

College of Management and Economics

Students' Association Constitution

Ratified on Wednesday, March 23rd, 2011

Article 1: Preamble

- A. All Full and Part Time Undergraduate at the University of Guelph (U of G) enrolled in a program major through the College of Management and Economics (CME), shall be known as the CME Student Membership, hereafter referred to as the "Membership."
- B. The executive council for this Membership shall be known as the College of Management and Economics Students' Association (CMESA), hereafter referred to as the "Executive." The support system for this Executive shall comprise of various teams of managers, hereafter referred to as the "Management Team." The governing body, which includes the Executive, shall be known as the CMESA Board of Directors, hereafter referred to as the "Board."
- C. This constitution shall override any previously existing constitutions by the CMESA.

Article 2: Mandate

- A. The CMESA shall serve as the official governing body and representation of the Membership.
- B. The CMESA shall work to foster the affiliation of the Membership with other student, student organizations, faculty, Dean and administrative bodies at the University of Guelph and other institutions.
- C. The CMESA shall make an effort to generate interest and encourage participation in all things related to Commerce, the CME, and the Bachelor of Commerce degree at the University of Guelph.
- D. The CMESA will raise, discuss, and act upon issues that are of concern to the Membership.

- E. The CMESA shall provide a forum where constituents of the Membership can present views, opinions, critiques, and obtain information regarding CMESA affairs as well as various aspects of the various fields of study within the CME.
- F. The CMESA shall manage the annual funds obtained from the Membership in a responsible and ethical manner, as determined by the Board, for the future benefit of the membership.
- G. The CMESA shall work to create and/or partake in educational, social, and political events that facilitate learning, promote social awareness, and the betterment of student life at the U of G.
- H. The CMESA shall defend the rights and interests of the Membership at the U of G.
- I. The CMESA shall obtain a full school membership within the Canadian Association of Business Students
- J. As a standard policy in all of its operations, the CMESA does not discriminate against gender, age, race, ethnicity, religious association, creed, sexual orientation or seniority.

Article 3: Privileges of the Membership

- A. All members have the right to participate and vote at all general meetings hosted by the CMESA.
- B. All members have the right to act as nominators for any person running for an executive position within the CMESA.
- C. All members have the right to vote in elections, by-elections and referenda.
- D. All members have the right to run for a position within the CMESA at the Management Team, and Executive levels.
- E. All members have the right to participate in events that are run by the CMESA provided they meet all legal age requirements.

Article 4: CMESA Composition

- A. The CMESA shall be comprised of three [3] bodies that perform various operations within the CMESA.
- B. The three [3] bodies that shall form the CMESA are the following:
 - a. The Board [Articles 5., 6.]
 - b. The Executive [Articles 7., 8.]

c. The Management Team [Articles 9., 10.]

Article 5: Members of the Board

A. The Board shall consist of voting and ex-officio members.

a. Voting Board members

i. Executive

1. President
2. Vice-President Internal
3. Vice-President External
4. Director of Academics
5. Director of Finance

ii. Board

1. All members of the Executive [Article 5. A. a. i.]
2. Accounting Society
3. Economics Society
4. Hospitality and Tourism Management Students' Association
5. Human Resource Management Students' Association
6. Marketing Society
7. Real Estate Society
8. CME Alumni Representative
9. Central Students' Association Appointed Representative
10. One Bachelor of Commerce Student Senator [on rotation]
11. Environmental Sciences Student Executive
12. Net Impact – Guelph Chapter

b. Ex-officio Board members

i. Executive

1. Chairperson
2. Secretary

ii. Management Team members

- iii. All guests in the presence of the Board
- B. All Board members must be required to belong [or have affiliation as determined by the Board] to the Membership.

Article 6: Capacity of the Board

A. Responsibilities

- a. The Board shall uphold the mandate of the CMESA constitution [Article 2].
- b. Each voting Board member shall represent only one [1] vote. No voting Board member with multiple positions on the CMESA Board may have more than one [1] vote.
- c. Members of the Board shall represent the opinions and interests of its constituents at all times.
- d. The Board shall act as both the Administrative and Legislative Council of the CMESA.
- e. The Board shall work to cooperate with other members of the Board.
- f. All Board members must attend all Board meetings. If unable to attend the member must inform the Chairperson or the President in advance of the meeting. Failure to comply may result in an unexcused absence.
- g. Any member of the Board may be removed by a 2/3 % + 1 majority vote of the Board. A Board member may be subject to removal on any of the following grounds:
 - i. A written motion of non-confidence resulting in impeachment by another Board member [see Article 6. A. g.].
 - ii. Possession of two [2] unexcused absences within one [1] semester.
 - iii. Failure to provide a Constitution and/or Budget to the Board by September 30th for the Fall semester, and January 30th for the Winter semester [see Article 6. A. p.].
- h. Any Board member who is removed will lose the following privileges for 1 year starting on the day of removal:
 - i. Levy fees, if applicable
 - ii. Voting power
 - iii. Accreditation
- i. The Board shall be responsible to approve the semester CMESA budget. This budget is to be presented no later than September 30th for the Fall semester, and by January 30th for the Winter semester.

- j. The Board shall have the responsibility to amend the CMESA constitution as deemed necessary by the contents of Article 18.
- k. Any member of the Board must not partake in a voting process where a “conflict of interest” is present. If a Board member does not declare a conflict of interest, the Board may vote that one exists by a simple majority.
- l. The Board shall meet at least once a month, during the Fall and Winter semesters on such a time as chosen by the Board before September 30th for the Fall semester, and January 30th for the Winter semester.
- m. Meetings of the Board shall be conducted under the rulings of the Chairperson using Robert’s Rules of Order.
- n. Quorum shall consist of 50% + 1 of the filled positions on the Board.
- o. Notice for Board meetings, and the agenda for said meeting, must be given to members of the Board 24 hours in advance of the meeting time.
- p. All Associated Student organizations must provide to the CMESA a hard copy of their balanced budget and constitution to the Chairperson no later than September 30th for the Fall semester, and by January 30th for the Winter semester. Failure to do so may result in consequences outlined by Board Removal [Article 6. A. h.].

B. Rights

- a. All members of the Board have the right to freedom of expression, opinion, association, and to be free from harassment and/or abuse in any form.
- b. All members of the Board have the right to motion any point relevant to the affairs of the CMESA and/or U of G.
- c. All members of the Board have the right to view pertinent CMESA documentation including, but not limited to the current Constitution, Budgets both past and present, expense reports, agendas, and meeting minutes.
- d. All members of the Board have the right to one [1] vote during Board meetings.

Article 7: Members of the Executive

- A. The Executive shall consist of both voting and ex-officio members.
 - a. Voting members
 - i. See Article 5. A. a. i.
 - b. Ex-officio members

- i. Director of Marketing
- ii. Director of Corporate Relations
- iii. Director of Corporate Development
- iv. Director of Engagement and Outreach
- v. Director of Events
- vi. Chairperson
- vii. Secretary

Article 8: Capacity of the Executive

A. Responsibilities

a. All Executive members

- i. Shall uphold the mandate of the CMESA [Article 2].
- ii. Shall attend all weekly meetings of the Executive at a date determined no later than one week after the “add-period” in September for the Fall semester, and in January for the Winter semester. If an executive is absent they must inform the Chair or the President ahead of time. Failure to do so will result in an unexcused absence. 5 unexcused absences per semester will result in a suspension of voting rights on the Executive council for the remainder of the semester.
- iii. To appoint committee members for the year by no later than September 30th.
- iv. Shall be responsible for maintaining and developing a contact list of their respective portfolios.
- v. Shall maintain office hours for a minimum of one [1] hour a week during the Fall and Winter semesters.
- vi. Must compile a transition package for their respective executive position to be transferred to the incumbent of that position upon transition.
- vii. Shall hold at least one meeting outside the Fall and Winter semesters.
- viii. Shall serve the interests of the Membership in an ethical manner as deemed appropriate by a reasonable individual.
- ix. Shall make an honest effort to attend all CMESA events wherever possible.
- x. Shall remain open and transparent to constituents of the Membership when addressed.

- xii. All Executives, regardless of position or seniority, may not hold both an Executive and non-Executive seat on the CMESA Board of Directors simultaneously.

b. President

- i. Shall uphold the Constitution and ensure that the interests of the Membership are being properly served.
- ii. The President shall serve as the primary internal and external representative of the CMESA to all of the organizations stakeholders.
- iii. The President shall be responsible, together with the Director of Finance, for all financial activities of the CMESA, and serve as one [1] of the two [2] primary signing officers.
- iv. The President shall be responsible for chairing Executive and/or Board meetings in the absence of the Chairperson.
- v. The President shall be the CMESA representative on the Student Executive Council [SEC] and the Alumni Association(s).
- vi. The President shall communicate administrative activities of the CME concerning the Membership to the Executive and the Board.
- vii. The President shall be ultimately responsible for promoting awareness events and campaigns within the CME.
- viii. The President shall see to it that the necessary training and development of the Board is completed by no later than September 30th.
- ix. The President shall serve as the CMESA representative to the CSA Board in the event that no other individual in the Membership can be found to fill the CSA Appointed Representative Position.
- x. The President shall take any other actions he/she deems necessary to protect the interests of the Membership, so long as those actions don't infringe upon the rights of a constituent or associate of the Membership.
- xi. Shall act as the primary liaison between the CMESA and the CME Dean's Office.
- xii. Shall insure, with the assistance of the Vice President Internal, that all members of the CMESA understand the rules and regulations of the Constitution thoroughly.

xiii. Shall be the main point of contact between the Canadian Association of Business Students and the CMESA Membership.

c. Vice President Internal

- i. Shall ensure that all internal activities of the CMESA are consistent with the Constitution.
- ii. Shall report all internal CMESA affairs to the President.
- iii. In the event that the President is absent from the affairs of the CMESA, the Vice President Internal shall assume the roles, responsibilities and duties of the President.
- iv. The Vice President Internal shall serve as the third [3rd] signing officer, in the event that the President or Director of Finance are absent from the affairs of the CMESA.
- v. The Vice President Internal shall be responsible for the publication of a CMESA newsletter, produced at least once each semester.
- vi. The Vice President Internal shall be responsible to make sure that all positions within the CMESA at the Executive level are occupied.
- vii. The Vice President Internal shall be responsible for organizing the Annual General Meeting in the Winter semester, scheduled for no later than January 30th.
- viii. The Vice President Internal shall be responsible for communication between CME faculty, university representatives, Board representatives, and the Membership.
- ix. Shall oversee the portfolios of the Director of Charitable Events, the Director or Events, and the Director Academics.
- x. The Vice President shall be responsible for maintaining all office supplies and equipment within the CMESA office.

d. Vice President External

- i. Shall ensure that all external activities of the CMESA are consistent with the Constitution.
- ii. Shall report all external CMESA affairs to the President.
- iii. In the event that the President and the Vice President Internal are both absent from CMESA affairs the Vice President External shall assume the duties and responsibilities of these two roles.

- iv. Shall serve as the fourth [4th], and last, primary signing officer in the event that two [2] of the three [3] positions are absent from CMESA affairs:
 - 1. The President
 - 2. The Director of Finance
 - 3. The Vice President Internal
 - v. Shall be aware of all functions regarding external CMESA committees, activities, and services that affect the Membership.
 - vi. Shall promote and distribute, via the Board, any and all publications of external interest to the Membership.
 - vii. Shall, in conjunction with the Director of Finance, prepare a budget of all external CMESA expenses to go into the budget by no later than September 30th for the Fall semester, and January 30th for the Winter semester.
 - viii. Shall establish and maintain relationships with other business program student representatives across Canada.
 - ix. Shall oversee the portfolios of the Director of Corporate Relations and the Director of Marketing.
- e. Director of Finance
- i. Shall be responsible, together with the President, for the finances of the CMESA, and serve as one [1] of the [2] primary signing officers.
 - ii. Shall be responsible for preparing the semester budget for Board approval no later than September 30th for the Fall semester, and by January 30th for the Winter semester.
 - iii. Responsible for reporting the CMESA's current financial status at every Board meeting.
 - iv. Responsible for reporting the CMESA's current financial status at every executive meeting.
 - v. Shall be responsible for completion and submission of the Student Organization and Registration Policy (SOP) forms for the CMESA to university administration no later than September 30th.
 - vi. Shall work with all Directors in the creation of budgets for all expenses incurred by the CMESA.

- vii. Shall create and archive detailed financial records of the CMESA.
 - viii. Shall be available to assist accredited clubs in the formation of budgets.
 - viii. Must maintain an appropriate return on investment as deemed appropriate by the Executive.
 - ix. Shall be responsible for monitoring the compliance of clubs with regard to their constitutional responsibilities, and those outlined in the official U of G SOP Policy.
 - x. Shall act as a resource person to all clubs.
 - xii. Shall be the CMESA representative at the Student Budget Advisory Group.
- f. Director of Corporate Relations
- i) Shall report his/her portfolio to the Vice President External.
 - ii) Shall, under the mentorship of the Vice President External, together with the Director of Corporate Relations, develop a Corporate Sponsorship Package to be distributed no later than May 30th.
 - iii) Shall be responsible for maintaining and further developing relationships with corporate sponsors affiliated with the CMESA in previous terms.
 - iv) Shall speak with corporate sponsors obtain sponsorship funds for the CMESA. Majority of this effort must be executed starting the month of May, and concluding by the end of August.
 - v) Shall oversee the activities of the Corporate Account Managers throughout the year.
- g. Director of Corporate Development
- i) Shall report his/her portfolio to the Vice President External.
 - ii) Shall seek direct sponsorship or other avenues with corporate partners not previously contacted by the CMESA.
 - iii) Shall work in conjunction with the Director of Corporate Relations in the production of the Sponsorship Package.
 - iv) Shall speak with corporate sponsors to obtain funds for the CMESA. The majority of this effort must be executed between May and September.
 - v) Shall oversee the activities of the Corporate Development Managers throughout the year.
- h. Director of Academics
- i. Shall report his/her portfolio to the Vice President Internal.

- ii. Shall be responsible for the promotion of academic life with the CME to the Membership.
- iii. Shall coordinate at least one meeting each semester with the Bachelor of Commerce Student Senators regarding the needs of the Membership to the Senate.
- iv. Shall communicate the names of the current CMESA executive to all program and curriculum committees, and administrative offices relevant to the CMESA.
- v. Shall be responsible, in conjunction with the Director of Events, for any academic related events pertaining to the Membership.
- vi. Shall maintain an updated list of Bachelor of Commerce Senators, Supported Learning Group leaders for CME courses, and other academic resources relevant to the Membership.
- vii. Shall accept PDRs in accordance to the PDR policy as outlined in Article 16.
- i. Director of Marketing
 - i. Shall report his/her portfolio to the Vice President External.
 - ii. Shall be responsible to developing and maintaining the CMESA brand, image, and reputation.
 - iii. Shall work with the Directors to ensure that the activities of the CMESA are in accordance with the CMESA brand as determined by the Executive.
 - iv. Shall oversee the activities of the Communications Manager, the Market Research Manager, the Digital Marketing Manager, and the Street Team Manager.
- j. Director of Events
 - i. Shall report his/her portfolio to the Vice President Internal.
 - ii. Shall be the CMESA representative on the Student Risk Management (SRM) Committee.
 - iii. Shall be the CMESA representative on the Orientation Risk Management (ORM) Committee.
 - iv. The Director of Events shall be ultimately responsible for all events run by the CMESA.
 - v. The Director of Events shall organize one major event, to the discretion of the Executive, for the following periods.
 - 1. Orientation week.

2. The Fall Semester

3. The Winter Semester

- vi. Shall be responsible on training club members on event planning and SRM policies.
- vii. Shall work on charitable events in conjunction with the Director of Charitable Events.
- viii. Shall oversee the activities of the Event Managers.
- k. Director of Charitable Events
 - i. Shall report his/her portfolio to the Vice President Internal.
 - ii. Shall be responsible for a variety of CMESA charity events and initiatives throughout the year.
 - iii. Must be aware of other charitable campaigns and initiatives around campus, in the community, and across Canada.
 - iv. Shall oversee the activities of the Charitable Event Managers.
- l. Chairperson
 - i. Shall uphold the constitution.
 - ii. Shall serve as a chief ambassador to stakeholders to the CMESA
 - iii. Shall serve as the chief advisor to the CMESA.
 - iv. Shall maintain an unbiased position within the CMESA.
 - v. Shall prepare an agenda for Board and Executive meetings. The agenda must be distributed to attendees of the meeting no less than 48 hours in advance.
 - vi. Shall chair the Executive and Board meeting in accordance to Robert's Rules of Order.
 - vii. Shall introduce any points and speakers on the agenda.
 - viii. Shall regulate and mediate the discussion of the Executive and Board meetings.
 - ix. Shall chair the Constitution Review Committee at the end of the Winter semester.
 - x. Shall act as a mediator in the event of a dispute within the CMESA, or between the CMESA and another party.
 - xi. Shall serve as a diplomat to stakeholders of the CMESA.
- m. Secretary
 - i. Shall maintain an unbiased position.
 - ii. Shall take and distribute, within one week, detailed minutes for all Executive, Board, and General meetings.

- iii. Shall keep a digital and hard copy archive of the minutes to store in the office.
- iv. Shall maintain a list of approved club representatives and attendance at meetings.
- v. Shall oversee the CMESA email account on a regular basis.

B. Rights of the Executive.

- a. All Executive members listed in Article 5. A. a. i. have the right to cast one [1] vote at Executive meetings regarding CMESA affairs.
- b. All Executive members have the right to attend Executive meetings.
- c. All Executive members have the right to freedom of expression, opinion, association, and to be free from harassment and/or abuse in any form.
- d. All Executive members have the right to remove themselves from their duties permanently. Doing so will also result in the permanent removal of their respective title from the CMESA.

Article 9: Members of the Management Team

A. The following positions shall be members of the CMESA Management Team

- a. Charitable Event Managers
- b. Event Managers
- c. Communications Manager
- d. Graphic Design Manager
- e. Commerce Apparel Manager
- f. ASO Events Facilitator
- g. Conferences and Competitions Manager
- h. CMESA Cares Managers
- i. O-Week Manager
- j. Digital Marketing Manager
- k. Street Team Manager
- l. Corporate Development Managers
- m. Corporate Account Managers
- n. JDC Captains (2)

Article 10: Capacity of the Management Team

A. Responsibilities

a. All Managers

- i. All Managers shall report to their respective Director no less than once per week during the duration of a project under their immediate Director's portfolio.
- ii. All Managers shall act in an ethical manner as deemed appropriate by a reasonable individual.
- iii. All Managers shall work to uphold the mandate of the CMESA Constitution [Article 2.].
- iv. All Managers shall attend all meetings as called by their immediate Director.

b. Charitable Event Managers

- i. Shall fall under the Department of Charitable Events and as such is responsible for reporting to the Director of Charitable Events.
- ii. Each Charitable Event Manager is responsible for overseeing the planning, leading, organizing, and controlling of a charitable event(s) as assigned by the Director of Charitable Events.
- iii. Shall keep an event budget for events they are responsible for.

c. Event Managers

- i. Shall fall under the Department of Events and as such is responsible for reporting to the Director of Events.
- ii. Each Event Manager is responsible for overseeing the planning, leading, organizing, and controlling of an event(s) as assigned by the Director of Events.
- iii. Shall keep an event budget for events they are responsible for.
- iv. Shall attend meetings as called by their immediate Director.

d. Communication Manager

- i. Shall fall under the Department of Marketing and as such is responsible for reporting to the Director of Marketing.
- ii. Shall establish and maintain all communication mediums held by the CMESA in a responsible and ethical manner as deemed appropriate by a reasonable person.
- iii. Shall not deface the CMESA at any point during the duration of term.
- iv. Shall communicate to stakeholders of the CMESA in a friendly and professional manner at all times.
- v. Shall convey all CMESA messages in line with the CMESA as determined by the Executive.

- vi. Shall oversee the maintenance and updating of the CMESA bulletin board.
- e. Graphic Design Manager
 - i. Shall fall under the Director of Marketing and as such is responsible for reporting to the Director of Marketing.
 - ii. Shall be responsible for creating logos, graphic materials and advertising for events, and any other material requiring graphic branding, at the request of the Director of Marketing.
 - iii. Shall be work in conjunction with the Digital Marketing Manager to create graphic material for the CMESA website.
 - iv. Shall work in conjunction with the Commerce Apparel Manager to produce material for apparel order forms.
- f. Commerce Apparel Manager
 - i. Shall fall under the Department of Marketing and as such is responsible for reporting to the Director of Marketing
 - ii. Shall be responsible for handling all of the apparel needs of the CMESA, including finding a supplier at a competitive price, producing the necessary order forms in conjunction with the Graphic Design Manager, providing a budget to be approved by the Director of Marketing for the purchase and sale of apparel, and other tasks at the discretion of the Director of Marketing.
 - iii. Shall submit an order form to be included on the CMESA Summer First-Year mail-out no later than June 15th.
 - iv. Shall assist the Digital Marketing Manager and Graphic Design Manager in the creation of the necessary online platform for ordering apparel.
- g. ASO Events Facilitator
 - i. Shall report directly to the President and Vice-President Internal.
 - ii. Shall seek correspondence with each of the affiliated CMESA ASOs [Article 11] no less than twice a month.
 - iii. Shall provide the President and Vice-President timely and relevant information pertaining to the events and initiatives [including any competitions and conferences attended] partaken by the individual ASOs.

- h. Conferences and Competitions Manager
 - i. Shall fall under the Department of Academics and as such must report to the Director of Academics.
 - ii. Shall be responsible for seeking information regarding conferences and competitions available to the Membership.
 - iii. Shall produce information for the CMESA website including important dates (conference date, deadline for registration etc.), contact information for the event coordinators, and a short blurb explaining the event.
 - iv. Shall provide the information to the Digital Marketing Manager and Director of Academics.
- i. Digital Marketing Manager
 - i. Shall fall under the Department of Marketing and as such is responsible for reporting to the Director of Marketing.
 - ii. Shall be responsible for the upkeep of the CMESA website.
 - iii. Shall be responsible for the production of all CMESA marketing material in conjunction with the Director of Marketing.
 - iv. Shall produce all digital content in line with the CMESA as determined by the Executive.
- j. Street Team Manager
 - i. Shall fall under the Department of Marketing and as such is responsible for reporting to the Director of Marketing.
 - ii. Shall be responsible for giving class talks and conducting “street” campaigns for CMESA events and initiatives.
 - iii. Shall not deface the CMESA via campaigning.
 - iv. Shall not deface the U of G campus via campaigning
 - v. Shall be responsible for the cleanup all CMESA campaign material on the U of G campus.
 - vi. May mitigate their duties by establishing a Street Team.
 - vii. Must communicate CMESA campaigns in line with the CMESA brand as determined by the Executive.
- k. O-Week Manager
 - i. Shall fall under the Department of Events and as such report directly to the Director of Events.

- ii. Shall work in conjunction with the Director of Events to facilitate and organize planning for all O-Week events.

I. Corporate Development Managers

- i. Shall fall under the Department of Corporate Development
- ii. Shall work to establish contacts with corporate partners in the community and across Canada.
- iii. Shall always remain in a friendly and professional manner.
- iv. Shall convey the purpose of the CMESA to corporate partners honestly and fairly.

m. Corporate Account Managers

- i. Shall fall under the Department of Corporate Relations
- ii. Shall work to maintain contacts with corporate partners in the community and across Canada.
- iii. Shall always remain in a friendly and professional manner.
- iv. Shall convey the purpose of the CMESA to corporate partners honestly and fairly.

B. Rights

a. All Managers

- i. All Managers have the right to refuse a task assigned to them by any member of the Executive team if they feel the task will compromise their health, safety, wellbeing, academics, and/or moral conscious. Managers may also refuse a task if executing the task will compromise the overall wellbeing and/or reputation of the CMESA, CME, and/or U of G. Refusal of tasks must be reported to the Vice-President Internal within 72 hours of task rejection. This refusal may be vetoed by a 50% +1 vote majority by members of the Manager's respective department.
- ii. All Managers have the right to negotiate and facilitate in the decision making process of their respective departments.
- iii. All Managers have the right to freedom of expression, opinion, association, and to be free from harassment and/or abuse in any form.
- iv. All Managers have the right to remove themselves from their duties permanently. Doing so will also result in the permanent removal of their respective title from the CMESA.
- v. All Managers have the right to attend CMESA Board, Executive, and General meetings, unless otherwise informed by the Chairperson by approval of the President.

Article 11: CMESA Associated Student Organizations (ASO's)

- A. An accredited ASO shall be considered an association or group of students united in pursuance of a common interest, and must be aligned with some academic purpose in Commerce, and must satisfy the requirements as outline in Article 11.
- B. A special status ASO is an association or group of students united in pursuance of a common interest that is unaligned with some academic purpose in Commerce. Special status ASO's are not entitled to any of the benefits listed under Article 11. C.
- C. The President must be appointed through an election process outlined in Article 17. C. This process must be transparent and visible to the Membership.
- D. The President's position must be 12 months in length.
- E. In the event that the President of an ASO must resign, he/she must prove to the CMESA board that arrangements were made to the satisfaction of the Board to mitigate the situation. In this event, the President must arrange a succession plan that is approved by the Board to replace the President's position for the remainder of the term.
- F. The processes and procedures in place for Presidential election must be approved by the Board.

Accredited ASO's

Accounting Society (ASG)

Economics and Finance Association (EFA)

Hospitality and Tourism Management Students' Association (HTMSA)

Human Resource Management Students' Association (HRMSA)

Marketing Society

Real Estate and Housing Student Association (REHSA)

Official College Government Affiliate (OCGA)

Environmental Sciences Student Executive (ESSE)

Accredited special status groups

CME Alumni Affairs

Central Students' Association

Student Senate Caucus

Net Impact – Guelph Chapter

Entrepreneurial Society

B. ASO Responsibilities

- a. All recognized ASO's must comply with the U of G's SOP Policy and must be approved by a two-thirds $2/3$ % + 1 vote majority of the Board.
- b. All recognized ASO's must comply with the U of G's SRM Policy with respect to all organized events and trips.
- c. All recognized ASO's must uphold the mandate and integrity of the CMESA outline in Article 2 of this constitution.
- d. All recognized clubs must maintain a representative to the CMESA Board that fulfills all Board responsibilities, unless removed by the Board with a $2/3$ % + 1 vote majority.
- e. All recognized ASO's must submit an up to date copy of their constitution and balanced budget to the Chairperson of the Board by no later than September 30th for the Fall semester, and January 30th for the Winter semester every academic year.
- f. All recognized ASO's must submit any additional financial information requested by the Director of Finance, or the Board.
- g. All recognized ASO's must hold some form of a transition process in the Winter semester.
- h. All recognized ASO's must be open to all members of the U of G and abide by the U of G Human Rights Policy, Student Rights and Responsibilities, Mass-Email Policy, Solicitations Policy, Alcoholic Beverages Policy, Postering Policy, and Purchasing Code of Conduct for Vendors.
- i. All recognized ASO's may PDR the Board for any necessary funds.
- j. Failure to comply with the CMESA constitution and policies may result in the suspension or loss of ASO status at the discretion of the Board under the oversight of the Chairperson.

C. Accredited ASO Privileges

- a. Upon satisfaction of Article 11. B. Each accredited ASO through the CMESA, shall be entitled to \$500 each Fall and Winter semester. Additional funding may be given through a PDR process to which the maximum funding is an additional \$50 for every additional 50 students enrolled in their respective program(s) after the first 100, as per indicated by the Registrar Office, each Fall and Winter semester.

- b. Upon satisfaction of the responsibilities of Article 11 B. each accredited ASO through the CMESA must submit a budget and adequate financial information as demanded by the Director of Finance to receive their funds.
- c. Accredited ASO's through the CMESA reserve the right to carry over 30% of their student fees to the next semester.
- d. If a club wishes to carry over an amount exceeding 30% of their student fees to the next semester, it must be approved by a 50% + 1 vote majority of the Board.
- e. Upon satisfaction of the responsibilities of Article 11. B. accredited ASO's of the CMESA will:
 - i. Be permitted to program events under the SOP insurance policy in accordance with SRM policy.
 - ii. Book space at the U of G, in accordance with the SOP policy.
 - iii. Have access to student discounts the Hospitality Services provides to student organized events that are open to students.
 - iv. Access to official university publications where appropriate for the purpose publicizing the nature of the group, its purposes and activities (subject to space availability).
 - v. Be able to use the CMESA mailing address.

D. Disciplinary action

- e. If an ASO fails to fulfill the responsibilities of their ASO status listed under Article 11. B., their ASO status may be suspended at a 50% + one [1] vote majority of the Board.
- f. Suspension of recognized ASO's may include, but is not limited to:
 - i. Any of the consequences listed under Article 6. A. h.
 - ii. Placing a freeze in the ASO bank account.
 - iii. Suspension of the transfer of levy fees from the CMESA.
 - iv. Suspension of SOP status.
 - iv. Suspension of ASO seat on the CMESA Board.
 - v. Suspension of the right to PDR on the CMESA Board.
 - vi. Suspension of any additional rights and privileges associated with ASO status.
- g. Any ASO's whose status has been suspended by the Board may appeal the decision to the CMESA Board for reinstatement only under the rulings of the Chairperson.
- h. Reinstatement of ASO status requires a 2/3 % + 1 vote majority rule, or termination of suspension after 1 full year.

Article 12: Membership Fees

- A. CMESA fees shall be set at \$6.00 per semester and collected by the University Bursar for full-time students.
- B. Any increase in CMESA fees must be proposed as a referendum question during Central Student Association (CSA) general elections and/or through Student Affairs.

Article 13: Finances of the CMESA

- A. Request for financial documentation is to be reciprocal between both the CMESA and its respective ASO's. This request must be made at least 1 week in advance of the regularly scheduled Board meetings.
- B. Budget approval cannot take place outside the Fall and Winter semesters, except for the purpose of SOP document submission.
- C. The incumbent President and Director of Finance shall be the only two [2] signing officers for CMESA funds. The signatures of the two [2] signing officers are required on any cheque or bank withdrawal.
- D. The ASO status of the ESSE as an OCGA is officially recognized by the CMESA. 75% of all fees contributed to the CMESA by Environmental Sciences students in all semesters shall be channelled directly to ESSE with the remaining funds used by the CMESA for collective insurance, administrative and other costs. The ESSE representative will maintain all voting privileges. ESSE may PDR CMESA for additional funding through the internal PDR line.
- E. CMESA shall reserve a budget of \$3500 at all times. This funding is reserved as \$3000 payment to the College-Wide audit, and \$500 for general office and administrative fees. The CMESA may operate at a budget less than this amount to pay for any of the preceding circumstances.
- F. The CMESA's Fall and Winter semester budgets must be approved by the precondition of a CMESA meeting quorum with 50% + 1 vote of the majority, by no later than September 30th and January 30th respectively.

Article 14: Student Organization and Registration Policy (SOP)

A. Purpose

- a. To extend the individual recognized CME ASO's the benefits given to CMESA through the Student Affairs SOP policy.
- b. To regulate the distribution of student fees to the individual ASO's.
- c. To develop a system of accountability between the CMESA and CMESA affiliated ASO's.

B. Student Organization Registrar's (SOP)

- a. The CMESA in its capacity as a SOP will recognize the following ASO's subsequent to their upholding of Article 11. B.:

Accounting Society

Economics Society

Hospitality and Tourism Management Students' Association (HTMSA) Human Resource

Management Students' Association (HRMSA)

Marketing Society

Real Estate Society

- b. All groups wishing to be registered must file an application for registration with SOP on an annual basis.

C. Procedure and Mechanisms of Recognition

- a. To be officially registered, a new or established student organization must submit the following information to the CMESA President annually:
 - i. An update constitution (via the Chairperson)
 - ii. Names of the executive and the membership
 - iii. A completed SOP registration form
- b. Registration will be valid until the end of the term (April 30th)
- c. All registered groups must notify the CMESA President whenever there is a change in executive membership or in the constitution.
- d. All registered groups will be known as CMESA affiliated SOP's.

D. Financial Responsibility

- a. Each CMESA affiliated SOP will be held financially responsible for all debts to the U of G that the group incurs.
- b. Each CMESA affiliate SOP will receive student fees outlined in Article 11. C.
- c. Each CMESA affiliate SOP shall be required to follow all financial policies of the CMESA. Failure to do so may result in the freezing/loss of all assets.

- d. Each CMESA affiliate SOP may request extra funding from the CMESA through a PDR.
- E. Responsibilities of the CMESA Affiliate SOP's
 - a. All CMESA affiliate SOP's are bound by the CMESA and its constitution and policies. If the CMESA determines that an affiliate SOP is blatantly and repeatedly violating the CMESA constitution, the CMESA Board will reserve the right to disqualify that SOP group [see Article 14. F.].
 - b. All CMESA affiliate SOP's must fully comply with the SRM Manual and all policies and procedures outlined within it. Failure to do so will subject the CMESA affiliate SOP to disqualification.
- F. Disqualification
 - a. If a CMESA affiliate SOP through its actions, jeopardizes the integrity and nature of the CMESA, then the Board may choose to suspend or deny registration of the affiliate SOP.
 - b. SOP may be suspended by the SRM committee, by a unanimous decision of the CMESA Executive, or as a motion voted on by the CMESA Board [see Article 6. A. g.].
 - c. A CMESA affiliate SOP may have its status disqualified by the SRM Committee, a decision of the CMESA Board, or by the Vice President of Student Affairs. Only the SRM Committee or the Vice President of Student Affairs can remove the CMESA's SOP status as an organization).
 - d. Upon suspension, the Director of Finance will take absolute control of the finances of that group. He/she will be responsible to ensure that the finances are spent in a manner that will best benefit the affected students.
 - e. Upon removal of SOP status, the group is no longer able to run events according to SRM policy.

Article 15: Petitions, Delegations, and Representations (PDR's) Policy

- A. Funds from the PDR line items, of the CMESA Operating budget shall be intended for groups and/or events where the CMESA is not considered a co-sponsor.
- B. Co-sponsoring shall be defined as when funds are granted to a group or event from somewhere other than PDR items found in the CMESA budget, when CMESA initiates, organizes, plans, administrates and/or shares liability for an event or program with one or more non-CMESA groups.

- C. Each semester the CMESA will budget funds to be made available by request to qualifying groups.
- D. Group qualifying to PDR the external PDR line shall be defined as groups that operate outside of the CMESA and have not had all funds allocated to them under the CMESA operating budget.
- E. Groups qualifying to PDR the internal PDR line shall be defined as officially recognized and SOP'd CMESA affiliates.
- F. Qualifying groups must submit their request to the Board for consideration. Submissions should be given to the Director of Finance at least one week in advance of the regularly scheduled Board meeting so they may be included in the agenda.
- G. Requests must include a cover letter, detailed budget and completed PDR request form. PDR's missing one or more components will not be considered.
- H. All parties requesting funding must provide a detailed list of all other sources where funding has been obtained or is sought.
- I. Groups or individuals applying for funding will not be considered unless it can be clearly demonstrated that their requests directly benefits the Membership, or the U of G and surrounding community.
- J. In order to qualify for future funding all recipients must present a written report, in hard copy or via email to the Board indicating the usage of monies granted by the second regularly scheduled Board meeting after the event that the funds were intended for has occurred. Should the event occur when no more regularly scheduled Board meetings are left in the semester the recipients must present a written report by the second regularly scheduled Board meeting in the following semester.
- K. In fairness to all organizations, no external group will be awarded more than 25% of the PDR line in any academic year, and must be less than \$500.
- L. In fairness to all organizations, no internal group will be awarded more than 75% of the PDR line in any academic year.
- M. The Director of Academics will notify organizations within 72 hours of a Board meeting the status of their PDR.
- N. The PDR distributed should total to 10% of the student levy fee per semester.

Article 16: CMESA General Meetings and Internal Referendum

- A. A general meeting can be called by the President, the Board, or a petition of 10% of the membership.
- B. One general meeting must occur every year sometime between the dates of January 1st through to January 31st. This meeting shall be organized by the Vice President Internal.
- C. Quorum at a general meeting is 5 % of the Membership. D. General meeting shall operate under Robert's Rules of order as executed by the Chairperson.

Article 17: Transition Process

- A. During the Winter semester the CMESA shall conduct a transition process to prepare the CMESA for the following year of operations.
- B. The transition process must be determined at the last Board meeting of the Fall semester by a 50% + 1 vote majority. The options for transition are by election or by interview process. This decision must be made for two [2] separate tiers:
 - a. The position of the President.
 - b. The other positions on the CMESA.
- C. Any position that is elected shall be overseen by the Chairperson and the election process shall be conducted by silent and/or electronic ballot.
 - a. Any person standing for election must have the signatures and student identification numbers from 20 people of the Membership. The position of President shall require 50 signatures.
 - b. Quorum for elections must consist of 5 % of the Membership, otherwise the results of the elections are considered null and void, rendering the transition process to the process of interview [Article 17. D. and E.].
 - c. Any candidate that is to stand for election may not contest two positions on the CMESA simultaneously.
- D. Any position, other than the President, that is selected by process of interview shall be facilitated by the Chairperson and decided on by the Executive.
- E. If the position of President is to be determined by process of interview, the process shall be facilitated by the Chairperson and decided on by the Board.

- F. To run for the position of President, the candidate must have previously served on the Executive or as a Manager for full and continuing term.
- G. Any person of the Membership is eligible to run for any position other than President [see Article 17. F.].

Article 18: Amendments to the Constitution

- A. Amendments to the constitution may be made by anyone of the following methods:
 - a. A 2/3 % + 1 vote majority of the Board.
 - b. A 2/3 % + 1 vote majority of the attendees of a general meeting.
 - c. A 2/3 % + 1 vote majority in a referendum.
- B. To amend the constitution a notice of motion must be served at a meeting of the Board at least one [1] week in advance of the meeting at which the amendment will be voted on.
- C. The Chairperson shall chair the meetings of the Constitutional Review Committee, and chair the meeting where the amendment of the constitution will be voted on.
- D. Amendments to the CMESA constitution cannot occur outside the Fall and Winter semesters.

Article 19: Emergency Powers of the CMESA

- A. In the event that the President, Vice President Internal, and Vice President External are absent from the onsite operations of the CMESA for more than 2 weeks, the Chairperson shall assume a role of oversight to ensure the operations of the CMESA continue. At this time there will be a freeze on all assets to ensure financial stability. The Chairperson shall then return operational control of the CMESA to the Vice Presidents, and/or the President upon return.
- B. In the case of the absence of the President and four [4] of the eight [8] other executives for more than thirty [30] days from regularly scheduled Executive meetings, this constitution may be suspended by a vote of five [5] or more Board members. In the event of this suspension, all assets shall be frozen and the Board will elect representatives to fill the vacant positions and subsequently restore the operations of the CMESA constitution until the date of April 30th upon which the incumbent Executive council shall assume control of the CMESA.