

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS**

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CONFERENCE AND COMPETITIONS POLICY

POLICY COORDINATORS

Chairperson
Board of Directors
chair@cabsonline.ca

**President and
Chief Executive Officer**
Senior Management Team
president@cabsonline.ca

DATE EFFECTIVE

August 15th, 2015

Canadian business students and business student leaders, and that the Corporation neither supports or does not support publically.

Organizing Committee

A grouping of multiple individuals who hold current or alumni status with the general membership who are initially nominees to host a flagship property, who together must complete the battery of required documents as a part of the application process, where the application for their bid must be presented to the Management Team for subsequent submission to the Board of Directors for the voting and selections process. Upon ratification of their bid, the Organizing Committee (OC) become employees of the Corporation for the duration of their respective event.

Executive Director

Previously known as event Chair(s), Executive Directors are the highest ranking officer within an OC.

ARTICLE 3: CHARTER OF FLAGSHIP PROPERTIES

3.1. The Flagship Properties of the Corporation, as defined in Article 2 include:

3.1.1. Eastern Canada Leadership Retreat (ECLR)

3.1.1.1. A conference subsidiary held by trademark, but without independent incorporation, that exists to connect the executives of the member business student associations and JDCC captains of the geographically Eastern Canadian schools, 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 first quarter of the Corporation's fiscal year.

3.1.2. Western Canada Leadership Retreat (WCLR)

3.1.2.1. Equivalent to ECLR, but applicable for the executives of the member business student associations of the geographically Western Canadian schools.

3.1.3. Canadian Business School Conference

3.1.3.1. A conference subsidiary held by trademark, but without independent incorporation, open to Presidents of Member schools and JDCC captains that occurs in the second quarter of the Corporation's fiscal year that builds upon the skills gained at ECLR and WCLR, as well as the skills learned in delegates' respective capacities in their school's commerce student societies.

3.1.4. JDC Central

3.1.4.1. A competition subsidiary held by trademark, but without independent incorporation, that exists to improve the value of an undergraduate university education in business for students in the Eastern region, whereas friendly competition between institutions is the motivator and where the lesson is that students apply skills in simulated real-life contexts (academic, social, debate, sport, etc.) to enhance their ability to perform at superior levels post-graduation, as well as to connect with a greater business student network.

3.1.5. CABS Roundtable

- 3.1.5.1. A conference subsidiary held by trademark, but without independent incorporation, that exists to connect the executives of the member business student associations (both outgoing and incoming), for the purpose of leadership training and development, roundtable discussion, and problem solving and learning through the sharing of best practices. The conference also serves as a hub for networking and as a means to enable inter-university mentorship. This is a conference held in the last quarter of the Corporation's fiscal year, where elections for elected office of the Management Team take place.

ARTICLE 4: CHARTER OF ASSOCIATE PROPERTIES

- 4.1. The Associate Properties of the Corporation, as defined in Article 2 include:

4.1.1. National Business School Conference (NBSC)

- 4.1.1.1. A conference owned and maintained by the business student association of the University of Manitoba, at which the Corporation is entitled to hold a Board Meeting, as well as entitlement for participation without prejudice for its management team on any given year that the conference is hosted, and to which the Corporation offers the obligation of the "failsafe promise."

4.1.2. Jeux du Commerce (JDC)

- 4.1.2.1. A conference owned and maintained by RÉFAEC, at which the Corporation is entitled to submit delegates, is obligated to the provisions of its partnership agreement with RÉFAEC, and to which the Corporation offers the obligation of the "failsafe promise".

4.1.3. Jeux du Commerce West (JDCW)

- 4.1.3.1. An incorporated competition, at which the Corporation is entitled to submit delegates, and to which the Corporation offers the obligation of the "failsafe promise".

ARTICLE 5: BIDDING TO ORGANIZE FLAGSHIP PROPERTIES

- 5.1. Before an organizing committee (OC) can be allowed to organize a flagship property, the prospective OC must submit a letter of intent to the Management Team, indicating the OC's desire to host a Flagship Property. Such a bid must be approved by a simple majority vote of the BOD at a duly convened Board Meeting (or by email vote should voting by electronic means be made available).
- 5.2. At the start of each fiscal year, the Management Team is responsible for producing a Corporate Directive which shall define the specific deadlines for each required step in the bidding process.
- 5.3. In the case of more than one OC bidding for any flagship property, a vote of the BOD shall be made by secret ballot to determine which OC shall be charged with organizing the flagship property. The winner shall be determined by a simple majority of the votes cast.
- 5.4. Each prospective organizing committee that submits all required deliverables for bidding by the established deadlines will be permitted an opportunity to present their bid to the Board of Directors. Should no bids be tendered for any CABS property by the dates established in the related Corporate Directive, the Management team may choose to either extend the deadlines, or appoint an OC comprised of individuals who hold current or alumni standing with the general membership.

ARTICLE 6: ORGANIZING COMMITTEE STRUCTURE

- 6.1. Each prospective OC is responsible for fulfilling the following conditions in regards to the composition of their respective committee to be considered eligible to organize a Flagship Event:
 - 6.1.1. JDC Central
 - 6.1.1.1. The OC structure for JDC Central must consist of one External Executive Director, one Internal Executive Director, one Director of Logistics, one Director of Corporate Relations, one Director of Events, one Director of Sports, one Director of Charity, one Director of Debate, one Director of Information Technology, one Director of Academics, and one Director of Social, for which position descriptions and responsibilities will be provided by the Management Team.

6.1.2. CABS Roundtable, WCLR, ECLR, and CBSC

6.1.2.1. The OC structure for the Corporation's conferences must consist of one External Executive Director, one Internal Executive Director, one Director of Corporate Relations, one Director of Logistics, one Director of Human Resources, one Director of Events, and one Director of Sessions and Speaker Relations, for which position descriptions and responsibilities will be provided by the Management Team.

6.1.3. For WCLR, ECLR, and CBSC, one or more of the required positions can be amalgamated into another role, if conditionally approved by the Management Team.

6.1.4. For all properties, associate directors can only be utilized if conditionally approved by the Management Team.

6.1.5. For all properties, volunteers required for the execution of the event during its operation can be utilized at the discretion of the Director of Human Resources.

6.1.6. A prospective OC 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 Management Team

ARTICLE 7: BIDDING PROCESS FOR FLAGSHIP EVENTS

7.1. Prospective OC's must submit the following documentation to the Management Team as part of the required application battery, ensuring that each deliverable is provided before the prescribed deadlines in the related Corporate Directive:

7.1.1. A letter of intent, for which a template will be provided by the Management Team.

7.1.2. A bid overview document, for which a template will be provided by the Management Team.

7.1.3. A prospective budget, for which a template will be provided by the Management Team.

7.1.4. A prospective event schedule, for which a template will be provided by the Management Team.

ARTICLE 8: BID PRESENTATION

- 8.1. Each contending bid for a Flagship Property will be presented to the Board of Directors at the respective date detailed in the related Corporate Directive.
- 8.2. The order of Organizing Committee presentations will be selected randomly by draw, Organizing Committees will be sequestered during competing presentations.
- 8.3. Each Organizing Committee will be allotted 10 minutes to present their bid. The presentation will be timed and presenters will receive a final 1 minute to end warning. Presenters will be cut off at 10 minutes if their presentation runs over.
- 8.4. The presenters may distribute any handouts available to schools regarding the bid at their discretion from the start of the presentation up to the end of the question and answer period.
- 8.5. Immediately following each presentation will follow a 5 minute question and answer period.

ARTICLE 9: RIGHTS OF THE MANAGEMENT TEAM FOR FLAGSHIP PROPERTIES

- 9.1. The VP Conferences and VP Competitions shall, for the flagship properties taking place in their region of jurisdiction (or other properties otherwise appointed to their portfolio by the President), have the right to:
 - 9.1.1. Request any and all documentation and/or information from the organizing committees pertaining to the conference at any time
 - 9.1.2. Suspend (including access to all information and communication technology as outlined in section 8 of this policy) OC Executive Director(s) until a vote can be conducted by the board to impeach a Executive Director(s), should it be felt necessary
 - 9.1.3. Motion a vote to the board for the removal of Executive Director(s).
 - 9.1.4. To provide suggestions and recommendations to the Executive Director(s).
 - 9.1.5. Approve/deny any proposed changes by the Executive Director(s) from what was presented to the board of directors at time of bidding to host conference from what was presented and voted on by the board during bidding to host

ARTICLE 10: DUTIES OF THE VP CONFERENCES AND VP COMPETITONS FOR FLAGSHIP PROPERTIES

10.1. For the OC of flagship properties, the VP Conferences and Competitions shall:

- 10.1.1. Confer with organization officials, or staff members to discuss issues, coordinate activities, or resolve problems;
- 10.1.2. Monitor and provide assistance to the OC ensure successful cost reduction, program improvement and policy change;
- 10.1.3. Direct, plan and implement policies, objectives, or activities of each organizational committee;
- 10.1.4. Ensure continuing operations, to maximize returns on investments, promote creativity and innovation or to increase productivity;
- 10.1.5. Attend the event as a representative of the Corporation and provide supplemental assistance during the running of the conference or competition in a volunteer fashion;
- 10.1.6. Provide advice and guidance with how the event has run in the past and what worked and didn't work and share best practices;
- 10.1.7. Attend all meetings of the OC, as well as other meetings throughout the conference;
- 10.1.8. Ensure that upon the acquisition of corporate sponsorship deals by the Management Team, sponsors are introduced to the Executive Director(s) to coordinate the logistics for the conference;
- 10.1.9. Coordinating meetings to update and discuss the progress of the event, to share ideas, and provide support;
- 10.1.10. Overseeing the event to ensure operational efficiency, quality, service, and cost effective management of resources;
- 10.1.11. 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;

10.1.12. Build a fundraising network using personal contacts, direct mail, special events, and foundation support together with the Management Team;

10.1.13. Be responsible for coordinating and maintaining the relationship between the Management Team and OC.

10.2. For participating schools of flagship properties, the VP Conferences and VP Competitions shall:

10.2.1. Support new schools who have successfully registered, by answering questions, providing guidance, and reviewing documents and obligations of schools.

10.2.2. Support all participating schools for all realms outside of the planning of the competition including but not limited to providing information on the history of the event and providing information on best practices from other participating schools;

10.2.3. Act as a link between the participants, teams and/or captains and Management Team to help connect/build resources that will help out the member schools of the Corporation

10.3. For the BOD, the VP Conferences and VP Competitions shall:

10.3.1. 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;

- 10.3.2. Be responsible for the registration and/or bidding and relegation process, to determine the schools who will be participating at each event;
- 10.3.3. Provide the Board and other pertinent stakeholders with reports of the progress of the conference on a regular basis;
- 10.3.4. Uphold the spirit of the event and ensure it's long-term sustainability;
- 10.3.5. Review the Corporation's governing documents to ensure policies and procedures align with short term and long-term needs of each event;
- 10.3.6. Evaluate performance of the Executive Director(s) and the OC team for compliance with established policies and achievement of objectives and targets (i.e. sponsorship) of the organization set by the Corporation;
- 10.3.7. Ensure that the OC is compliant with all governing documents, and is conducting itself in a safe and ethical manner.
- 10.3.8. Prepare updates for each event for presentation at Annual General Meeting, Management Team Meetings and Board of Directors meetings.
- 10.3.9. Be the guardian of all year-over-year and governing documents, in conjunction with the Secretary;
- 10.3.10. Be responsible for the guardianship of all year over year programs (including but not limited to the administration of Basecamp, Go-Daddy, and Google Applications.
- 10.3.11. Be responsible for the guardianship of all contracts, or letters, which may hold the conference stakeholders liable in any way.

ARTICLE 11: RIGHTS OF THE OC EXECUTIVE DIRECTOR OF FLAGSHIP PROPERTIES

- 11.1. The OC Executive Director shall, for their respective flagship property, have the right to:

- 11.1.1. 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 or Management Team
- 11.1.2. Determine and plan the day to day logistics of the conference they have successfully bid to host
- 11.1.3. Hire a committee under their direction per the defined roles and positions provide by the Corporation.

11.1.4. Provide suggestions to the BOD and to the Management Team for future events

ARTICLE 12: RESPONSIBILITIES OF THE OC EXECUTIVE DIRECTOR OF FLAGSHIP PROPERTIES

12.1. The OC Executive Director shall, for their respective flagship property, have the responsibility to:

12.1.1. Respect the fiduciary duty of the Corporation at all times.

12.1.2. Provide regular updates to the Management Team.

12.1.3. Confer with the Management Team with questions, to coordinate activities, or resolve problems.

12.1.4. 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.

12.1.5. Direct, plan, or 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.

12.1.6. Abide by and follow all official and governing documents of the Corporation and those specific to the event.

12.1.7. All duties and responsibilities, as otherwise listed in the governing documents.

12.1.8. Responsible for the planning and execution of the competition of the respective current year.

12.1.9. Responsible for abiding by all policies and procedures of the Corporation.

12.1.10. Oversee event directors to ensure operational efficiency, quality, service, and cost-effective management of resources.

12.1.11. Promote the event on a regional, national, and international level.

12.1.12. Build a fundraising network using personal contacts, direct mail, special events, and foundation support.

12.1.13. Have written support of their school's governing commerce/business society/association.

- 12.1.14. Have written support of their school or equivalent academic authority.
- 12.1.15. Plan and coordinate the schedule for the entire conference.
- 12.1.16. Responsible for the distribution, coordination and collection of all waivers which relieve financial or legal liability from the OC and the Corporation, and to submit the original copies of these waivers when requested by the Management Team or at the end of the fiscal period, whichever comes first.
- 12.1.17. Ensure that all event contracts (including liability, intellectual property, and media release waivers) be approved by the Management Team and that the original copies of such contracts be submitted to the Corporation's liaison upon request or at the earliest possible convenience.
- 12.1.18. 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.
- 12.1.19. Provide minutes for all OC meetings throughout the duration of the conference in the event that the VP Conferences and/or VP Competitions is unable to attend, or upon request.
- 12.1.20. Provide all documents to the Management Team which facilitates transition and other year-over-year objectives) to pass from one OC to the next, including but not limited to:
 - 12.1.20.1. Detailed schedule of events;
 - 12.1.20.2. All sponsorship packages and related information, including contacts external to host school (i.e. not faculty);
 - 12.1.20.3. Hard copies of all media, including videos and photos taken throughout the conference or that required from participants;
 - 12.1.20.4. All contracts (including liability, intellectual property, and media release waivers) that were executed for the purpose of the conference;
 - 12.1.20.5. All financial information, as outlined within the Corporation's financial policies;

12.1.20.6. Any pertinent documents that would aid and ease in the success of planning and execution of future Flagship Events.

12.1.20.7. Summary of suggestions and revisions to improve the competition for future years.

ARTICLE 13: INFORMATION AND COMMUNICATION TECHNOLOGY

13.1. Email

13.1.1. All members of the Organizing Committee 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, and to which an alias shall be created following the format of firstname.lastname@cabsonline.ca.

13.1.2. The OC members shall be required to use their respective e-mail 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.

13.2. Social Media

13.2.1. All social media accounts shall be owned and maintained by CABS.

13.2.2. No independent page or account shall exist for any flagship property, except JDC Central, with any social media, namely including Facebook, LinkedIn and Twitter. Flagship properties will be promoted on social media through the primary account of the Corporation, where:

13.2.2.1. A Facebook event page shall be created on an annual basis;

13.2.2.2. a Twitter hashtag, equivalent to the website domain for the event (example: eclr14.ca = #eclr14)

13.2.3. 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.

13.3. Project Management Software

13.3.1. All project management software used by flagship properties, including Basecamp, shall be managed and maintained by the Management Team, where:

13.3.1.1. The allocation of the authority and access of the accounts will be done by the Management Team.

13.3.1.2. All parties are with a valid and active log-in account are able to post on any active projects where access has been granted and deemed appropriate by the Management Team or as defined in the governing documents of the Corporation.

13.3.1.3. Costs of the software shall fall under the event specific budget, and funds should be allocated by the OC to cover these costs.

ARTICLE 14: PROFESSIONALISM AND CONDUCT

14.1. All participants are required to adhere to standards of professionalism in the conduct of affairs, where:

14.1.1. Appropriate language and behavior is expected at all times;

14.1.2. Participants are expected to contribute and remain engaged;

14.1.3. Illegal drugs shall not be possessed, consumed or transacted;

14.1.4. Alcohol may be consumed during events when and where permitted by the event OC, and must always be consumed responsibly;

14.1.5. Harassment and abuse, whether physical or psychological, is not permitted at any time, in any context;

14.1.6. Respect for property and rules by venue owners is required, in all contexts, including hotels, resorts and institutions;

14.1.7. Alerting emergency services for unreasonable or intentionally false purposes will not be tolerated.

14.2. All participants of flagship events shall be required to complete and accept the Delegate Conduct Agreement at or before check-in for all events.

14.3. 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 OC, VP Conferences and/or Competitions,

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

ARTICLE 15: CABS TAX

- 15.1. Delegates at flagship properties 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.
- 15.2. The funds for the CABS tax shall be recorded under and allocated to the general operating budget of the Corporation.