Members must be

given priority, followed by students pursuing a Management Minor.

- (c) The Commerce Cares Committee is responsible for the planning and execution of events falling under Commerce Cares.

#### **14.10 Student Action Group (STAG) Committee**

- (a) The VPI is the Chair of the STAG Committee.
- (b) All Presidents and Vice Presidents of STAG's which are recognized by the CSA are members of the STAG Committee.
- (c) The STAG Committee meets for the purpose of updating all parties with relevant information. The VPI updates the STAG Committee on current activities and vice versa.

#### **14.11 CSA Elections Committee**

- (a) The CSA President shall chair the CSA Elections Committee.
- (b) The CSA Elections Committee is responsible for overseeing CSA Elections. See 8.05 additional information about the CSA Elections Committee.

#### **14.12 STAG (Student Action Groups) Elections Committee**

- (a) The CSA Vice President Internal shall chair the STAG Elections Committee.
- (b) The STAG Elections Committee should comprise of the CSA Faculty Advisor, CSA President, CSA Vice President Internal, CSA EDI Officer, STAG Faculty Advisor, and STAG Outgoing President.
- (c) The STAG Elections Committee is responsible for ensuring the equitable and fair executive of STAG elections.

#### **14.13 Applications Committee(s)**

- (a) See Article IX for details in regard to the formation and mandate of the respective Applications Committee(s).

## **Article XV. Ad Hoc Committees**

By a motion of the CSA Executive Council, the CSA General Council may appoint ad hoc committees at any time for any purpose as considered necessary by council.

### **15.01 Appointment of an ad hoc committee shall include:**

- (a) The mandate of the ad hoc committee,
- (b) The date the ad hoc committee shall begin,
- (c) The date the ad hoc committee shall be dissolved unless it is deemed to exist indefinitely. The date may be when a particular condition or decision has been reached, as opposed to a specific date,
- (d) The ad hoc committee members or the method by which the ad hoc committee members shall be selected,
- (e) The Chair of the ad hoc committee, or the method by which the ad hoc committee shall select a chair,
- (f) The quorum for the ad hoc committee meetings.

## **Article XVI. Student Action Groups**

### **16.01 Creation of a New Student Action Group (STAG)**

- (a) The CSA requires that an organized Student Action Group must submit an application to the CSA Executive Council prior to being considered for recognized status. The application shall consist of a letter stating the name of the STAG, the purpose of the student group, a statement of intent and projected goals for the opening year and for two years following, group constitution and a membership list containing at least twenty (20) members, with names, signatures, and student numbers.
- (b) The CSA Executive Council shall then decide on approving or denying the creation of the new STAG and shall send a letter to the proposed STAG confirming such. Upon receipt of a letter of approval from the CSA Executive Council, the proposed STAG is considered to be recognized as an official STAG by the CSA.

### **16.02 Funding of Student Action Groups**

- (a) Funding will be provided to STAGs based on need.
- (b) STAGs must submit a budget for all events and initiatives for the coming year to the CSA VPF by a date determined by the VPF and Internal Auditor.
- (c) Using the budgets provided, the VPF and Internal Auditor will allocate funding to each STAG.
- (d) STAG Funding must be approved by the CSA President, Vice President Internal, and Vice President Finance.
- (e) STAG Funding may be withheld until the successful completion of a STAG's CPP event and the successful completion of their audit at the discretion of the VPF and VPCR.
- (f) If a STAG is requesting funding for a new event or initiative, it shall submit to the VPF a letter stating its proposed plans, the cost of these new initiatives, how these initiatives will benefit CSA Members, and a proposed budget.
- (g) STAGs are required to submit all documentation related to revenues and expenses to the Internal Auditor at the end of every quarter.

### **16.03 Corporate Relations Contract for Student Action Groups**

- (a) The purpose of the CR Contract is to ensure that STAGs are held accountable for meeting deliverables that pertain to their events in the Corporate Partners' Program.
- (b) Failure to meet the contract conditions and deliverables outlined in the CR Contract will result in no sponsorship for the event.
- (c) The CR Contract will be drafted by the CSA Vice President Corporate Relations in consultancy with the CSA President.
- (d) The CR Contract shall be reviewed, agreed to, and signed by the following personnel:
  - (i) CSA President
  - (ii) CSA Vice President Corporate Relations
  - (iii) STAG President

- (iv) STAG Director of Corporate Relations or equivalent

#### **16.04 Student Action Groups Code of Conduct**

- (a) The intent of the STAG Code of Conduct is to enhance the undergraduate student experience by ensuring that STAGs operate in a transparent, fair, and enriching manner.
- (b) The STAG Code of Conduct helps ensure that STAGs are held accountable and provide a framework for STAG Operations related to elections, governance, EDI, finance, and professionalism.
- (c) The STAG Code of Conduct shall be reviewed, agreed to, and signed by the following personnel:
  - (i) CSA President
  - (ii) CSA Vice President Internal
  - (iii) CSA Vice President Finance
  - (iv) STAG President
  - (v) STAG Vice President
  - (vi) STAG Director of Finance or equivalent
- (d) All CSA deliverables including funding and corporate sponsorship are contingent on the compliance of each STAG with the Code of Conduct.
- (e) The STAG Code of Conduct will be a document prepared by the CSA President, VPI, VPF, and other members of executive council if required.

#### **16.05 CSA Executives, General Council, and STAG Executives Restriction**

- (a) A CSA Executive shall not hold an executive position on any Student Action Group to eliminate the potential for conflicts of interest.
- (b) The CSA Internal Auditor, CSA Internal Relations Coordinator, and the Executive Assistant shall not hold an executive position on any Student Action Group to eliminate the potential for conflicts of interest.
- (c) A STAG Executive shall not hold an executive position on the CSA to eliminate the potential for conflicts of interest.

## **Article XVII. Finances**

### **17.01 Budgets**

- (a) The VPF shall prepare, in consultation with the CSA General Council Member or CSA Executive Council who requires funds for the purpose of executing their prescribed role, a budget for the implementation of the programs which they intend to carry out during their term in office.
- (b) All expenses outside of the prepared budget must be approved by the VPF prior to the expense being incurred. If the additional expense is not approved, The CSA General Council Member or CSA Executive Council may not be reimbursed.
- (c) Once finalized, budgets are binding, and any excess costs must be approved by the VPF. This involves the following implications:
  - (i) Each budget line must be used for the prescribed expense and may not. Be used to cover excess costs for other expenses.
  - (ii) Excess expenses under \$500 CAD must be approved by the VPF prior to being incurred.
  - (iii) Excess expenses over \$500 CAD must be accompanied by a written budget proposal. The proposal must lay out the requested amount of cash, the reason for the excess cost, and a rationale for how the line item enhances the student life at Asper or strategic vision of the CSA.

### **17.02 Budget Procedure**

- (a) The main budget process shall take place by the end of May.
- (b) The budget procedure shall be as follows:
  - (i) The VPF shall conduct a thorough analysis of events and expenses from previous years with the objective of building a holistic view of the CSA's operations.
  - (ii) The VPF shall meet with the President and VPI to discuss any financial strategies or plans for the upcoming year.
  - (iii) The VPF shall prepare the first-stage budget for each individual event and service.
  - (iv) The VPF shall meet with general and executive council member(s) to review the preliminary budget for events and/or services which they are responsible for. Feedback should be considered when drafting the final budgets, and council members should have the opportunity to make suggestions that will enhance the student experience. Portfolio Vice Presidents must provide their consent for any expenses incurred by their portfolio members.
  - (v) The VPF shall prepare a final budget, which will include the feedback from general and executive council members.
  - (vi) The final proposed budgets for the coming year and actual income statement from previous year will be distributed to the CSA Executive Council for consideration.
  - (vii) The proposed budget must then be ratified by a successful vote of the CSA Executive Council.

### **17.03 Additional Budget Details**

- (a) The budget shall be made available to any CSA Member upon request. The CSA Member must make an appointment with the VPF to review the budget, as opposed to budget being

sent, circulated, and reproduced.

- (b) All accounting records must be kept up to seven years in the event of a Federal Audit.
- (c) All funds to be distributed to other student organizations shall be administered by the CSA Executive Council.
- (d) Any charitable donations made by the CSA must be from revenue generated from council activities, not from student fees, as approved by the CSA Executive Council.
- (e) All expenses incurred by CSA General Council members or volunteers under their direction must be approved by CSA Executive Council Member who leads the portfolio to which they relate. Expenses incurred by CSA Executive Council members must be approved by the President. Expenses incurred by the President must be approved by the VPI. Expenses which are outside of the budget must be communicated to the VPF prior to approval by any other CSA Executive Council Member as per section 17.01 (b) of this Constitution.

#### **17.04 Bank Account**

- (a) For the purpose of handling funds, a bank account shall be maintained each year in the name of the CSA. The VPF, President, and VPI shall be the joint signing officers, with two out of three signatures being required.
- (b) Cheques made payable to one of the three signatories must be signed by the remaining two signatories.
- (c) Interac e-Transfers are not to be used due to the restriction that requires two signatories on payable transactions.
- (d) Bank reconciliations are available to be viewed by CSA General Council members upon submitting a written request to the CSA Vice President Finance.

## **Article XVIII. Accountability and Contracts**

### **18.01 Signing Authority**

- (a) The legal signing authority for contracts of the CSA is the President. All CSA contracts must be signed by and approved by the President. The positions that the contract applies to still have input and can make recommendations; however, the contract must be approved and signed by the CSA President.
- (b) Any permits, including liquor or other, which are required for an event, must be signed by the President. Where additional signatures are required, the CSA Executive Council member whose portfolio the event falls under must sign. In the case of additional signatures being required, the CSA General Council Members who are responsible for the event should also sign the permits. If there are any personal issues that make any of these unable to sign the permit, they may be excused from this duty by approval of the CSA Executive Council. The President must sign; the additional CSA Executive Council Member and CSA General Council Member(s) may be excused. Other CSA Executive Council Members must sign in the place of the excused signatory or signatories.

### **18.02 Corporate Relations**

- (a) Corporate Partner's Program (CPP)
  - (i) The CPP is a package that includes all the eligible CSA and STAG events along with the different partnership levels and amounts available, which will be pitched to the corporate partners by the MCRs.
  - (ii) In order for an event to be considered for the CPP, it must have run successfully for three (3) consecutive years and a CPP entry must be submitted including details such as, but not limited to the event name, location, date, number of attendees, event description, etc.
  - (iii) All event planners will be required to attend a meeting scheduled by the VPCR where they will pitch their event to the corporate relations team.
  - (iv) The VPCR is responsible for deciding which events will be included in the CPP in consultation with the CSA President.
- (b) Do Not Contact List
  - (i) The purpose of the Do Not Contact List is to ensure a centralized process of communicating with corporate partners.
  - (ii) Only the Corporate Relations portfolio has the authority to contact companies indicated in the Do Not Contact List.
  - (iii) Those interested in contacting a company in the Do Not Contact List, must reach out to the VPCR and follow the procedures laid out in the CSA Corporate Relations Communications Guidelines document.

## **Article XIX. Referendums**

### **19.01 Mandate of Referendums**

- (a) By way of motion, the council may from time to time refer matters relating to the CSA to CSA Members through a referendum, in which a simple majority is necessary for a decision.
- (b) Referendums shall be binding to the Council.

### **19.02 Referendum Procedure**

- (a) Arguments for both sides of the referendum shall be publicized for at least fourteen (14) days prior to the vote. This shall be in the form of posters and any other methods deemed appropriate by the CRO.
- (b) The referendum will be conducted by electronic voting method. Only the CRO may have access to set up and monitor the electronic voting system during the course of a referendum.
- (c) The CRO must use the electronic voting platform provided by UMSU unless it is not available or not suitable. A vote brought by motion at a duly convened CSA General Council Meeting may allow a different platform to be used for a given referendum.
- (d) The CRO shall obtain a list of current CSA Members to be included as eligible voters.
- (e) Each CSA Member is entitled to one vote.
- (f) The referendum polls shall be open from 9:00 am on the first of two (2) consecutive days of voting and close at 4:00 pm on the second of two (2) consecutive days of voting.
- (g) Any CSA Member who is currently enrolled in one or more classes, including students who are employed on a co-op term confirmed through the Asper Co-Operative Education Program or are currently studying out of the country through the Asper Exchange Program are eligible to vote.
- (h) Each side of the referendum may designate one (1) scrutineer by submitting a written document signed by the candidate and the scrutineer to the CRO twenty-four (24) hours before the start of the voting period. The scrutineer may be present at the polling station during voting hours but may not in any way discuss either side of the referendum while doing so.
- (i) The CRO shall call a meeting with the President, VPI, and CSA Faculty Advisor(s) at 4:30 pm on the day of conclusion of voting to review and confirm the results. Once confirmed, a representative from both sides of the referendum must be invited into the room to announce the results.
- (j) The referendum results shall be communicated to all CSA Members within twenty-four (24) hours of the closing of voting period. The information must be communicated as deemed appropriate by the CRO before the results can be disclosed outside of the room.

## **Article XX. Amendments**

### **20.01 Amendment of the CSA Constitution**

- (a) The repeal, amendment, or re-enactment shall be submitted to the CSA Executive Council who shall report to the CSA General Council on wording of the proposed change.
- (b) A Motion of Amendment for the CSA Constitution must be passed by a 60% majority vote of the CSA General Council. No such repeal, amendment, or re-enactment shall be accepted if it is contradictory to the intent of the council.

### **20.02 Notice of Motion for Amendment to the CSA Constitution**

- (a) A Notice of Motion for Amendment to the CSA Constitution must be given to the CSA General Council 14 days in advance of any vote on the proposed motion of amendment. The actual motion does not need to be presented to the council; however, information in regard to the content of the amendment(s) must be provided, as well as notice of intention to bring a motion to amend the CSA Constitution.

### **20.03 Constitutional Review**

- (a) At least once every year, Constitutional Review will be a topic on the CSA General Council Meeting Agenda. This can occur at any meeting of the year and shall be used to discuss the Constitution and any need for change in the Constitution. This does not necessitate any amendment, but a discussion on review must occur.