



ODETTE

COMMERCE SOCIETY

ODETTE COMMERCE SOCIETY CONSTITUTION

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Article 1. Commerce Society

1.1. The name of this Society shall be the “Commerce Society”, hereafter referred to as the “Society”.

Article 2. Mission, Values, and Vision Statement

2.1. Mission Statement

“To encourage the perpetual success of students and communities, through student leaders who support empowering students, and community service projects.”

2.2. Values Statement

The Odette Commerce Society identity is built on the values of integrity, trustworthiness, and fellowship with each other and the students we serve. We stand for candid, compassionate, straightforward communication and will seek and support events that create congenial situations in which all Odette students can experience the pleasure of change and personal growth.

2.3. Vision Statement

“To provide a supportive atmosphere of collaboration and opportunity, expanding the networks of Odette students, and to develop their personal and professional skill sets to enhance their Odette experience”

Article 3. The Aims and Purpose of the Society

- 3.1. To promote and protect the general interest and welfare of its members and to broaden student interest in the field of Business Administration;
- 3.2. To promote close student/faculty cooperation and act as a medium of communication between students and faculty when applicable or necessary;
- 3.3. To encourage a harmonious working relationships between the students of the Society and the Odette School of Business, and the students from different faculties of the University of Windsor;
- 3.4. To encourage the appreciation of and the development of both the social and academic activities pertinent to both the University of Windsor and the business world;

3.5. To work in conjunction with UWSA, the representative body of all students at the University of Windsor.

Article 4. Membership Requirement

4.1. Members shall consist of all full-time and part-time University of Windsor students registered in the following Bachelor of Commerce Programs of Study:

- 4.1.1. B.COMM (Honours Business Administration) ;
- 4.1.2. B.COMM (Honours Business Administration) Coop;
- 4.1.3. B.COMM (Honours Business Administration/Economics) ;
- 4.1.4. B.COMM (Honours Business Administration/Computer Science) ;
- 4.1.5. B.COMM (Honours Business Administration/Computer Science) Coop;
- 4.1.6. B.COMM (Honours International Business) ; 4.1.7.
B.COMM for University Graduates programs.

4.2. Membership Fees

- 4.2.1. Members must pay the prescribed per semester fee, payable to the University of Windsor at the time of registration.

Article 5. Rights and Privileges of Members

- 5.1. Members shall be eligible to vote at the annual election and by-election of the designated Executives of the Society;
- 5.2. Members shall be eligible to hold any position on the Executive of the Society, so long as all specific requirements have been met;
- 5.3. Members shall be able to gain access to any Society records and files in the presence of an Executive. In the case of financial records, that Executive must be one of the following: The President, the Executive Vice-President, or the Vice President of Finance.

Article 6. Meetings

- 6.1. Both General and Executive meetings shall be led by the Commerce Society's President;
- 6.2. All full council meetings must be transcribed and posted on the official Commerce Society's website;
- 6.3. Full Council meetings are called by the Society Executive team. There must be at least one Full Council or General meeting per month, with the exception of December and April;



6.4. Executive meetings will be held weekly on a predetermined day and time, which will be set at the beginning of each semester based on availability of the Executives;

6.5. A Special General Meeting may be called by the Society President at any time for any purpose listed in UWSA By-Law 40.02, with at least 14 days notice to the Society's membership.

Article 7. Voting Procedures

7.1. Quorum shall consist of $\frac{2}{3}$ voting members for Executive meetings. In case of an emergency situation (where a meeting cannot be held), the decision can be voted on by e-mail within a 24-hour period. At the next Executive meeting, this decision must be ratified by the executives of the society.

7.2. Quorum for General meetings will be 50 students that are members of the Society in accordance with Article 4.1;

7.2. In order to call a vote, a voting member must put forward a motion. The same motion must then be seconded by another voting member (seconding a motion does not constitute a vote in favor of the motion).

7.3. Unless otherwise specified, a motion requires a two-thirds quorum majority to pass.

7.4. In the event that "Co-Executives" are appointed, at Executive meetings, the portfolio may retain individual votes.

Article 8. Executive Requirements

8.1. All Executive Members must satisfy the following:

8.1.1. Shall be a member of the Commerce Society as defined in Article 4;

8.1.2. Shall be in good academic standing (with respect to the registrar's requirements) ;

8.1.3. Shall be willing to commit to a full year of service beginning May 1st up until April 30th of the following year;

8.1.4. Fulfilling the aims and purpose of the Society as outlined in Article 3;

8.1.5. The President and Executive Vice-President shall run in elections as outlined in Article 11;

8.1.6. All Vice President positions will be appointed by the elected President based on applications;

8.2. In addition to these, the President, Executive Vice-President, and Vice President of Finance of the Odette Commerce Society must also:



- 8.2.1. Be at least semester five as defined by the Office of the Registrar;
- 8.2.2. Have been a past Commerce Society Executive or council member.

Article 9. Executive Positions

- 9.1. The Executive of the Society shall consist of:
 - 9.1.1. President
 - 9.1.2. Executive Vice-President
 - 9.1.3. Vice President of Administration & Human Resources
 - 9.1.4. Vice President of Events & Logistics
 - 9.1.5. Vice President of Finance
 - 9.1.6. Vice President of Corporate Relations
 - 9.1.7. Vice President of Marketing & Technology
 - 9.1.8. Vice President of Student Leadership

Article 10. Duties and Responsibilities of Executive Council Members

- 10.1. The President (Elected)
 - 10.1.1. Shall be a current Commerce Society Executive or council member;
 - 10.1.2. Shall ensure that all other council members are aware of and perform their respective duties during their term in office;
 - 10.1.3. Shall call and be the Chairperson of all Executive and general Society meetings;
 - 10.1.4. As Chairperson, he/she shall only vote to break ties;
 - 10.1.5. Shall represent the Society and any individual and/or association;
 - 10.1.6. Shall uphold the Constitution;
 - 10.1.7. Shall have signing authority on all Society documents;
 - 10.1.8. In the event that any Vice President is absent and unable to fulfill their duties for any extended period shall either perform or appoint someone to take care of those duties;
 - 10.1.9. Shall not vote in general elections but shall cast the deciding vote in the case of a tie;
 - 10.1.10. Shall be the student representative on Faculty Committees, unless delegated otherwise;
 - 10.1.11. Shall be responsible for the daily operations of the Society.
- 10.2. The Executive Vice-President (Elected)
 - 10.2.1. Shall be a current Commerce Society Executive or council member;
 - 10.2.2. Shall be elected by the members of the Society;
 - 10.2.3. Shall work closely with all Executives to ensure portfolios are running smoothly;
 - 10.2.4. Shall have signing authority on all Society documents;
 - 10.2.5. Shall fulfill the duties of the President in the event that the President is unable to perform such duties;
 - 10.2.6. Shall assist the President in the daily operations of the Society.

10.3. Vice President of Events & Logistics

- 10.3.1. Shall be responsible for dealing with matters regarding Odette clubs and the UWSA;
- 10.3.2. Shall coordinate with the project managers in the planning and execution of all Society events;
- 10.3.3. Shall act as a liaison to the local community;
- 10.3.4. Shall act as a liaison with all other academic institutions;
- 10.3.5. Shall be responsible for organizing conferences.

10.4 Vice President of Administration & Human Resources

- 10.4.1. Shall maintain all society documents and take meeting minutes with the exception of finances;
- 10.4.2. Shall be responsible for managing and regulating the elections and hiring process for the incoming team of the following year;
- 10.4.3. Shall be responsible for scheduling interviews and processing applications for full council members;
- 10.4.4. Shall communicate with all members of the society internally regarding events and updates;
- 10.4.5. Shall administer all coaching and feedback on matters concerning society member's performance as needed;
- 10.4.6. Shall attend monthly full council meetings and faculty council meetings, along with helping the President chair the weekly executive meetings.

10.5. Vice President of Finance

- 10.5.1. Shall be a past Commerce Society Executive or council member;
- 10.5.2. Preferred to be specializing in Finance or Accounting;
- 10.5.3. Shall be responsible for overseeing and managing the finances of the Society;
- 10.5.4. Shall maintain the financial records of the Society;
- 10.5.5. Shall prepare biannual financial statements for the Executive and general members of the Society;
- 10.5.6. Shall prepare an annual budget in consultation with the President and the Executive Vice-President.

10.6. Vice President of Corporate Relations

- 10.6.1. Shall create a sponsorship package that will go out to all prospective supporters;
- 10.6.2. Shall create a list of/add to, current sponsors for contacting with this package;
- 10.6.3. Will work on getting local businesses as sponsors and have some sponsors be involved in all events (ex, platinum sponsor name goes on all events);
- 10.6.4. Focus on relationship management with sponsors;
- 10.6.5. Make the value of sponsorship very apparent.

10.7. Vice President of Marketing & Technology



- 10.7.1. Shall be responsible to lead a team of coordinators in social media, graphics, promotions;
- 10.7.2. Preferred to be specializing in Marketing and/or fluent in graphics software;
- 10.7.3. Shall be responsible for working with event coordinators to provide a marketing plan for all events;
- 10.7.4. Shall work on the branding of the Commerce Society and an appealing image for all Odette clubs to ensure consistency;

10.8. Vice President of Student Leadership

- 10.8.1. Shall have been a past Commerce Society Executive or council member;
- 10.8.2. Shall be responsible in maintaining the H.O.U.S.E. program;
- 10.8.3. Shall be partnering with the Odette Student Success Centre, in recruiting and selecting H.O.U.S.E. Leaders;
- 10.8.4. Shall be responsible for overseeing and managing H.O.U.S.E. events and H.O.U.S.E. points;
- 10.8.5. Shall be responsible to ensure that Leaders are in communication with their assigned mentees;
- 10.8.6. Shall work with other portfolios to ensure that the program is marketed properly and that events are setup accordingly;
- 10.8.7. Shall actively seek to develop the H.O.U.S.E. program in order to maintain or increase engagement.

Article 11. Elections and Procedures

- 11.1. The Society Executive shall assume office May 1st of the year in which they were elected/acclaimed/appointed and remain in office until April 30th of the following year;
- 11.2. The election shall be run by the Vice President of Administration & Human Resources or the UWSA Chief Recruiting Officer;
- 11.3. The Vice President of Administration & Human Resources or the UWSA Chief Returning Officer shall be empowered to settle all disputes;
- 11.4. Nominations close at least one week prior to election;
- 11.5. Each candidate is entitled to a scrutinizer who may be present at the counting of the ballots;
- 11.6. Any candidate may request a recount of the ballots of the election within 48 hours of the results, the request must be in writing stating:
 - 11.6.1. The candidates name;
 - 11.6.2. Position for which the ballots are to be recounted and;
 - 11.6.3. A reason for the recount.

11.7. Elections shall be made by secret ballot, either paper based or electronically;

11.8. The time of the election shall be a period specified during a meeting of the Executives;

11.8.1. Nominations shall be open for five school days;

11.8.2. There shall be no campaigning the days of the elections;

11.8.3. Ballots must be kept for 96 hours;

11.9. If a candidate is running uncontested, they must satisfy a voting approval requirement of 70% in favour to successfully win the position.

11.9.1. If a candidate does not meet the minimum 70% approval requirement, the position will remain vacant and will be filled through a by-election, taking place either before the end of the current term at the discretion of the current President and Vice President of Administration & Human Resources or UWSA Chief Returning Officer, or in October of the following term;

11.9.2. If the President position remains vacant at the beginning of the elected term, the Executive Vice-President-elect will serve as acting President until the by-election in October;

11.9.3. If the Executive Vice-President position remains vacant at the beginning of the elected term, they may be appointed by the President from the incoming Executive Council;

11.9.4. If both elected positions remain vacant at the beginning of the elected term, the Vice President of Finance will serve as acting President until the by-election in October;

11.9.5. If in the instance of 11.9.4. and the Vice President of Finance is unable to serve, the acting President will be appointed by the Executive Council from the Executive Council of the elected year;

11.10. A by-election must be called if any of the elected positions are vacant by October 14th of the elected year;

11.10.1. If an Executive wishes to run in the by-election, they must first submit a letter of resignation from their position to the Vice President of Administration & Human Resources;

11.10.1. a. The vacant Executive position may be filled by appointment or hiring at the discretion of the President and Vice President of Administration & Human Resources;

11.10.2. By-election procedures will be in accordance with Article 11 of this Constitution.

11.11. If, in the instance there are more than three (3) candidates for an elected position, the candidates will be subjected to an interview and vetting process to be conducted by the current President and Vice President of Administration & Human Resources.

Article 12. Impeachment and Executive Firing Procedures

- 12.1. The President or Executive Vice-President may be impeached under two (2) circumstances:
- 12.1. a. The membership as outlined in Article 4 of this Constitution may, by support of 300 students satisfying membership requirements, put forward a motion outlining just cause as listed in Article 12.1.1. to be voted on at a Special Executive Meeting as outlined in Article 12.1.
 - 12.1. b. The Society Council may, by a vote of at least $\frac{2}{3}$ majority of voting members, impeach the President or Executive Vice-President of the Society with just cause;
 - 12.1.1. Example causes include (but are not limited to) the following:
 - 12.1.1. a. willful misconduct;
 - 12.1.1. b. willful misuse of funds (upon positive proof);
 - 12.1.1. c. willful neglect of their constitutional duties.
 - 12.1.2. In order to impeach the President or Executive Vice-President, the impeacher must contact an Executive. The Executive(s) will then call a Special Executive Meeting in which a) the situation will be addressed by the impeacher, b) the party for which the impeachment action is being brought against will be afforded the chance to defend themselves, and c) a vote will take place to determine course of action;
 - 12.1.3. The vote will be a secret ballot vote excluding the impeacher and the party for which the impeachment action is being brought against ;
 - 12.1.4. If the President is relieved of their duties, the Executive Vice-President would, at that time, become the new President.
 - 12.1.5. If the Executive Vice-President is relieved of their duties prior to October 14th, a by-election will take place to fill the vacant position(s), and the President will fulfill the duties in the interim;
 - 12.1.6. If the Executive Vice-President is relieved of their duties past October 14th, the replacement may be appointed by the President from the current Executive Council.
- 12.2. A Society Executive may be fired by unanimous decision of the President, Executive Vice-President, and the Vice President of Administration & Human Resources with just cause;
- 12.2.1. Example causes include (but are not limited to) the following:
 - 12.2.1. a. willful misconduct;
 - 12.2.1. b. willful misuse of funds (upon positive proof);
 - 12.2.1. c. willful neglect of their constitutional duties;
 - 12.2.2. In the event an Executive of the Society provides just cause for termination, due process must be followed as outlined below:
 - 12.2.2. a. Verbal or written warning from President or Vice President of Administration & Human Resources;
 - 12.2.2. b. A second meeting and warning with the President and Vice President of Administration & Human Resources;
 - 12.2.2. c. Termination of the Executive may follow if the issues persist.

Article 13. Council Member Firing Procedure

- 13.1. All Full Council members are required to read and sign the membership contract upon being hired.
- 13.2. If a council member is not performing his/her duties, the respective Vice President will be required to have meeting to discuss problems;
- 13.3. If this meeting does not cause any changes during a set probationary period, the respective Vice-President, Vice President of Administration & Human Resources, or President, may fire a member of the Council of the Odette Commerce Society with just cause;
 - 13.3.1. Example causes include (but are not limited to) the following:
 - 13.3.1.a. willful misconduct;
 - 13.3.1.b. willful misuse of funds (upon positive proof);
 - 13.3.1. c. willful neglect of his/her constitutional duties.

Article 14. Member Resignation

- 14.1. Presidential Resignation
 - 14.1.1. In case of a Presidential Resignation, that position will be filled by the Executive Vice-President until the end of the fiscal year;
 - 14.1.2. At this time, the new President will also appoint a new Executive Vice-President;
- 14.2. Executive Vice-President Resignation
 - 14.2.1. In case of an Executive Vice-President Resignation prior to October 14th, a by-election will be held to fill the vacant position(s), in accordance with Article 11, and the President will fulfill the duties in the interim;
- 14.3. Executive Resignation
 - 14.3.1. In case of an Executive Resignation, that position must be filled by a General Member of that Executive's portfolio at the President's discretion;
 - 14.3.2. In the case that there are no members of the portfolio willing or able to take the position, the President may appoint an able Council member from another portfolio.
 - 14.3.3. The appointment must be ratified by a $\frac{2}{3}$ majority vote at the next Executive meeting.
- 14.4. General Member Resignation
 - 14.4.1. In the case of a General Member Resignation, a new member will be hired to fill the vacant position until the end of term;
 - 14.4.2. In the case of a General Member resignation, if the position is not vital (to be left to the discretion of the resigned member's Executive) the position shall be left vacant

Article 15. Conference and Competition Funding Policy

- 15.1. The Society will designate funds each year for Conference and Competition Funding for Society members;
- 15.1.1. A predetermined fund must be allocated from the budget to conferences and competitions. This fund will be decided by the Executive team;
 - 15.1.2. Students eligible for the fund must be members of the Society in accordance with Article 4 of this Constitution;
 - 15.1.3. The Society may fund Odette accredited clubs and business students up to 50%-100% of delegate and 0%-50% of travel fees at an amount to be determined by the Finance Committee as outlined in Article 15.3;
 - 15.1.4. All business students or Odette accredited clubs interested in attending a conference or competition must be approved two (2) weeks prior to the conference or competition;
 - 15.1.5. All business students and Odette accredited clubs must provide proof of the conference or competition, a budget, and a 150-250 word description as to how it will benefit the Odette School of Business and its students;
 - 15.1.6. All business students and Odette accredited clubs must have prior approval by the Finance Committee and must provide all receipts in order to be reimbursed;
- 15.2. The Society may fund up to 75% of travel fees and 100% of delegate fees for the National Business School Conference and Roundtable attended by Society Executives with a maximum of four (4) members from the Society;
- 15.3. The Finance Committee must consist of the Vice President of Finance, the President, and the finance team.

Article 16. Club Funding

- 16.1. All accredited Odette School of Business clubs are entitled to receive funds on a request based system which is voted and agreed upon by the Finance Committee, as outlined in Article 15.3. ;
- 16.1.1. All requests under \$200CAD shall be approved or disapproved by Finance team, under their discretion;
 - 16.1.2. Any funding requests over \$200CAD must be approved by the Executive team and Finance team.
 - 16.1.3. All clubs requesting funding must fill out a Club Funding Form. On the form, should include the name of the club, event, description, and amount. Attached with the form should be a budget description, and if necessary a presentation to the Finance Committee;
 - 16.1.4. The Finance team, along with the Executive team, must delegate fees according to Society goals.
 - 16.1.5. The Odette Commerce Society retains the right to adjust all funding requests as seen fit and reject funding for any reason.

Article 17. Faculty Advisor

- 17.1. A staff advisor shall be available for regular consultation with the Society Executives, provided the advisor is acceptable to a majority of the Executives;
- 17.2. A staff advisor is chosen every fiscal and is open to all fulltime Odette Professors.

Article 18. Society Constitution

- 18.1. Amendments:
- 18.1.1. Proposed amendments must be submitted to the Society Executive in writing at least 7 days prior to a meeting called specifically for that purpose;
 - 18.1.2. An amendment of this constitution shall be deemed to have been adopted by the Society if it receives a $\frac{2}{3}$ majority of the eligible Executive present at a meeting duly called for that purpose;
 - 18.1.3. Constitution amendments must be resolved during the special meeting;
- 18.2. A copy of this Constitution shall be given to every member of the Executive and shall be on file with the Office of the Dean and, on request, shall be open to any member of the Society.

Article 19. Club Ratification

- 19.1. All prospective Commerce Society clubs must satisfy one (1) of the following requirements in order to be ratified:
- 19.1.1. Must be ratified under the UWSA,
 - 19.1.2. Must have been a previously ratified club under the Commerce Society,
 - 19.1.3. Must have been started by an Odette student;
- 19.2. All Commerce Society Clubs must be voted on by the Executive team or Full Council, where a $\frac{2}{3}$ quorum majority is present.
- 19.3. All Commerce Society Clubs must be voted upon by the full council and receive a $\frac{2}{3}$ quorum majority.