

**THE CANADIAN ASSOCIATION OF  
BUSINESS STUDENTS**

9300 Tecumseh Road East,  
Attn: Sunny Pabla  
Windsor, ON, Canada N8R 1A2

[vpmembers@cabsonline.ca](mailto:vpmembers@cabsonline.ca)  
[www.cabsonline.ca](http://www.cabsonline.ca)



# CABS Member Accreditation Policy

## **PROGRAM COORDINATORS**

**Vice President of Members & Alumni Relations**  
[vpmembers@cabsonline.ca](mailto:vpmembers@cabsonline.ca)

**Director of Member Relations**  
[member.relations@cabsonline.ca](mailto:member.relations@cabsonline.ca)

**CABS Governance Committee**  
[bod.governance.committee@cabsonline.ca](mailto:bod.governance.committee@cabsonline.ca)

## OVERVIEW

The Canadian Association of Business Students (CABS) seeks to provide multiple opportunities for the development of Member School Business Student Associations' (BSA) through conferences, competitions, charity initiatives and programs to promote the sharing of best practices. The Accreditation process has three aims; to evaluate the current practices of each school, to promote the sharing of best practices to strengthen our membership base, and to provide a discount for schools who pass the accreditation process.

## CONCEPT

Current members will be asked to provide documentation for various categories that aggregate to a total rating. These categories have been created to render an evaluation for each BSA that is fair, accurate, consistent, and free from personal bias. The categories have been created to consider and capture members' diversity while promoting BSA best practices and service offerings that members provide or plan to implement. The *Member Accreditation Committee* will review the documents submitted by the BSAs and evaluate the documents according to the Scoring Rubric.

## PURPOSE

The purpose of this policy is to render an evaluation for each member Business Student Association (BSA) of the Canadian Association of Business Students (CABS) that is fair, accurate, consistent, and free from personal bias.

## PROCESS AND ADMINISTRATION

BSAs will be asked to provide documentation for categories found below that aggregate to a total rating. These categories have been created to consider and capture members' diversity, while promoting BSA best practices and service offerings that current members provide or plan to implement.

## GUIDELINES

CABS will evaluate documents in their completeness and functional value. Impartiality is critical to the fair evaluation of the BSA's accreditation standing. Each BSA will be evaluated by a minimum of two (2) readers of the committee. The committee will be made up of the VP Members & Alumni Relations, and the Directors within the VP's portfolio, plus 3 Alumni board members. Each school will be evaluated by one member of the CABS Members portfolio and one Alumni board member. The accreditation committee will meet once in January to evaluate the current policy and again in March to evaluate submissions by member BSAs.

## SCORING

Each category will be evaluated on a scale of 1 to 3, with the weight of the BSA overview (Section 1 of the scoring rubric) doubled. A score of one demonstrates supporting documents lack detail, congruency, demonstrate contradictions, or content not germane to the documentation type. A score of two demonstrates supporting documents satisfy expectations for annual operations of a Business Student Association. All relevant fields for documents are represented and congruent. A score of 3 demonstrates supporting documents are up to date, well written, and fully encompass the topic of the document. The highest possible total score one Business Student Association may receive is 30 points.

Schools are not required to provide accompanying documentation for each and every category; however, it will affect their ultimate score. The absence of documents will result in a 0 in the category. Each of the three categories contains criteria deemed by CABS to be essential components for a high-functioning and sustainable BSA ultimately to drive organizational development and emphasize opportunities for further growth of the CABS membership base.

## MEMBERSHIP DISCOUNT

The discounts on CABS Membership fees for the following year, according to the score, will apply as follows:

- A score of 3 or below will warrant a **0%** discount.
- A score of 10 or below and greater than 3 will warrant a **5%** discount.
- A score of 20 or below and greater than 10 will result in a **7%** discount.
- A score of 30 or below and greater than 20 will result in a **10%** discount.

**Discounts are applicable for two fiscal years.** At the end of the two-year period, Business Student Associations will have the opportunity to complete the Accreditation process again.

## SCORING RUBRIC

---

- 1. Letter from the President**
  - a. Business Student Association Overview (6)
- 2. Administrative (12)**
  - a. Bylaws (3)
  - b. Policies (3)
  - c. Organizational Structure (3)
  - d. External Partnerships (3)
- 3. Initiatives (12)**
  - a. Club Relationships (3)
  - b. Charitable Initiatives (3)
  - c. Social Initiatives (3)
  - d. Academic Initiatives (3)

**Total Possible Score = 30**

## CATEGORY DESCRIPTIONS

---

### I. Letter from the President

The letter from the President should provide an overview of all BSA functions to support the additional documents provided through the Accreditation Process.

### II. Administrative (180)

This category evaluates the BSA's governance systems and democratic systems. The goal of this assessment is to understand the material that the BSA has in place to ensure legitimacy.

- A. *Bylaws*: To provide adequate documentation for their bylaws.
- B. *Policies*: To provide documentation for their policies, BSA's should provide all documentation of policies they implement within their BSA.
- C. *Organizational Structure*: The organizational structure of a BSA can be documented by hiring documents, team lists, or a visual diagram. This should encompass all directors and committees the BSA utilizes.
- D. *External Partnerships*: External Partnerships are a way to connect students with local businesses and professionals. Documentation to support this category includes an Electronic Press Kit, Sponsorship Package, a Partnership Proposal, or another demonstration of external partnerships.

### III. Initiatives

- A. *Club Relationships*
- B. *Charitable Initiatives*
- C. *Social Initiatives*
- D. *Academic Initiatives*

Each of these initiatives can be demonstrated by either a one page write up explaining how the BSA engages in each initiative category, or the information can presented in an alternate way (i.e. a spreadsheet detailing a list of initiatives with a brief description, a slide deck, etc.).