

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS INC.**



REGISTERED DOCUMENT			
DOCUMENT TITLE			
MEMBER ACCREDITATION POLICY			
VERSION	EFFECTIVE DATE	PRIOR REVIEW DATE	
1.4	2021-01-25	2021-01-12	
REVIEW AUTHORITY		REVIEW INTERVAL	
<ul style="list-style-type: none"> MEMBER ACCREDITATION COMMITTEE BOARD OF DIRECTORS 		ONCE ANNUALLY	
CERTIFYING DIRECTOR OR OFFICER			
TITLE		NAME	
SECRETARY		TONY QUACH	
SIGNATURE			DATE
			April 22, 2021
APPROVALS			
#	BOD MEETING	MEETING MINUTES	DATE
1	JANUARY	MEETING MINUTES	2021-01-25

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 chaired by the VP Members , and will also include two additional members of the Leadership Team, , plus 3 Alumni and/or Independent Corporate Director board members. Each school will be evaluated by at least one member of the CABS Leadership Team and one Alumni/Independent Corporate Director 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 5, 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 five 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 50 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 24 or below will warrant a **0%** discount.
- A score of 34 or below and greater than 25 will warrant a **5%** discount.
- A score of 44 or below and greater than or equal to 35 will result in a **7%** discount.
- A score of 50 or below and greater than or equal to 45 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 (10)**
 - i. Business Student Association Overview (10)
- 2. Administrative (20)**
 - i. Bylaws (5)
 - ii. Policies (5)
 - iii. Organizational Structure (5)
 - iv. External Partnerships (5)
- 3. Initiatives (20)**
 - i. Club Relationships (5)
 - ii. Charitable Initiatives (5)
 - iii. Social Initiatives (5)
 - iv. Academic Initiatives (5)

Total Possible Score = 50

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*: Describe whether your BSA operates as an umbrella organization, and if so, what clubs fall under your BSAs . If your BSA operates as an individual organization, describe any relations with other clubs that you may work closely with.
- B. *Charitable Initiatives*: Describe the types of charity organizations your BSA works with, which organizations you support, any volunteer opportunities your BSA provides, and fundraising activities your BSA puts on. You can also include notable successes from the past two years.
- C. *Social Initiatives*: Describe the social initiatives your BSA hosts throughout the year. Includes the typical size of each event, the budget, and the purpose of the event. Provide any other details you deem relevant.
- D. *Academic Initiatives*: Describe the academic initiatives your BSA hosts throughout the year. Includes the typical size of each event, the budget, and the purpose of the event. Provide any other details you deem relevant.

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.).