

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS**

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CONFERENCES POLICY

POLICY COORDINATORS

Chairperson
Board of Directors
chair@cabsonline.ca

Vice-President of Conferences
Senior LT
vpconferences@cabsonline.ca

DATE EFFECTIVE

April 27th, 2020

Upon being duly motioned and seconded and in witness herein, we hereby acknowledge that the content of this document represents the true nature of the Conferences Policy of the CANADIAN ASSOCIATION OF BUSINESS STUDENTS, INC. [The Corporation], which has been approved by a 2/3 majority vote of the Board of Directors of [The Corporation], at the Board meeting held April 27, 2020. We further acknowledge that this Policy shall be interpreted under the laws in effect in the province of Ontario, judicial district of Mississauga (the original place of incorporation)

GENERAL PROVISIONS

1. PURPOSE AND SCOPE

- a. The Corporation is mandated to support the conference circuit for business students and business student leaders. This commitment to Canadians requires baseline standards for quality, sustainability and continual innovation and improvement. The Conferences Policy aims to provide the framework of rules for ensuring this ongoing commitment.
- b. The scope of this policy extends to the entirety of the Corporation, including any sub-body of the Corporation duly charged with organizing any of the Corporation's events.

2. DEFINITIONS

- a. The following terms will be used throughout this document and are hereby defined. Terms that do not appear in this list of definitions but do appear in the "Definitions" section of the Bylaws of the Corporation are equally enforceable in this policy.
 - i. "Affiliated properties" means conferences not owned by the Corporation, to which the Corporation has no legal or binding obligation, entitlement or material commitment, but that the Corporation agrees to support publicly. Affiliated properties may be considered as such by the LT or by resolution of the Board.
 - ii. "Executive Director" means the highest-ranking member of the PT who serves as the liaison between the PT and the VP Conferences.

- iii. “Failsafe” means a Flagship Conference that is organized by the LT in the event that a bid to host said Flagship Conference is not submitted, or that the bids submitted are unsatisfactory.
- iv. “Flagship Conferences” means conferences operated by the Corporation.
- v. “Program Team” or “PT” means a group of individuals who are current students or alumni of a Member school who are employed by the Corporation through a bidding process for the purpose of organizing and hosting a Flagship Conference.

3. CHARTER OF FLAGSHIP CONFERENCES

a. The Flagship Conferences are:

i. Canadian Business School Conference (CBSC)

- 1. A conference subsidiary held by trademark, but without independent incorporation, open to Presidents of Member schools and JDCC captains that occurs in the first quarter of the Corporation’s fiscal year that builds the skills learned in delegates’ respective capacities in their school’s commerce student societies.

ii. Canadian Leadership Retreat (CLR)

- 1. A conference subsidiary held by trademark, but without independent incorporation, that exists to connect the executives of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship. This is a conference held in the second quarter of the Corporation’s fiscal year.

iii. CABS Roundtable

- 1. A conference subsidiary held by trademark, but without independent incorporation, that exists to connect the executives of the Member business student associations for the purpose of leadership training and development, roundtable discussion, problem-solving, and sharing of best

practices. The conference also serves as a hub for networking and as a means to enable inter-university mentorship. This conference is held in the last quarter of the Corporation's Fiscal Year.

BIDDING TO ORGANIZE A FLAGSHIP CONFERENCE

4. BID SUBMISSION

- a. Before a PT can be allowed to organize a Flagship Conference, the prospective PT must submit a letter of intent to the LT, indicating the PT's desire to host a Flagship Conference. A bid must be approved by a simple majority vote of the Board of Directors at a duly convened Board Meeting (or by email vote should voting by electronic means be made available).
- b. At the start of each Fiscal Year, the LT is responsible for producing a Corporate Directive which shall define the specific deadlines for each required step in the bidding process.
- c. In the case of more than one bid for any Flagship Conference, the successful bid will be selected by a simple-majority vote of the Board of Directors by secret ballot.
- d. Each prospective PT that submits all required deliverables by the established deadlines will be permitted to present their bid to the Board of Directors. Should no bids be tendered by the date established in the Corporate Directive, the LT may choose to either extend the deadline or create a failsafe by appointing a PT comprised of individuals who are students or alumni of a Member school.
 - i. In the case of a failsafe bid the CABS VP Conferences will:
 1. Recruit and appoint a PT;
 2. Select a location at which to host the Flagship Conference; and
 3. Present the bid to the Board of Directors.

5. BID REQUIREMENTS

- a. Prospective PT's must submit the following documentation to the VP Conferences as part of the required bid, ensuring that each deliverable is provided before the prescribed deadlines in the related Corporate Directive:
 - i. A letter of intent, for which a template will be provided by the VP Conferences.
 - ii. A letter of support from the Member BSA and faculty.
 - iii. A bid overview document, for which a template will be provided by the VP Conferences.
 - iv. A prospective budget, for which a template will be provided by the VP Conferences.
 - v. A prospective event schedule, for which a template will be provided by the VP Conferences.

6. BID PRESENTATION

- a. Each contending bid for a Flagship Conference will be presented to the Board of Directors at the respective date detailed in the related Corporate Directive.
- b. The order of PT presentations will be selected randomly by draw, PTs will not attend the competing team's presentation.
- c. Each PT will be allotted ten (10) minutes to present their bid. The presentation will be timed and the PT presenting their bid will receive a one (1)-minute warning before the end of their allocated time. Presenters will be cut off at ten (10) minutes.
- d. A five (5)-minute question and answer period will immediately follow the presentation.
- e. The presenters may distribute any material during the presentation and question period.

7. FLAGSHIP CONFERENCES PROGRAM TEAM STRUCTURE

- a. The PT must consist of one External Executive Director, one Internal Executive Director, one Director of Corporate Relations, one Director of Marketing, one Director of Finance, one Director of Events, and one Director of Sessions, for which position descriptions and responsibilities will be provided by the VP Conferences.
 - i. For CLR and CBSC, one or more of the required positions can be amalgamated into another role, if conditionally approved by the VP Conferences.
 - ii. For all properties, associate directors can only be utilized if conditionally approved by the VP Conferences.
- b. For all properties, volunteers required for the execution of the event during its operation can be utilized at the discretion of the Internal Executive Director.
- c. A prospective PT that has not filled all positions by the final deadline in the bidding process may still be permitted to bid if conditionally approved by the LT.
 - 1. In this instance, guidelines will be proposed by the PT or LT, and finally approved by the LT in regards to the deadline and strategy to fill those vacant positions.

RIGHTS AND DUTIES IN RESPECT OF FLAGSHIP CONFERENCES

8. RIGHTS OF THE LEADERHIP TEAM FOR FLAGSHIP CONFERENCES

- a. The VP Conferences shall have the right to:
 - i. Request any and all documentation and information from the PT pertaining to the conference at any time;
 - ii. Suspend PT Executive Director(s) until a vote can be conducted by the Board of Directors to remove the Executive Director(s), should the Executive Director(s)'s conduct require immediate action;
 - iii. Motion a vote to the Board of Directors for the removal of Executive Director(s);

- iv. Provide suggestions and recommendations to the Executive Director(s);
- v. Approve/deny any proposals from the Executive Director(s) which depart from what was presented to, and approved by, the Board of Directors during the bidding process; and
- vi. Exercise veto power with respect to decisions of the PT where the PT's actions may be immediately and irreparably detrimental to the well-being of the Flagship Conference, the Corporation, employees of the Corporation, the Member school, the Member BSA, or any other relevant stakeholder.

9. DUTIES OF THE VP CONFERENCES

- a. For the PT, the VP Conferences shall:
 - i. Oversee the event to ensure operational efficiency, quality, service, and cost-effective management of resources;
 - ii. Ensure continuing operations, to maximize returns on investments, promote creativity and innovation or to increase productivity;
 - iii. Approve changes to the budget, in collaboration with the LT;
 - iv. Monitor and provide assistance to the PT ensure successful cost reduction, program improvement and policy change;
 - v. Provide advice and guidance with how the event has run in the past and what worked and didn't work and share best practices;
 - vi. Direct, plan and implement policies, objectives, or activities of each PT;
 - vii. Coordinate meetings to update and discuss the progress of the event, to share ideas, and provide support;
 - viii. Attend weekly meetings with the Executive Directors and key meetings with the PT, as well as other meetings throughout the conference;

- ix. Be responsible for coordinating and maintaining the relationship between the Management Team and PT;
 - x. Confer with organization officials, or staff members to discuss issues, coordinate activities, or resolve problems; and
 - xi. Review activity reports and financial statements to determine progress and status in attaining objectives and provide suggestions for revisions of objectives and plans in accordance with current conditions; and
 - xii. Attend the event as a representative of the Corporation and provide supplemental assistance during the Flagship Conference.
- b. For Members participating in Flagship Conferences, the VP Conferences shall:
- i. Support new schools who have successfully registered by answering questions, providing guidance, and reviewing documents and obligations of schools;
 - ii. Offer personalized support including but not limited to providing information on the history of the event and providing information on best practices from other participating schools; and
 - iii. Act as a link between the participants, teams and/or captains and LT to help connect/build resources that will help out the member schools of the Corporation.
- c. For the Board of Directors, the VP Conferences shall:
- i. Act as a brand ambassador to spread the word of the value of all properties owned or supported by the Corporation to non-attending schools for recruitment purposes;
 - ii. Be responsible for the registration and/or bidding and relegation process, to determine the schools who will be participating at each event;
 - iii. Provide the Board and other pertinent stakeholders with reports of the progress of the conference on a regular basis;

- iv. Uphold the spirit of the event and ensure its long-term sustainability;
- v. Review the Corporation's governing documents to ensure policies and procedures align with short term and long-term needs of each event;
- vi. Evaluate performance of the Executive Director(s) and the PT for compliance with established policies and achievement of objectives and targets (i.e. sponsorship) of the organization set by the Corporation;
- vii. Ensure that the PT is compliant with all governing documents, and is conducting itself in a safe and ethical manner.
- viii. Prepare updates for each event for presentation at Annual General Meeting, LT Meetings and Board of Directors meetings.
- ix. Be the guardian of all year-over-year and governing documents, in conjunction with the Secretary;
- x. Be responsible for the guardianship of all year over year programs; and
- xi. Be responsible for the guardianship of all contracts, or letters, which may hold CABS members and the Corporation liable in any way.

10. RIGHTS OF THE EXECUTIVE DIRECTORS

- a. The PT Executive Director shall, for their respective Flagship Conference, have the right to:
 - i. Represent themselves as employees of the Corporation, within the limits of the authority granted to them, the authority as defined herein and as accorded by the Board of Directors or LT;
 - ii. Determine and plan the day to day logistics of the conference they have successfully bid to host;
 - iii. Hire a team under their direction per the defined roles and positions provided by the Corporation; and

- iv. Provide suggestions to the Board of Directors and to the LT for future events.

11. RESPONSIBILITIES OF THE EXECUTIVE DIRECTORS

- a. Responsibilities towards the Corporation (Board of Directors and LT):
 - i. Respect the fiduciary duty of the Corporation at all times;
 - ii. Provide regular updates to the LT via the VP Conferences;
 - iii. Confer with the LT via the VP Conferences to coordinate activities and resolve problems;
 - iv. Abide by all official and governing documents of the Corporation and those specific to the event;
 - v. All duties and responsibilities, as otherwise listed in the governing documents;
 - vi. Responsible for the distribution, coordination and collection of all waivers which relieve financial or legal liability from the PT and the Corporation, and to submit the original copies of these waivers when requested by the LT or at the end of the fiscal period, whichever comes first;
 - vii. Ensure that all event contracts (including liability, intellectual property, and media release waivers) are approved by the LT and that the original copies of such contracts are submitted to the Corporation's liaison upon request or at the earliest possible convenience;
 - viii. Providing all of the Corporation's members contact information (of delegates, sponsor representatives attending, and visitors) to the Management Team in a timely manner, or upon request;
 - ix. Provide minutes for all PT meetings in the event that the VP Conferences is unable to attend, or upon request;
 - x. Distribute, coordinate, and collect all waivers which relieve financial or legal liability from the PT and the Corporation, and submit the original copies of

these waivers when requested by the LT or at the end of the fiscal period, whichever comes first;

- x. Ensure that all event contracts (including liability, intellectual property, and media release waivers) be approved by the VP Conferences before their signature; and
 - xii. Provide all documents to the LT which facilitate transition and other year-over-year objectives, including but not limited to:
 - 1. A detailed schedule of events;
 - 2. All sponsorship packages and related information, including contacts external to the host school;
 - 3. Hard copies of all media, including videos and photos taken throughout the conference or that required from participants;
 - 4. All contracts (including liability, intellectual property, and media release waivers) that were executed for the purpose of the conference;
 - 5. All financial information, as outlined within the Corporation's financial policies;
 - 6. Any pertinent documents that would aid and ease in the success of planning and execution of future Flagship Conferences; and
 - 7. A summary of suggestions and revisions to improve the competition for future years.
- b. Responsibilities towards the execution of the Flagship Conference and Members:
- i. Plan and execute the Flagship Conference to the best of their abilities;
 - ii. Draft and adhere to a budget approved by the LT by leveraging proper bookkeeping methods, engaging in thorough financial oversight of the PT portfolios, and conducting regular reconciliations;

- iii. Analyze operations to evaluate performance of the event or its personnel in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change;
- iv. Direct, plan, and implement policies, objectives, or activities of the event to ensure continuing operations, to maximize returns on investments, promote creativity and innovation or to increase productivity;
- v. Oversee event directors to ensure operational efficiency, quality, service, and cost-effective management of resources; and
- vi. Promote the event on a regional, national, and international level.

12. INCLUSIVITY AND SAFETY

a. Inclusive programming

- i. Flagship Conferences are first and foremost academic events aimed at shaping the future of business in Canada by developing leadership and talent nationwide. Hence, CABS Conferences programming should be mindful of our core values:
 1. Community building, with engagement, leadership, and innovation;
 2. Collaboration, with diversity, respect, and co-operation;
 3. Integrity, with honesty, transparency, and completeness;
 4. Excellence, underpinned by perseverance, professionalism, good judgement, and safety; and
 5. Cultivation of a culture that is member-focused, relationship-oriented, and impact-driven.
- ii. The PT and VP Conferences must make every reasonable effort to ensure all programming, including affiliation activities (e.g. Social and team building events) are inclusive and aligned with CABS' core values.

- iii. Inclusive programming fosters an environment where every delegate and participant feels welcome, distinctively from “race, national or ethnic origin, colour, religion, sex, age, or mental and physical disabilities¹”. Inclusivity also includes acceptance, regardless of gender identity, sexual orientation, personal beliefs or lifestyle choices.
- iv. Inclusive programming does not prevent the liberty of expression on different subjects, but should instead foster respectful discussions and activities in which any attendee, regardless of their individual differences, feels safe and valued;
- v. Those same core values should be reflected in the conference’s internal and external communication with members and non-members. This includes the event’s marketing platform, all content posted to social media or sent via email, as well as the words expressed but the LT or PT.
- vi. In a manner consistent with the Truth and Reconciliation Commissions’ calls to action, the Corporation will undertake issue land acknowledgements when organizing events on unceded lands once occupied by Indigenous peoples, and will support directives progressing inclusivity of Indigenous students.

b. Safety Measures

- i. The LT and the PT must prepare for any foreseeable situation which would pose a threat to attendees.
- ii. The Corporation is not required to prepare for highly unlikely situations, such as Acts of God.
- iii. Risks should be monitored regularly in the months prior to the Flagship Conference. If an unexpected situation arises or if the probability of a risk previously considered as highly unlikely increases, safety precautions are to be adapted accordingly.
- iv. Safety precautions can include preventive measures including the acquisition of an insurance policy, event postponement, or event cancellation.

¹ *Canadian Charter of Rights and Freedoms*, s 7, Part 1 of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

MISCELLANY

13. INFORMATION AND COMMUNICATION TECHNOLOGY

a. Email

- i. All members of the PT shall be provided with an e-mail address that is used year-over-year, where the primary inbox follows the format of acronym.position@cabsonline.ca.
- ii. The PT members shall be required to use their respective email addresses in the fulfillment of their role, while communicating with internal and external parties. The e-mail address provided shall be used only for the business of the Corporation. Messages may be archived, but never deleted in any inbox.

b. Social Media

- i. All social media accounts shall be owned and maintained by the Corporation.
- ii. No independent page or account shall exist on any social media for any Flagship Conference, including Facebook, LinkedIn, Instagram, or Twitter.
- iii. Flagship Conferences will be promoted on social media through the primary account of the Corporation.
 1. A Facebook event page shall be created through the primary account of the Corporation on an annual basis.
 2. The Executive Director(s) of each event are responsible for submitting information that they would like posted via social media to the VP Marketing of the Corporation.

c. Project Management Software

- i. All project management software used by Flagship Conferences shall be managed and maintained by the LT, where:

1. Allocation of and access to accounts will be managed by the LT.
2. All parties with a valid and active account are able to post on any active projects where access has been granted and deemed appropriate by the LT or as defined in the governance of the Corporation.
3. Costs of the software shall fall under the Flagship Conference budget, and funds should be allocated by the PT to cover these costs.

14. PROFESSIONALISM AND CONDUCT

- a. All participants are required to adhere to standards of professionalism in the conduct of affairs, where:
 - i. Appropriate language and behavior is expected at all times;
 - ii. Participants are expected to contribute and remain engaged;
 - iii. Illegal drugs shall not be possessed, consumed or transacted;
 - iv. Alcohol may be consumed during events when and where permitted by the event PT, and must always be consumed responsibly;
 - v. Harassment and abuse, whether physical or psychological, is not permitted at any time, in any context;
 - vi. Respect for property and rules by venue owners is required, in all contexts, including hotels, resorts and institutions;
 - vii. Alerting emergency services for unreasonable or intentionally false purposes will not be tolerated.
- b. All participants of flagship events shall be required to complete and accept the Delegate Conduct Agreement before check-in for all events.
- c. Judgment of and determination of consequences with respect to the breach of these rules and/or the Delegate Conduct Agreement shall be at the discretion of

the aggregate of the PT, VP Conferences, and President. The President has the right to override suggestions and determine course of action where he or she sees fit.

15. CABS TAX

- a. Delegates at Flagship Conferences from schools represented by a business student association that are not Class A voting members are required to pay to the Corporation, a tax known as the “CABS Tax” equivalent to 15% of the delegate fee.
- b. The funds for the CABS tax shall be recorded under and allocated to the general operating budget of the Corporation.