



# **DALHOUSIE COMMERCE SOCIETY**

## **CONSTITUTION**

Rowe School of Business

Dalhousie University

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# Article 1. Name and Objectives

1.1 Name: The name of the society is the Dalhousie Commerce Society.

1.2 The Mission Statement: To represent and provide academic, social, and professional networking for Dalhousie Commerce Co-op students.

1.3 Objectives:

- (a) The promotion of unity among Bachelor of Commerce Co-op students at Dalhousie University.
- (b) The promotion and provision of social, academic, athletic, charitable, and professional activities for Bachelor of Commerce Co-op students at Dalhousie University.
- (c) The promotion and Commerce Co-op students' participation at all decision-making levels of the Faculty of Management, by ensuring student representation on committees having direct bearing on the rights and interests of Commerce Co-op students at Dalhousie University.
- (d) The fostering of relationships among its student membership and between the students, faculty, and administration of the Faculty of Management at Dalhousie University.
- (e) The promotion of the Dalhousie Commerce Co-op program to the business world, other universities, other students, and the community.
- (f) The society's activities must not infringe upon federal, provincial, municipal laws or University regulations.
- (g) The society's activities must not infringe upon the Bylaws and Policies of the Dalhousie Student Union.
- (h) The promotion of equity, diversity, inclusivity, and decolonization within the Dalhousie Commerce program and student body.

## Article 2. Definitions

2.1 In this Constitution, these terms shall have the following meaning:

- (a) **Commerce Co-op** - a university undergraduate business degree program in the Dalhousie Faculty of Management in which all Society members are enrolled.
- (b) **Impeachment** - the involuntary removal of an Executive member from the Executive. Reasons for impeachment may be but are not limited to misallocation of the Society funds, blatant misrepresentation of the Society, and refusal to perform expected Executive duties.
- (c) **Society Member** - any full-time student enrolled in the Bachelor of Commerce Co-op Program who pays society fees.
- (d) **Executive** - as per the job description in Article 4 of this constitution, the elected body of seven people, which represent the entire Society membership.
- (e) **Society Fees** – the money collected by Dalhousie Student accounts on behalf of the Commerce Society student levies.
- (f) **Councilors** – consists of any voting members of the society as outlined by the job descriptions in Article 6.
- (g) **Year Reps** - appointed by executive members to represent each academic year (one through four) in the co-op program.
- (h) **Point of Personal Privilege** - used to protect personal reputation by addressing personal offenses. Any member may raise a point of personal privilege at any time.
- (i) **Quorum** - the number of people required to be present in order to pass motions or vote on society issues.
- (j) **JDC Central** - Jeux du Commerce Central.
- (k) **Umbrella Society** - a student-run organization related to the Faculty of Management that falls under the umbrella of the Dalhousie Commerce Society.

## **Article 3. Membership**

3.1 Membership shall consist of all students registered in the Commerce Co-op Program at Dalhousie who have paid the required Society and student fees.

3.2 Membership is not limited by or discriminated against based upon age, gender, race, colour, sexuality, religion, or mental or physical ability.

## Article 4. Organizational Structure

4.1 There shall be a Council that shall be the governing body of the Society, and which shall have the power, subject to reversal only by a General Meeting, which is the supreme decision-making body of the Society, to determine policy, appoint members of the Society to committees thereof, and make regulation for the Society. Only Society members may be members of the Council.

4.1.1 The Council shall include the following people, hereinafter collectively known as the Executive, who must be members of the Society at the time of their election and during their term in office, and who shall be elected by the membership:

- (a) The President
- (b) The Vice President External Relations
- (c) The Vice President Marketing & Communications
- (d) The Vice President Internal Operations
- (e) The Vice President Academic
- (f) The Vice President Finance
- (g) The Vice President Events

4.1.2 The Council shall include the following people, who must be members of the Society at the time of their appointment and during their term of office, who shall be appointed by the Executive and must be members of the constituency they represent:

- (a) No less than 2 First Year Representatives
- (b) No less than 2 Second Year Representatives
- (c) No less than 2 Third Year Representatives
- (d) No less than 2 Graduation Committee Chairs
  - \*No more than a combined 16 Year Representatives in a given term
- (e) No more than 2 Mentorship Program Chair(s)
- (f) 1 Management Career Services Liaison
- (g) 1 International Student Representative(s)
- (h) No more than 2 Community Chairs
- (i) 1 Dalhousie Investment Society Liaison
- (j) 1 Dalhousie Accounting Society Liaison
- (k) No less than 2 Cases Competition & Conferences Chair(s)
- (l) 1 Dalhousie Marketing Association Liaison

- (m) 1 Dalhousie Women in Business Association Liaison
- (n) 1 Dalhousie Student Union Representative
- (o) No more than 2 Photographers
- (p) No more than 2 Movember Captain(s)
- (q) No more than 2 5 Days for the Homeless Chair
- (r) 1 Dalhousie Sports Business Society Liaison
- (s) 1 Dalhousie Real Estate Association Liaison
- (t) 1 RoweOUT Liaison
- (u) 1 Dalhousie Sales Society Liaison
- (v) No more than 2 Financial Administrators
- (w) 1 Equity, Diversity, Inclusivity, Decolonization (EDID) Officer
- (x) 1 External Case & Conference Chair
- (y) 1 Dal Chain Liaison
- (z) 2 Corporate Relations Representatives
- (aa) 1 Alumni Relations Representative
- (bb) 1 Director of Human Resources
- (cc) 1 Dalhousie Consulting Association Liaison
- (dd) 1 Dalhousie International Business Society Liaison
- (ee) 1 Social Action Director
- (ff) 1 Director of Charity
- (gg) No more than 3 Marketing Assistants
- (hh) No more than 1 Mentorship Program Coordinator
- (ii) No more than 1 Case Competition and Conferences Lead
- (jj) 1 Dalhousie Black Business Student Association Liaison
- (kk) No more than 2 Comm v Eng Director(s)
- (ll) No more than 2 Brand Sponsorship Coordinator (s)
- (mm) No more than 3 Social Media Coordinator(s)
- (nn) No more than 1 Newsletter Coordinator
- (oo) No more than 1 Videographer

4.1.3 No person shall hold more than one (1) Council position unless otherwise stated within that position's description in Article 6.

4.1.4 All resignations of members of the Council shall be made in writing to the President who shall bring the resignation before the Council at the next regular meeting.

4.1.5 All Council members will be required to sign the DCS General Council Contract once they have been hired which must be submitted to VP Internal and President for review.

4.1.6 The Executive team shall be responsible for the following:

- (a) The preparation of an operating budget for submission to the Society at a General Meeting.
- (b) Working toward the goals and objectives of the Society.
- (c) Adherence to the regulations contained in the Constitution and additional regulations passed at meetings of the Society and set by the Dalhousie Student Union.
- (d) Decisions of the Executive shall be subject to review and/or reversal by the Council in the form of a vote at a General Meeting.
- (e) Appoint the non-Executive members of the Council except in the case where such Council members are appointed by their Society.
- (f) Be responsible for distributing information regarding Dalhousie Student Union events to the Society in a timely manner.
- (g) Be responsible for planning social, academic, athletic, charitable, and professional events.
- (h) Be responsible for maintaining the Google Mail and Google Drive associated with their role (meaning **no** communication can happen using personal accounts).
- (i) Completing mandatory EDID training and administering this information to their portfolios.
- (j) Create and complete a transition document for the use of their incoming executive



## Article 5. Meeting Procedures

5.1 Meetings of the Executive shall be held weekly, with the exception of the period from the beginning of the fall exam period to the beginning of the winter semester and during reading weeks.

5.1.1 The Quorum for such a meeting shall consist of at least five out of the seven members of the Executive.

5.2 The Executive shall appoint a Council Chair from among the Society's membership whose function shall be to ensure that Council Meetings and General Meetings of the Society are conducted in accordance with regulations enacted from time to time by Council. The Council Chair shall not have the right to vote, except when there is a tie in the vote, in which case the Council Chair shall break the tie by voting in accordance with their own judgment of the issue.

5.2.1 In the event of the absence of the Chair from a Council Meeting or a General Meeting, the Council in the former case and the membership present in the latter shall appoint the President as an interim Chair from among the membership of the Society to act as Chair for that meeting only.

5.2.2 Council Meetings shall be called by the President or the Council Chair and shall be held at least once every two weeks, or at any time when the President is requested to call a meeting by 25% of the Council Members. Advance notice of these meetings shall be released to the General Council at least two weeks in advance. Advance notice of all meetings will be sent to all eligible members of the Council.

5.2.2.1 Quorum for Council Meetings shall be 50% plus one (1) of Councilors holding seats at the time of the meeting.

5.2.2.2 Any member of Council shall automatically be declared recalled by the Chair when anyone at a Council Meeting draws the attention of the Chair to the fact that the member has, without reasonable excuse as determined by the Chair, failed to attend any two (2) Council Meetings per academic semester.

5.2.2.3 The Chair may call a non-quorate meeting to order for the sole purpose of attempting to achieve quorum by exercising their disciplinary powers to

dismiss non-attending members of Council as per 4.1. Should this attempt fail, and quorum not be achieved, it is at the chairperson's discretion to decide if the meeting should be held.

5.2.2.4 Only Councilors shall vote on matters brought before a Council Meeting, each Councilor having one (1) vote. A majority vote (50% + 1) will be required for all motions to be passed.

5.2.2.5 Any member of the Society may attend Council meetings, and any member so in attendance who the Chair feels may contribute to a fuller understanding of the issues under discussion may, upon recognition of the Chair, address Council. Any member wishing to enter the discussion must indicate to the Chair by raising their hand and waiting until recognized and any member who feels the Chair is deliberately not recognizing them may rise on a Point of Personal Privilege.

5.3 General Meetings of the Society shall be called by the President or the Council Chair at least once before October of the school year and when they consider it necessary or when they are required to do so by 2/3 of those present at a Council Meeting or when they are presented with a bona fide petition signed by twenty members of the Society.

5.3.1 General Meeting shall be called to deal with matters directly affecting the Society or this constitution.

5.3.2 The General Meeting shall be the supreme decision-making body of the Society.

5.3.3 The General Meeting shall be used to review actions of the Executive.

5.3.4 The General Meeting shall be used to deal with amendments to this constitution. Council members will vote on a motion to amend by a show of hands at a General Meeting. A majority vote (50% + 1) will be required for all motions to be passed.

5.3.5 The General Meeting shall be used to deal with motions of all sorts (directed by the Executive) that have been submitted for review by the membership.

5.3.6 Quorum for General Meetings shall be twenty (20) members of the Society.

5.3.7 All motions must be moved and seconded by members of the Society.

- 5.3.8 Only members of the Council may vote on a motion.
- 5.3.9 If a quorum is not present within fifteen minutes of the commencement of a meeting; the meeting shall be postponed to a time and place as appointed by the Executive.
- 5.3.10 An Annual General Meeting must be held at least once a year before October 31<sup>st</sup> of the academic year.

## Article 6. Duties of the Officers of the Society

### 6.1 The **President** shall:

- (a) Be the Chief Executive Officer of the Society.
- (b) Call all meetings of the Society as per the Constitution to deal with the business of the Society.
- (c) Act as Chairperson at all meetings of the Executive and perform the function of enforcing due observance of the Constitution.
- (d) Act as official representative of the Society.
- (e) Sign and approve all cheques and oversee all finances in coordination with the VP External and the VP Finance.
- (f) Review and authorize requests for conference funding in coordination with the VP External and the VP Finance.
- (g) Coordinate with each VP to ensure motivation and set individual meetings with each VP to discuss progress with objectives.
- (h) Oversee the recruitment of non-executive Council members.
- (i) Be in Halifax to manage the society for three consecutive terms while in office.
- (j) Hold one (1) vote in Executive Meetings and Council Meetings.
- (k) Act as the interim Chair in the case that the appointed Council Chair is not present.
- (l) Be the society representative at Faculty and Administration meetings along with the VP academic as deemed necessary by the society.

### 6.2 The **Vice President External Relations** shall:

- (a) Be responsible for informing Commerce Co-op students about external matters by working towards accurate representation of the Commerce Co-op program to all stakeholders.
- (b) Provide a focal point for those students serving on committees, which have an external matter as their primary concern.
- (c) Have signing authority on the Society Bank Account and sign cheques in the event of an extended absence of the President or VP Finance. The VP External shall also sign any cheques being issued to the President or the VP Finance.
- (d) Be responsible for coordinating at least one charitable initiative per semester.
- (e) Be responsible for the supervision and coordination of the duties of the Corporate Relations Representative(s), Alumni Relations Representative, and Director of Charity.
- (f) Hold one (1) vote in Executive Meetings and Council Meetings.

### 6.3 The **Vice President Marketing & Communications** shall:

- (a) Be responsible for the management of all marketing and branding initiatives for the Society.

- (b) Be responsible for management of the Society Website and social networking tools.
- (c) Assist other executive members on projects or events as directed by the President.
- (d) Act as co-editor of Society newsletters and publications.
- (e) Be responsible for the edit and enforcement of the Marketing Policy.
- (f) Hold one (1) vote in Executive Meetings and Council Meetings.
- (g) Be responsible for organizing apparel orders.
- (h) Be responsible for advertising social and academic events throughout all DCS social media platforms.
- (i) Assist in hiring of the Photographer and Videographer
- (j) Be responsible for managing the ENG vs COMM marketing and advertisements alongside the VP events and Engineering executives as needed.

**6.4 The Vice President Internal Operations shall:**

- (a) Liaise with all undergraduate student societies affiliated with the Dalhousie Commerce Co-op Program.
- (b) Assist in distributing Society information to the membership.
- (c) Be responsible for the management of Society assets.
- (d) Be responsible for managing the MCS Liaison, DSU Representative, Director of Human Resources, and Social Action Director.
- (e) Be responsible for planning any additional training and development sessions for the DCS membership.
- (f) Shall conduct a minimum of one performance review for every DCS member per semester and address arising issues accordingly.
- (g) Manage the relationship between all umbrella society council representatives, and their council.
- (h) Hold one (1) vote in Executive Meetings and Council Meetings.
- (i) Be responsible for the administration of changes to the constitution.
- (j) Assist the President and fulfill the external duties of the President in the President's absence.
- (k) In the event of the President's resignation or impeachment after January 1 of the fiscal year, the VP Internal Relations shall become the Interim President for the remainder of the term.
- (l) Manage relationship between DSU Representative and faculty senate representation.
- (m) Relay information from the DSU Representative to the Executive during Executive Meetings.
- (n) Be responsible for organizing mandatory EDID training for DCS Executives and Umbrella Society Presidents.

**6.5 The Vice President Academic shall:**

- (a) Be the society representative at Faculty and Administration meetings along with the VP academic as deemed necessary by the society.
- (b) Be the student representative on all student appeal hearing panels.
- (c) Be responsible for collecting student feedback on academic issues.
- (d) Develop events and initiatives that support the academic growth of Dalhousie Commerce Co-op students.
- (e) Manage the activities of the Mentorship Chair(s), and Case Competition and Conferences Chair(s).
- (f) Hold one (1) vote in Executive Meetings and Council Meetings.
- (g) Plan and organize at least one Case Competition each semester.
- (h) Oversee the Mentorship Program.
- (i) Hold a seat on the Bachelor of Commerce Curriculum Committee.
- (j) Review and authorize requests for conference funding in coordination with the President and the VP Finance while maintaining the upkeep and enforcement of the conference funding policies.

**6.6 The Vice President Finance shall:**

- (a) Receive all accounts owed to the Society.
- (b) Pay all debts of the Society with Society funds.
- (c) Prepare and present a budget for the beginning of the Academic year, half-year audit, as well as a financial statement for year-end.
- (d) Sign all cheques related to the Commerce Society accounts, except those for repayment of Society fees in their name.
- (e) Act in the best financial interest of the Society.
- (f) Ensure that any expense in excess of \$500 is approved by the President and the VP Finance, even if that expense is approved in the budget.
- (g) Before official office is taken, the incoming VP of Finance shall read and comprehend the General Financial Policy. Official office turnover is then granted when the incoming has signed the General Financial Policy with the outgoing VP of Finance as the signing witness. The signed policy shall be kept in the accounting book for the duration of the year.
- (h) Hold one (1) vote in Executive Meetings and Council Meetings.
- (i) Prepare and present the budget at the AGM to the Society for it to be voted on.
- (j) Be responsible for managing the Financial Administrator(s).
- (k) Must be an Accounting Major.

**6.7 The Vice President Events shall:**

- (a) Be responsible for the management and development of the Society's official social & charity events.

- (b) Manage the activities of Grad Chair(s) and Year Representatives and Comm-Eng Hockey Game Rep(s).
- (c) Coordinate orientation week for incoming commerce class.
- (d) Assume the role as the Dalhousie Commerce Society Primary Event Organizer “PEO” with the Dalhousie Student Union. They are responsible to sign an annual contract with the Dalhousie Student Union and ensure the proper information concerning events hosted by the Dalhousie Commerce Society be communicated accordingly to contractual obligations to the Dalhousie Student Union.
- (e) Hold one (1) vote in Executive Meetings and Council Meetings.

**6.8 The DSU Representative shall:**

- (a) Must be registered in the Faculty of Management and is not required to be a part of the Bachelor of Commerce.
- (b) Attend all DSU meetings as the representative for the Faculty of Management program and report back to the Vice President Internal.
- (c) Act as Chair for committees relating to the affairs of the DSU and constitution amendments.
- (d) Hold one (1) vote in Council Meetings.
- (e) Meet with the Vice President Internal bi-weekly for updates relating to the affairs of the DSU.

**6.9 The Case Competition and Conferences Chair(s) shall:**

- (a) Assist the Case and Competition and Conferences Lead in planning, promoting, and executing case competitions to all students, including liaising directly with the relevant societies.
- (b) Hold one (1) vote in Council meetings.
- (c) Act as the second proxy for the VP Academic at conferences granted there is funding.
- (d) Be appointed by the VP Academic through an application and interview process.

**6.10 The Graduation Committee Chair(s) shall:**

- (a) Be responsible for planning a postgraduate social event.
- (b) Be responsible for planning the annual COMM Prom event, which shall act as a graduation fundraiser.
- (c) Chair a committee to oversee and assist with either of the above-mentioned events.
- (d) Be responsible for representing the interest of students in the graduating class.
- (e) Hold one (1) vote in Council Meetings.

**6.11 The Year Representatives shall:**

- (a) Be responsible for representing the interests of their year in the Commerce Program.
- (b) Liaise with the VP Internal to promote Society events.

- (c) Be responsible for planning one social event.
- (d) Hold one (1) vote in Council Meetings.

6.12 The **Management Career Services (MCS) Liaison** shall:

- (a) Hold a co-op employment position with Management Career Services.
- (b) Assist the VP Internal in liaising with Management and Career Services.
- (c) Assist in the promotion of Management Career Services events.
- (d) Collect and provide feedback and areas for improvement for Management Career Services events.
- (e) Hold one (1) vote in Council Meetings.

6.13 The **International Student Representative(s)** shall:

- (a) Be responsible for representing the interests of International Students within the Commerce Program.
- (b) Liaise with the VP Internal to promote Society events.
- (c) Assist the VP Internal in liaising with the International Students Center and the promotion of their events.
- (d) Hold one (1) vote in Council Meetings.
- (e) Sit on the internal DCS EDID Committee.

6.14 The **Dalhousie Accounting Society (DAS) Liaison** shall:

- (a) Be appointed by the Accounting Society.
- (b) Represent the Accounting Society at Council Meetings.
- (c) Work with the Society to liaise with the Accounting Society.
- (d) Inform the society on items related to the Accounting Society.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.15 The **Dalhousie Investment Society (DALIS) Liaison** shall:

- (a) Be appointed by the Dalhousie Investment Society.
- (b) Represent the DALIS at Council Meetings.
- (c) Work with the Society to liaise with DALIS.
- (d) Inform the society on items related to DALIS.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.16 The **Dalhousie Marketing Association (DMA) Liaison** shall:

- (a) Be appointed by the Dalhousie Marketing Association.
- (b) Represent the Dalhousie Marketing Association at Council Meetings.
- (c) Work with the Society to liaise with the Dalhousie Marketing Association.



- (d) Be actively involved in all work completed by Dalhousie Marketing Association for the Dalhousie Commerce Society.
- (e) Inform the society on items related to the Dalhousie Marketing Association.
- (f) Report to the VP Internal.
- (g) Hold one (1) vote in Council Meetings.

6.17 The **Community Chair(s)** shall:

- (a) Be responsible for assisting the VP External Relations on community outreach and charity focused initiatives.
- (b) Be appointed by the executive through an application and interview process.
- (c) Report to the VP External.
- (d) Hold one (1) vote in Council Meetings.

6.18 The **Dalhousie Women in Business Association (WIBA) Liaison** shall:

- (a) Be appointed by the Women in Business Association.
- (b) Represent WIBA at Council Meetings.
- (c) Work with the society to liaise with WIBA.
- (d) Inform the society on items related to WIBA.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.19 The **Photographer(s)** shall:

- (a) Photograph Dalhousie Commerce Society events.
- (b) Report to the VP Marketing.
- (c) Hold one (1) vote in Council Meetings.

6.20 The **Movember Captain(s)** shall:

- (a) Organize and oversee all Movember fundraising events associated with the DCS and umbrella societies under the supervision and guidance of the VP External.
- (b) Hire additional committee members (as many as they see fit).
- (c) Hold one (1) vote in Council Meetings.

6.21 The **5 Days for the Homeless Chair** shall:

- (a) Oversee the planning of the 5 Days campaign.
- (b) Organize and coordinate fundraising events in accordance with the DCS, umbrella societies and other societies within the faculty of management.
- (c) Hold one (1) vote in Council Meetings.

6.22 The **Mentorship Program Chair(s)** shall:

- (a) Aid the Mentorship Program Coordinator with connecting the 1st and 2nd year students with 4th year students in the Commerce program.
- (b) Help to promote the Mentorship program to the respective years.
- (c) Assist the Mentorship Program Coordinator with planning and executing events for all members of the Mentorship program.
- (d) Hold one (1) vote in Council Meetings.
- (e) Be appointed by the VP Academic through an application and interview process.

6.23 The **Dalhousie Sports Business Society (DSBS) Liaison** shall:

- (a) Be appointed by the DSBS.
- (b) Represent the DSBS at Council Meetings.
- (c) Work with the Society to liaise with the DSBS.
- (d) Inform the society on items related to the DSBS.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.24 The **Dalhousie Real Estate Association (DREA) Liaison** shall:

- (a) Be appointed by the DREA.
- (b) Represent the DREA at Council Meetings.
- (c) Work with the Society to liaise with the DREA.
- (d) Inform the society on items related to the DREA.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.25 The **RoweOut Liaison** shall:

- (a) Be appointed by RoweOUT.
- (b) Represent RoweOUT at Council Meetings.
- (c) Work with the Society to liaise with RoweOUT.
- (d) Inform the society on items related to RoweOUT.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.26 The **Dalhousie Sales Society (DSS) Liaison** shall:

- (a) Be appointed by the DSS.
- (b) Represent the DSS at Council Meetings.
- (c) Work with the Society to liaise with the DSS.
- (d) Inform the society on items related to the DSS.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

- 6.27 The **Financial Administrator(s)** shall:
- (a) Be responsible for reimbursing student Personal Expense Forms.
  - (b) Help track all expenses, receipts, and cheques for the audit package to deliver to the Dalhousie Student Union.
  - (c) Aid in preparing the Summer, Fall, and Winter budget for the Dalhousie Commerce Society.
  - (d) Be responsible for depositing cash inflows into the bank account.
  - (e) Be appointed by the VP Finance through an application and interview process.
  - (f) Hold one (1) vote in Council Meetings.
- 6.28 The **Equity, Diversity, Inclusivity, Decolonization (EDID) Officer** shall:
- (a) Be responsible for ensuring there is Equity, Diversity, and Inclusivity within the Commerce Program.
  - (b) Be responsible for recognizing, creating, and implementing plans to promote EDID within the Commerce Program and Umbrella Societies.
  - (c) Sit on the EDID council for the Faculty of Management and relay information back to the VP Internal.
  - (d) Be appointed by the VP Internal through an application and interview process.
  - (e) Hold one (1) vote in Council Meetings.
  - (f) Be responsible for managing the internal DCS EDID Committee, composed of: the Black Students Representative, Asian Students Representative, Indigenous Students Representative, 2SLGBTQIA+ Students Representative, Accessibility Students Representative, and International Student Representative.
- 6.29 The **External Case and Conference Chair** shall:
- (a) Be appointed by the VP Academic through an application and interview process.
  - (b) Be responsible for expanding the DCSs engagement with external academic organizations.
  - (c) Be responsible for providing resources relating to external case competitions and conferences to students.
  - (d) Hold one (1) vote in Council Meetings.
- 6.30 The **Corporate Relations Representative(s)** shall:
- (a) Be appointed by the VP External through an application and interview process.
  - (b) Be responsible for continued communication between the society and current sponsors and external partners.
  - (c) Inform sponsors of upcoming events and opportunities for them to sponsor.
  - (d) Contact potential partners at the request of the VP External.
  - (e) Hold one (1) vote in Council Meetings.
  - (f) Assist with ENG vs COMM sponsorships in the absence of Brand Sponsorship Coordinators

6.31 The **Alumni Relations Representative** shall:

- (a) Be appointed by the VP External through an application and interview process.
- (b) Be responsible for reaching out to Dalhousie Commerce alumni for events.
- (c) Engage alumni and their organizations to gauge potential sponsors.
- (d) Hold one (1) vote in Council Meetings.
- (e) Shall collect contact information from outgoing DCS members and maintain alumni lists.
- (f) Assist the VP External with events to bridge the gap between current commerce students and alumni.
- (g) Work alongside VP External to hire additional committee members if/as needed

6.32 The **Dalhousie Chain Society (Dal Chain) Liaison** shall:

- (a) Be appointed by the Dal Chain Society.
- (b) Represent the Dal Chain Society at Council Meetings.
- (c) Work with the Society to liaise with the Dal Chain Society.
- (d) Inform the society on items related to the Dal Chain Society.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.33 The **Director of Human Resources** shall:

- (a) Be appointed by the VP Internal through an application and interview process.
- (b) Be responsible for recording minutes during bi-weekly council meetings.
- (c) Assist the VP Internal in reviewing hiring to ensure fair, equitable practices have been followed.
- (d) Oversee the Internal portfolio alongside the VP Internal.
- (e) Hold one (1) vote in Council Meetings.
- (f) Assist the VP Internal on matters related to umbrella societies.

6.34 The **Dalhousie Consulting Association (DCA) Liaison** shall:

- (a) Be appointed by the Consulting Association.
- (b) Represent the Consulting Association at Council Meetings.
- (c) Work with the Society to liaise with the Consulting Association.
- (d) Inform the society on items related to the Consulting Association.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.35 The **Dalhousie International Business Society (DIBS) Liaison** shall:

- (a) Be appointed by the International Business Society.
- (b) Represent the International Business Society at Council Meetings.
- (c) Work with the Society to liaise with the International Business Society.

- (d) Inform the society on items related to the International Business Society.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.36 The **Social Action Director** shall:

- (a) Be appointed by the VP Internal through an application and interview process.
- (b) Be responsible for managing the EDID Officer.
- (c) Coordinate with external international student society groups to plan activities and workshops and engage international and BIPOC students.
- (d) Create calls to action on behalf of the DCS that address social and systemic issues.
- (e) Hold one (1) vote in Council Meetings.

6.37 The **Director of Charity** shall:

- (a) Be responsible for managing the Community Chair(s), Movember Captain(s), and 5 Days Chair(s).
- (b) Work alongside the VP External to coordinate and oversee all charitable initiatives.
- (c) Coordinate with the Corporate Relations Representative(s) to find corporate sponsors or donors for charity events.
- (d) Hold one (1) vote in council meetings.

6.38 The **Marketing Assistant(s)** shall:

- (a) Be appointed by the VP Marketing through an application and interview process.
- (b) Aid the VP Marketing in various aspects of marketing and promotional activities for the DCS.
- (c) Assist in social media, marketing projects, and promotional activities.
- (d) Hold one (1) vote in council meetings.
- (e) Help to design and organize apparel and merchandise in accordance with the VP Marketing.
- (f) Aid in the presentation, arrangement, and writing out of the content for the newsletter.

6.39 The **Mentorship Coordinator** shall:

- (a) Be responsible for connecting the 1st and 2nd year students with 4th year students in the Commerce program.
- (b) Oversee the Mentorship Program Chair(s).
- (c) Be responsible for promoting the Mentorship program to the respective years.
- (d) Plan and execute events for all members of the Mentorship program.
- (e) Hold one (1) vote in Council Meetings.
- (f) Be appointed by the VP Academic through an application and interview process.

6.40 The **Case Competition and Conferences Lead** shall:

- (a) Be responsible for planning, promoting, and executing case competitions to all students, including liaising directly with the relevant societies.
- (b) Work with the relevant faculty member to sign students up for case competitions and other initiatives that they require.
- (c) Oversee the Case Competition and Conference Chair(s).
- (d) Hold one (1) vote in Council meetings.
- (e) Act as the first proxy for the VP Academic at conferences granted there is funding.
- (f) Be appointed by the VP Academic through an application and interview process.

6.41 The **Dalhousie Black Business Student Association (DBBSA) Liaison** shall:

- (a) Be appointed by the Dalhousie Black Business Student Association.
- (b) Represent Black Business Students Association at Council Meetings.
- (c) Work with the Society to liaise with the Black Business Students Association.
- (d) Inform the society on items related to the Black Business Students Association.
- (e) Report to the VP Internal.
- (f) Hold one (1) vote in Council Meetings.

6.42 The **Comm v Eng Directors(s)** shall:

- (a) Be appointed by the VP Events through an application and interview process.
- (b) Be responsible for assisting the VP Events in planning, promoting, and executing the Comm v Eng Charity Hockey Game.
- (c) Work with the VP External to find and engage sponsors and/or donors for the event.
- (d) Work with relevant members of the Engineering society to plan the event.
- (e) Liaise with the VP of Marketing to promote the Comm-Eng Charity Hockey Game
- (f) Be responsible for gauging the interest of commerce students in all years
- (g) Hold (1) vote in Council Meetings

6.43 The **Brand Sponsorship Coordinator (s)** shall:

- (a) Be appointed by the VP External through an application and Interview process.
- (b) Hold (1) vote in Council meetings
- (c) Support the VP External in securing and managing sponsorship relationships.
- (d) Be responsible for developing and distributing tailored sponsorship packages
- (e) Monitor and strategize sponsorship and donation budgets.
- (f) Maintain high standards of communication with partners.
- (g) Collaborate closely with the VP Events team on event execution to integrate any sponsorship and/or partnership elements into events.



## **Article 7. Committees**

7.1 Additional ad-hoc committees of the Society shall be struck at the discretion of the Council and shall carry out such duties as mandated by Council at the time such committees are established.

7.1.1 All committees shall report at the Society or Executive meetings if required to do so by the President.

7.1.2 The President shall be an Ex-Officio member of all committees.



## **Article 8. Fees and Finances**

8.1 The fiscal year of the Society shall end on the last day of April.

8.2 Student fees shall constitute the sum of \$22.00 per semester, which shall be levied against all students registered in the Commerce Co-op program.

8.3 All cheques and disbursements released in the name of the Society shall possess two (2) signatures of the signing officers. No Executive shall sign a cheque made out to themselves.

8.3.1 The right to affix such signatures shall belong to the VP Finance and the President. Should one of these two not be available for extended periods of time or extenuating circumstances, the VP External Relations will have authority to sign as the second signature.

8.4 A Budget of projected revenues and expenditures shall be prepared by the Executive and submitted to the Society at a General Meeting, by the VP Finance, no later than October of each year.

8.4.1 The Budget must be accepted by the Society and then voted on.

8.4.2 If the Budget is defeated by majority vote, then a revised Budget will be prepared by the Executive and re-submitted to the Society within two (2) weeks.

8.4.3 Once accepted by the Society, the Budget shall be the measure for the Society expenditures for the following year.

8.4.4 Upon the acceptance of the Budget, the Executive may disburse money, without prior Society consent for the payment of operating expenses.

8.5 The VP Finance shall give a report on the status of Society accounts during all General Meetings. This shall include account balances, recent expenditures, and revenues, and expected expenditures for the next month.

8.5.1 All members of the Society have the right to view the accounts of the Society. The VP Finance must make the accounts available for viewing upon, at least three (3) days request by Society members.

8.6 If any member of the Society feels that there has been a misallocation of the Society funds, they shall submit such a complaint in writing, signed by at least fifteen (15) other Society members, to the Executive. The Executive shall then call a General Meeting to deal with the complaint.

8.6.1 At the General Meeting, the VP Finance shall explain the purpose of the expenditure under review and provide copies of receipts for the Society members.

8.6.2 If the member is not satisfied with the outcome of the General Meeting, they are encouraged to submit their complaint to the Dalhousie Student Union VP Finance and Operations.

8.7 The Society must provide the books to the DSU VP Finance and Operations to be audited twice per year, prior to receiving its society levy.

## **Article 9. Interpretation of the Clauses**

9.1 Should any doubt as to the constitution or interpretation of any clauses of the articles of the constitution, or any of the regulations as passed by the Society, the decision made at a Council Meeting shall be binding on all members of the Society provided that such conditions be recorded in the minutes of the Society.

## **Article 10. Termination Dates**

10.1 Where stated in the constitution or any Society regulation, termination, or deadline dates, if falling on a Saturday or Sunday, a statutory holiday, or university holiday, shall be understood to mean that such termination or deadline shall fall on the first business day following such specified dates.

## **Article 11. Amendments**

- 11.1 Any amendment to or revision of this constitution must be approved by two thirds of the members present at a General Meeting of the Society, provided that a quorum of 20 members of the Society is present.
- 11.2 Any member of the Dalhousie Commerce Program who pays a Levy Fee to the Dalhousie Commerce Society can propose a change to the constitution. Proposed changes must be given to one of the seven (7) Executive Members. The changes will be discussed at the next executive meeting, and appropriate measures will be taken to schedule a council meeting.
- 11.3 Notice to amend or change any provision of this constitution must be given to members of the Society at least two (2) weeks before a meeting is held for that purpose.
- 11.4 Any council member can motion for provisional changes at a council meeting. The chair of the meetings will lead in a vote.

## Article 12. Elections

12.1 There shall be one (1) set of Executive elections each year, to be held in the winter semester.

12.1.1 The election process is to be followed as outlined in the Election Policy as outlined in Appendix A. The dates in this policy are subject to change each year as per the discretion of the Executive.

12.1.2 The election is supervised by the Executive.

12.2 The elections for the following year's Executive Council will be held prior to the Canadian Association of Business Students elections. The actual date for the election shall be determined by the Executive and be communicated to Society Members two (2) weeks prior to the date of the election.

12.2.1 Candidates for the Executive positions shall be chosen from those students entering the fourth or final year of the Commerce Co-op program. Candidates are required to be present for both academic semesters during their time in office.

12.2.2 Elections shall be administered online. Voting shall take place via the Brightspace website or a Google Form.

12.2.3 Elections shall be held by secret ballot; all members of the Society being allowed one vote for each position being contested.

12.2.4 Quorum for voting shall include 8% of the Society at the time of the elections. This is the required percentage in order for the vote to be considered valid.

12.2.5 If Quorum for voting in the Election is not met, a secret ballot shall be conducted at the following Council Meeting within 2 weeks, where simple majority will be utilized when deciding the successful candidate.

12.2.6 A simple majority will be utilized when deciding successful candidates. Candidate with the highest number of votes shall be declared the successful candidate of their contested position.

- 12.2.7 In the event of a tie vote, a recount of votes shall take place before a tie vote being officially declared. In the event of a tie vote, there shall be a re-election for that position within two weeks of the tie vote being declared.
- 12.2.8 In the event of a vacancy of an Executive position for reasons other than those defined in the constitution, a by-election shall be declared, such by-election to be held at a Society General Meeting no later than four weeks from such a vacancy being declared.
- 12.2.9 Quorum for voting shall include 3% of the Society at the time of the by-election. This is the required percentage for the vote to be considered valid.
- 12.2.10 If Quorum for voting in a by-election is not met, a secret ballot shall be conducted at the following Council Meeting, where simple majority will be utilized when deciding the successful candidate.
- 12.2.11 No member of the Society shall hold more than one Executive position during their term in office.
- 12.2.12 Elections shall be held under the supervision of the Vice President Internal.
- 12.2.13 Each member of the Executive shall prepare a transition package for their successors before completion of their time in office.
- 12.2.14 If an Executive position is vacated before January 1 of the fiscal year, a by-election shall be held in accordance with the above outlined election procedures to fill the position for the remainder of the term in office.
- 12.2.15 If any other vacancy should occur in a Council position at any time of the year or if an Executive position (other than the President) is vacated after January 1 of the fiscal year, the Council shall appoint an interim replacement. Members of the Society shall submit an application, and the Council shall choose from among the applicants.
- 12.2.16 In the case of the resignation of the President after January 1 of the fiscal year, the Vice President Internal Operations shall assume the duties of the President for the balance of the term in office.

## **Article 13. Tenure**

13.1 Holders of Executive positions shall assume office when the out-going Executive formally turns over power. This transfer of power shall take place on the first day of May.

13.2 Holders of ex-officio positions shall assume office at the time of appointment, such appointments expiring on the day following the proceeding year's election at twelve o'clock noon.

13.3 Current Executives must meet with the incoming executive at least two times before May 1st.



## **Article 14. Impeachment of Executive, Councilors, Ex-Officio Officers, and Other Society Members**

14.1 Impeachment proceedings may be initiated against any member of the Executive, by the presentation to the Executive of a petition to that effect signed by at least thirty (30) members of the Society.

14.1.1 Reasons for putting forth a motion for impeachment can include but are not limited to neglecting duties outlined in this constitution, acting outside the student code of conduct, or negative representation of the Society.

14.1.2 Petition for Impeachment shall include a report of at least one page with attached appendices to include instances with evidence to support that the member of the Executive met the criteria to be impeached.

14.1.3 Members of the Executive may be removed from office by two-thirds majority vote at a General Meeting called for that purpose.

14.1.4 Such a meeting shall be called by the Executive no later than three (3) weeks after the receipt of an impeachment petition.

14.1.5 Voting shall be held by secret ballot, such votes to be counted by any member of the Society selected by the members present at the meeting.

14.1.6 Should the Impeachment be initiated by an Executive member against another Executive, a vote in favor by 6 of 7 Executives is sufficient to have a General Meeting and follow 14.1.2 and 14.1.3.

14.2 Any member accused of Impeachment will be given the opportunity to defend themselves and state their case to the Council members. All Executive members of the Society would be required to be in attendance, as well as 2/3 of the appointed members. The accused will be given two (2) weeks' notice to prepare for their Impeachment trial.

14.3 Impeachment proceedings may be initiated against any non-Executive member of Council or against holders of Ex-Officio offices by the presentation to the Executive of a bona-fide petition to that effect at least two (2) weeks before such a motion may

be moved at a meeting of the Society. The petition must be signed by at least twenty (20) members of the Society. Such impeachment may take place by a two-thirds (2/3) vote of those present at a General Meeting of the Society, called for that purpose, provided the meeting occurs a minimum of the required two (2) weeks subsequent to the presentation of the petition.

14.3.1 Holders of an Ex-Officio office may be removed from office by two-thirds majority vote at any General Meeting of the Society.

14.3.2 Voting shall be held by secret ballot, such votes to be counted by any member of the Society selected by the members present at the meeting.

14.4 Both the accused and accuser parties may release statements containing facts about the situation, to be approved by a hired third-party mediation service from the Dalhousie Student Union before being made public. This is to inform the Commerce Co-op students of the facts prior to voting at a General Meeting. The accused and the accuser both need to be present while the said statements are drafted and approved by the third party.

14.4.1 Official Impeachment Procedure:

1. Procedure requires the use of an impartial chair.
  - a. Generally provided by the DSU upon impeachment petition being completed.
2. Procedure requires an impartial secretary.
  - a. Generally provided by the DSU upon impeachment petition being completed.
3. Chair of the meeting will take names of all people in attendance as they come in. Attendance will then be called for all people in attendance including council (2/3 needed for meeting).
4. The Chair will grant each party (representative) to give their briefing on the situation either their reason for impeachment or defense. Time will depend on what each party agrees upon (generally 5 minutes).
5. After each party gives their briefing there will be a structured and set time for a Q&A and discussion period. This is necessary for people in attendance to

understand anything further regarding the situation. Questions are only to be answered by the person who it is directed towards. Questions and statements can be directed at both parties.

6. Following the question period, a closed ballot vote will commence. The Chair will circulate and collect everyone's vote. Everyone will have an opportunity to vote (council and Commerce students) minus the impartial chair and secretary. The Chair will count votes and present the findings (2/3 majority will result in impeachment). Each party representative will have the opportunity to look over the count of ballots.

14.4.2 Proxy Rules: When the initial letter is sent to all Commerce students, said students will have an opportunity to nominate a representative to attend and vote on their behalf. Nominations must be made in the form of an email to the approved impartial chair.

14.4.3 Proxies must be another commerce student and they can give two votes on behalf of themselves and whom they are representing. A commerce student can only be a proxy for one (1) other commerce student. A Chair must be presented with proxies within two (2) days of the Impeachment meeting.

14.4.4 Other members of the Society may be removed for conduct likely to bring the Society into disrepute and for other gross misconduct. Notice of intent of removal must be presented to the Executive at least two (2) weeks before such a motion may be moved at a Council Meeting where it may pass only by a two-thirds (2/3) majority.

14.4.5 No member may be recalled more than once by the procedure described in 13.2 and persons recalled, pursuant to any sections 13.2 or 4.1, shall be eligible for re- election or re-appointment, as the case may be and, in the former case, shall have the right to participate as a candidate in an election held to fill the vacant position, or in the latter case shall have the right to offer themselves for re-appointment to the vacant position.

14.4.6 Official Resignation Procedure

1. Executive members who wish to resign from their roles need to provide a 2-week notice to the Executive prior to resignation in the form of a one-page letter outlining their decision.
2. During the 2-week period after the letter has been submitted, the Executive

who wishes to resign will revoke their access from all DCS related accounts, aside from their email. They are not allowed to post anything further on any official DCS platforms.

3. The Executive who wishes to resign must aid the Executive in the upcoming by-election that will occur within 3 weeks after the resignation letter is submitted. If the by-election occurs outside of that time period, the Executive who wishes to resign must still abide by their duty to help in the by-election.
4. The Executive who wishes to resign must create a transition package based on their experience, and where their affairs are left off for the incoming Executive in that role.
5. The Executive who wishes to resign must have a transition meeting with the incoming Executive in that role, where the President, VP Internal, and/or the VP External will also be present.
6. The Executive who wishes to resign can prepare a statement to be released on official DCS platforms to the Society regarding their resignation, which will be sent to the VP Internal and President. The decision lies with the Executive if they will release the statement provided by the Executive who wishes to resign. If they decide against releasing that statement, no statement will be released.

## **Article 15. Honoraria and Salaries**

15.1 No member of the council will receive honoraria, salary, wage, or financial remuneration of any description during their period or affiliation with the Council.

## **Article 16. Social Event Ticket Sales**

16.1 Event tickets are to be sold exclusively to Bachelor of Commerce Co-op students until 60% of available tickets have been sold, or 1/2 of the event sales period has passed.

16.2 Ticket reservations will be expected and compensated for those council members acting as sober chaperones for society social events, limited to the required number of sober chaperones per event. In addition, ticket reservations will be compensated for all Executive Members and for up to two photographers for society social events.

16.2.1 Ticket reservations for other parties will be subject to a vote by DCS council at a council meeting prior to the ticket sales period.

16.2.2 Once a ticket is purchased for an event, reimbursements shall be up to the discretion of the Executive.

## **Article 17. The Cases and Conferences Fund**

17.1 A student must have full-time status and be a levy-paying member of the Dalhousie Commerce Society in order to be eligible for funding.

17.1.1 No student shall receive funding beyond coverage of the registration/delegate fees for the competition or conference, with a \$500 limit per semester.

17.1.2 Travel expenses are not eligible for coverage.

17.2 The Dalhousie Commerce Society has allocated \$10,000 per year for students to attend Case Competitions and Conferences.

17.2.1 This money is to be divided in the amount of \$5,000 per semester (fall and winter).

17.2.1.1 Should the situation arise that the \$5,000 allocated for the fall semester is not used in its entirety, the remaining amount will be added to the fund for the winter semester.

17.2.1.2 Any funds remaining at the end of the year shall be added to the general budget, to be used at the discretion of the incoming VP Finance.

17.3 Students wishing to receive funding shall submit a Case and Conferences Subsidy application prior to the event they wish to attend.

17.3.1 Guidelines for what the Cases and Conferences Subsidy Program can be used for will be explained on the application forms and will be available on the website.

17.3.2 The application will be handled by the Vice President Academic who will be aware of the applicant's identity. In the case of a conflict of interest the Vice President Internal will handle the application.

17.3.3 A team of three (3) Executives shall review the application that will be anonymously brought forth by the individual outlined in section 17.3.2.

17.3.4 If approved, the applicant will be informed and required to submit all

receipts/proof of payments prior to receiving reimbursement.

## **Article 18. Umbrella Societies**

18.1 In order to be ratified as an umbrella society under the DCS, the proposed Umbrella Society must:

- (a) Be ratified under the DSU, instructions can be retrieved by emailing [dsusocieties@dal.ca](mailto:dsusocieties@dal.ca) and requesting a ratification form. The ratification period will begin on May 1st of a given year and end on March 31st of the following year.
- (b) Submit an application via email to the DCS VP Internal composed of the Society name, mission statement and society purpose.
- (c) Submit a signed Code of Conduct, for each member of the Society, for approval by the DCS President and VP Internal.

18.2 For continued recognition as an Umbrella Society, the society must:

- (a) Have at least one Executive meeting per month.
- (b) Have at least one Society meeting per month.
- (c) Have at least one Society event per month.

18.3 The responsibilities related to governance of each Umbrella Society are as follows:

- (a) One person from each Society must be appointed the Liaison who is required to attend the bi-weekly Council meetings and provide societal updates.
- (b) Prior to holding an event, a member of the Society must add their proposed event to the shared event calendar, with exceptions at the discretion of the VP Internal. Attendance of any speakers will require approval of the VP Internal.
- (c) Upon hiring new members, the rationale along with relevant comments and hiring documents must be submitted to the VP Internal to ensure compliance of appropriate hiring practices are being followed.



- (d) All umbrella societies are expected to follow the policies and regulations outlined in the DCS Constitution. Failure to comply can result in de-ratification and loss of funding.
- (e) All umbrella society presidents must undergo mandatory EDID training, which shall be organized by the VP Internal.
  - i. Umbrella societies will be responsible for distributing this training to their membership.
  - ii. If societies do not undergo this training within one (1) month of being approved for DCS ratification, the VP Internal will issue a written warning.
  - iii. If training is not complete within two (2) weeks of the issue of the warning, the society will risk facing de-ratification and loss of associated privileges at the discretion of the DCS Executive.

18.4 Membership shall be open to all students attending Dalhousie University.

18.5 Funding to Umbrella Societies from the DCS will be carried out as follows:

- (a) DCS fund amounts will be granted based on numerous factors, such as:
  - i. Number of years active
  - ii. Event engagement
  - iii. Size of society
  - iv. Prior year funding
  - v. Proposed Umbrella Society budget
- (b) To obtain DCS funding, Umbrella Societies must provide the VP Finance with a budget for the academic year, which must be approved before spending can begin.
- (c) Budgets can be approved once Umbrella Societies have been ratified under both the DSU and the DCS.
- (d) The allocated funding is for the full school year.

- (e) Once the DCS Budget is approved in the Fall Annual General Meeting, Umbrella Society funding amounts cannot be changed.
- (f) Funding is provided on a reimbursement basis. A request must be submitted through an online fillable form along with an attached receipt to be refunded.
- (g) Under no circumstances will the DCS reimburse purchases of alcohol, drugs, and/or other illicit substances.
- (h) Unused amounts from previous years cannot be carried forward.
- (i) All reimbursement requests must be submitted 30 days within the intended event or transaction date of receipt, whichever is later. Thereafter every week (7 days) past this date, 1% of the full amount will be deducted from the final amount on the reimbursement cheque.

18.6 The appointment of incoming Executive teams shall be conducting through the following procedures:

- (a) Incoming Umbrella Society Presidents must be appointed through an application and interview process prior to the termination of the current Executive's tenure. The current Executive may hire the rest of their incoming Executive at this time, or they may leave that up to the incoming President.
- (b) Applications must be open for a period of at least two weeks.
- (c) The DCS Hiring Policies and Procedures document must be adhered to during the hiring process.
- (d) Upon selection of the successful candidates, the hiring parties must provide the VP Internal with the names, positions, and contact information of the incoming Executive team.
- (e) A summary of all candidates who applied along with their outcomes (i.e. whether or not they were selected for an interview as well as for the position) must be submitted to the VP Internal.
- (f) A rationale with relevant comments detailing the basis for why candidates were or were not selected for a position and/or an interview must be submitted to the VP Internal.

## Article 19. Disciplinary Actions and Procedures

19.1 Harassment, bullying, abuse, or discrimination of any kind is grounds for impeachment, as outlined in Article 14.

19.2 Society executives, councilors, and umbrella societies are expected to follow the policies outlined in this Constitution. Engaging in any of the following offenses will be considered a breach of the constitution:

19.2.1 Level 1 Offenses are actions that hinder the fulfillment of position expectations:

- (a) Failure to attend bi-weekly council meetings.
- (b) Failure to meet outlined job description and responsibilities.
- (c) Failure to complete necessary training associated with role.

19.2.2 Level 2 Offenses are actions that violate the policies of the Society and/or Student Union:

- (a) Non-compliance with hiring guidelines.
- (b) Failure to adhere to event procedures outlined in the DSU's Primary Event Organizer training.
- (c) Any breaches or violations of the Constitution.
- (d) Failure to adhere to guidelines in the Umbrella Society Policy Contract.

19.2.3 Level 3 Offences are actions that impede the operations of the DCS and/or its umbrella societies:

- (a) Interference or attempted interference with executive elections.
- (b) Mismanagement of DCS or umbrella society funds.
- (c) Use of social media to misrepresent the DCS and/or umbrella societies in an inappropriate manner.

19.3 Upon recognition of any of the above offenses, the VP Internal and President will conduct an investigation into the matter to determine the course of disciplinary action.

- 19.3.1 The VP Internal and President will consult with the rest of the Executive and present the proposed disciplinary measures at the next Executive Meeting.
- 19.3.2 The Executive will then vote on the proposed course of action to determine if it will be carried out. To be accepted, a proposal needs to receive a majority vote (i.e., at least four (4) of seven (7) executives must be in agreement.)
- 19.3.3 If the President or VP Internal is the individual under investigation for an offense, they will not be permitted to participate in the investigation and another Executive will take their place in doing so.
- 19.3.4 If an Executive is the individual facing disciplinary action, they will not be permitted to participate in the vote determining the course of action.
- 19.4 The course of action to address offenses will be at the discretion of the VP Internal and President. The severity of the offense and whether the individual/group has a history of prior offenses will be taken into consideration.
- 19.4.1 Courses of disciplinary action include (but are not limited to):
- (a) Issuance of a written warning.
  - (b) Issuance of a strike.
  - (c) Dismissal from position.
  - (d) De-ratification as an umbrella society under the DCS.
  - (e) Meeting with the VP Internal and President.
  - (f) Assignment of additional training courses.