

University of Victoria Commerce Students' Society Constitution

Bylaw I – Name

The name of the organization shall be the University of Victoria Commerce Students' Society of the University of Victoria Student Society (hereinafter referred to as CSS).

Bylaw II – Mission Statement and Objectives

Mission Statement:

“To provide opportunities for the leaders of tomorrow”

The CSS is intended to be a professional development and service organization for students enrolled in the Bachelor of Commerce program at the University of Victoria Faculty of Business. The objectives of the CSS are, but are not limited to:

1. To encourage and develop leadership, networking, professional and soft skills among our members, while achieving a high degree of interest and involvement with the executive council and our society.
2. To see that the interests of the students enrolled in the Bachelor of Commerce program at the University of Victoria Faculty of Business are represented in academic and university matters.
3. To promote the University of Victoria Faculty of Business and provide opportunities to increase contact between business students and the business community – locally, nationally, and internationally.
4. To operate and maintain financial solvency and transparency.
5. To plan and coordinate high caliber professionally oriented and social activities for members of the CSS.
6. To assist in the coordination of activities among business clubs through the CSS.
7. To give back to the local community through fundraisers and volunteering.

Bylaw III – Dissolution of the CSS

Upon winding up or dissolution of the CSS, any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to a registered charity.

Such action will be decided upon by the members of the CSS at the time of winding up or dissolution. This article is unalterable.

Bylaw IV – Membership

1. Members of the CSS

Active voting members of the CSS shall be students from all academic terms who have been admitted into the Bachelor of Commerce program at the University of Victoria and hold a membership in good standing with the CSS.

2. Entitlement of Members of the CSS

- a. The right to general benefits provided by the CSS.
- b. The right to accept funding provided by the CSS.
- c. The right to hold office in the CSS.
- d. The right to vote for all executive council positions.
- e. The right to attend and vote at all general meetings of the CSS.

3. Associate Members of the CSS

- a. Associate Members of the CSS shall be:
 - i. Faculty members employed by the Faculty of Business at the University of Victoria.
 - ii. Graduate students enrolled in the MBA program at the Faculty of Business at the University of Victoria.
 - iii. Staff and administrative members employed by the Faculty of Business at the University of Victoria.
 - iv. All former members of the Executive Council no longer fulfilling the requirements of Bylaw IV, Clause 1.
 - v. Persons outside the University of Victoria who are deemed to have contributed to the CSS. Associate Membership must be granted by a one hundred percent (100%) affirmative vote by the Executive Council.
 - vi.
- b. Associate members shall be entitled to all benefits of the CSS except as stipulated in Bylaw IV, Clause 2 (b-e).
- c. Associate members shall be entitled to Bylaw IV, Clause 2 (c-e) upon receiving a one hundred percent (100%) affirmative vote by the Executive Council.

4. Honourary Life Members

- a. Honourary Life Members of the CSS are individuals deemed to have made an outstanding contribution to the CSS and upon whom Honourary Life Membership is conferred.
- b. Honourary Life Membership must be granted by a one hundred percent (100%) affirmative vote of the Executive Council.

- c. Honorary Life Members entitled to participate in conferences, but not eligible for travel pool funding.
- d. Honorary Life Members shall be entitled to all the benefits of the CSS except as stipulated in Bylaw IV, Clause 2 (b-d).

5. Cessation of Membership

- a. Active membership in the CSS will cease in case of:
 - i. A member ceasing to be registered in the Bachelor of Commerce Program.
 - ii. A member submitting a written request to the CSS Board of Directors, to have his/her membership terminated.
 - iii. A resolution, passed by a unanimous vote by the CSS Board of Directors.
- b. Associate and Honorary Life Membership in the CSS will cease in case of:
 - i. By a resolution, passed by a two-thirds majority of the Executive Council.

If an Associate or Honorary Life Member loses his/her membership by reason of a resolution pursuant to Bylaw IV, Clause 5(b)(i), he/she is entitled to appeal to a Special General Meeting of the CSS. Such a Special Meeting shall be called by the CSS Board of Directors immediately upon receipt of a notice to appeal from the member concerned.

Bylaw V – Meetings

1. Types of Meetings

- a. Annual General Meetings.
- b. Special General Meetings.
- c. CSS Board of Directors Meetings.
- d. Executive Council Meetings.

2. Annual General Meetings

The Annual General Meeting of the CSS shall be held at least once per calendar year as set by a majority of the CSS Board of Directors.

3. Special General Meetings

Special General Meetings may be called at any time by:

- a. A majority vote by the CSS Board of Directors..
- b. A requisite bearing signatures of at least three percent (3%) of active voting members.

4. CSS Board of Director Meetings

- a. CSS Board of Director Meetings should take place on a weekly basis.
- b. CSS Board of Director Meetings should be attended by all members of the board.
- c. CSS Board of Director Meetings are exclusive to the members of the board and invited guests.

5. Executive Council Meetings

- a. Executive Council Meetings may be called at anytime by any member of the Executive Council.
- b. Members of the Executive Council include the President, Vice President External, Vice President Internal, Vice President Finance, and Corporate Relations Director.
- c. Executive Council Meetings are exclusive to members of the Executive Council.

6. General Meeting Agenda

- a. Except as hereinafter provided, the agenda for each General Meeting shall be prepared by the President for presentation to the General meeting.
- b. The President shall include on the agenda any Special Resolutions that are:
 - i. Referred by a majority vote by the CSS Board of Directors.
 - ii. Presented to him or her by a requisite duly signed by not less than five percent (5%) of active voting members of the CSS.

7. Notice for General Meetings

- a. The CSS Board of Directors shall give not less than seven (7) calendar days notice of a General Meeting.
- b. Sufficient notice shall be deemed to have been given by the posting of not less than three (3) notices upon notice boards under the jurisdiction of the CSS, and through an electronic mailing to active voting members of the CSS.
- c. Amendments to the CSS Constitution and Bylaws must be posted not less than seven (7) calendar days prior to a General Meeting.

8. Quorum for General Meetings

- a. Quorum for General Meetings shall be five percent (5%) of active voting members of which three (3) must be Executive Council Members.
- b. In the event that attendance at a General Meeting is less than quorum, the meeting shall be adjourned until such time as a quorum exists.

9. Voting at General Meetings

- a. Each active member of the CSS is entitled to vote at General Meetings.
- b. Voting by proxy is not permitted.

10. Rules of Order

Subject to any special resolutions of the CSS, the most recent edition of Robert's Rules of Order shall govern the conduct of General Meetings of the CSS.

Bylaw VI – The CSS Executive Council and Board of Directors

1. Composition of the CSS Executive Council

The CSS Executive Council shall be comprised of:

- a. One President
- b. One Vice President – Internal Affairs
- c. One Vice President – External Affairs
- d. One Vice President – Finance
- e. One Corporate Relations Director

2. Composition of the CSS Board of Directors

The CSS Board of Directors shall be comprised of:

- a. Members of the CSS Executive Council
- b. One Service Management or 4th year Representative
- c. One Entrepreneurship Representative
- d. One Business Banquet Director
- e. One Leadership Conference Director
- f. One Communications Director
- g. One Merchandise and Fashion Director
- h. One Athletics and Wellness Director
- i. One Graduation Activities Director
- j. One Yearbook Director
- k. One Pre-Admit Representative
- l. One BCI Representative
- m. Eight Third Year Cohort Representatives
- n. Jeux Du Commerce (JDC) Captain(s)
- o. One Sustainability Director

The following positions shall be appointed by the Executive Council:

- a. One Corporate Relations Director
- b. One Service Management or 4th year Representative
- c. One Entrepreneurship Representative
- d. One Business Banquet Director
- e. One Leadership Conference Director
- f. One Communications Director

- g. One Merchandise and Fashion Director
- h. One Athletics and Wellness Director
- i. One Graduation Activities Director
- j. One Yearbook Director
- k. One Pre-Admit Representative
- l. One BCI Representative
- m. Jeux Du Commerce (JDC) Captain(s)
- n. One Sustainability Director

The following positions shall be elected by the members of CSS during the Fall Elections.

- o. Eight Third Year Cohort Representatives
4. Vacant Positions on the Executive Council
- a. The Executive Council may only appoint active members of the CSS to vacant Executive Council positions after the election process outlined in Bylaw VII has been completed.
 - b. The Executive Council may appoint active members of the CSS to vacant Board of Director positions using a process that meets the following conditions:
 - i. Application process shall be fair and open to all active CSS members.
 - ii. The Executive Council will educate the applicants on all of the duties, obligations and responsibilities that are associated with the specific position.
 - iii. The President shall have the authority to make the final selections should there be any disputes in regards to the suitability of the applicants.
3. Term of Office of Members of the CSS Board of Directors.
- a. The President shall be elected in the General Election, for a one (1) year term, commencing on June 1st of the same year.
 - b. The Vice-Presidents shall be elected in the General Election, for a one (1) year term, commencing on June 1st of the same year.

Bylaw VII – Election of the Members of the Executive Council

1. Maintenance of the Chief Electoral Officer

The President of the Executive Council shall appoint an Officer to administer the electoral rules. The Chief Electoral Officer and his or her committee are responsible for the administration of all elections and by-elections to fill positions on the Board of Directors. The Chief Electoral Officer and members of his or her committee shall:

- a. Not be members of the Board of Directors.
- b. Not seek election to the Board of Directors while serving on the electoral committee.
- c. Determine eligibility of all nominated candidates according to Bylaw VII, Clause 4.

2. Types of Elections

- a. Executive Election
- b. Third Year Election
- c. Special Election

3. Executive Election

One Executive Election must be held in January or February of each year. This election will be used to elect the following positions:

- a. One President
- b. One Vice President – External Affairs
- c. One Vice President – Internal Affairs
- d. One Vice President – Finance

4. Third Year Election

- a. One Third Year Election must be held every September. This election will be used to elect the following positions:
 - i. Eight (8) Third Year Cohort Representatives
- b. Each Third Year Cohort is to elect no more than two (2) Representatives.
- c. In the event of a tie another election shall be held with the two tying candidates. This will only take place if the two tying candidates are not the leading vote getter.

5. Special Election

In the event of having one (1) or more vacant positions on the Executive Council, a resolution may be passed by a majority vote of the Board of Directors to hold a Special Election to fill the vacant positions. A special election may be called during any of the three semesters.

6. Scheduling of Elections

The exact dates of all elections shall be set by the existing executive council. These dates must conform to Bylaw VII, Clause 3-5.

7. Notice of Elections

- a. Sufficient notice shall be deemed to have been given by the posting of not less than three (3) notices on notice boards under the jurisdiction of the CSS, such notices of a size no less than eight and a half by eleven (8 ½ x 11) inches, and through an electronic mailing to active members of the CSS, stating:
 - i. The opening and closing date and time period for submission of nominations,
 - ii. The location at which nomination forms may be obtained,
 - iii. The location at which completed nomination forms are to be submitted, and
 - iv. The days on which polling will take place.
 - b. Notice of elections shall be posted not less than seven (7) calendar days before the Election Period.
 - c. The Election Period is defined as that period commencing from the opening of nominations to the last day of polling.
 - d. Nomination period must remain open for a period of no less than seven (7) calendar days.
 - e. Campaigning period must remain open for a period of no less than seven (7) calendar days subsequent to the nomination period.
 - f. An all-candidates forum shall be held during the campaigning period.
 - g. Polling period must remain open for a period of no less than three (3) working days.
8. Eligibility
- a. Nominees for any position on the Board of Directors must be active voting members of the CSS, in accordance with Bylaw IV, Clause 1.
 - b. In order to seek election to the Board of Directors, members must be nominated by not less than two (2) members of the CSS.
 - c. Candidates must submit a passport-size photograph and a campaign platform not to exceed 150 words to the Chief Electoral Officer no later than the close of the nomination period, which will be posted on the CSS website.
 - d. Nominees must not be scheduled for an exchange or a co-op outside of Victoria during the fall and winter semesters.
9. Election Campaign Guidelines
- a. Each candidate is allowed to post a maximum of ten (10) eight and a half by eleven (8 ½ x 11) inch posters on a notice boards in the David Strong Building and any notice boards under the jurisdiction of the CSS.
 - b. Candidates are allowed to make brief platform speeches within Faculty of Business classes, provided they have obtained the pre-approval of the instructing Faculty member.
 - c. Candidates are not allowed to use any electronic medium for distribution of campaign materials to any member of the CSS, unless approved by the Chief Electoral officer beforehand.

- d. The above guidelines are subject to the guidelines and procedures set out by the Chief Electoral Officer as amended from time to time.
- e. Any violations of the guidelines (a-d) will result in a review by the Chief Electoral Officer, which may include disqualification.

10. Voting

- a. Members of the CSS may vote only once for each position in an election.
- b. If only one nomination is received for a particular Executive Council position, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of ballots cast to be declared duly elected.
- c. It is understood that all members of the Executive Committee will remain impartial during the election in regards to positions that they are not seeking election in.
- d. Ballots will be counted at the close of polling by the Chief Electoral Officer, and monitored by an impartial second party not running for office in the election.

11. Recounts and Appeals

- a. A nominee may request a recount of votes cast, provided that such a request is made in writing to the Electoral Committee within seven (7) days following the Committee's announcement of election results.
- b. A nominee may appeal any decision of the Electoral Committee to a meeting of the Executive Council of the CSS.
- c. Each nominee may call for no more than one (1) recount.

Bylaw VIII – Duties and Responsibilities of the Executive Council

Every position outlined below is responsible for submitting reports and documents pertaining to their position to Vice-President Internal for the Book of Best Practices.

1. President

- a. To serve as the official head and spokesperson of the CSS.
- b. To serve as the chairperson of the Executive Council.
- c. Shall coordinate the activities and objectives of the Executive Council members as a whole.
- d. To form a CSS Constitution Review Committee, and appoint, or serve as, its chairperson.
- e. Shall have privilege to use "General Consent" on routine matters.
- f. Shall appoint Active CSS Members to fill vacancies on the Executive Council, in accordance with Bylaw VI, Clause 2.
- g. Shall ensure CSS representation on Faculty Council, Student Advisory Board and on other Faculty Committees where student input is invited.
- h. Shall be responsible for all actions and events made in the name of the CSS.

- i. Shall act as a liaison between:
 - i. The CSS and the University of Victoria
 - ii. The CSS and the Faculty of Business
 - iii. The CSS and other Faculty Associations.
 - iv. The CSS and the Business Community.
 - v. The CSS and other Professional Development student Union societies.
 - vi. The CSS and other Business Schools.
 - vii. The CSS and the UVic Faculty of Business Board of Advisors
 - viii. The CSS and the acting national business school council
 - j. Shall share signing authority of all cheques with the Vice President-Finance and the Vice President-Internal.
 - k. Shall ensure that the incoming President is fully acquainted with all rules, procedures and operations of the CSS.
 - l. Shall coordinate the CSS Awards of Excellence Program.
 - m. Shall be responsible, along with the Vice President-Internal, for sitting on Faculty of Business Academic Committees.
 - n. Shall report directly to the Vice President-Finance before proceeding on any or all major financial matters pertaining to the CSS.
 - o. Shall be responsible for the coordination of all CSS retreats and planning sessions.
 - p. Shall be responsible for appointing a member from the CSS Board of Directors to represent CSS at all UVSS meetings which affect, or could affect, CSS.
2. Vice-President Internal
- a. Shall be the principal spokesperson, along with the President, in all affairs, committees and organizations internal to the Executive Council that promote and further the interests of Commerce students.
 - b. Shall organize and supervise office administration in order to maintain efficient internal operation of the day-to-day affairs of the CSS.
 - c. Shall be responsible, along with the President, for sitting on Faculty of Business Academic Committees.
 - d. Shall be responsible for ensuring proper CSS representation and participation in internal events (e.g. CSS and Faculty of Business meetings).
 - e. Shall ensure that every complaint or inquiry made to the CSS is promptly answered and resolved.
 - f. Shall share signing authority of all cheques with the President and the Vice President-Finance.
 - g. Shall report directly to the Vice President-Finance before proceeding on any or all financial matters.
 - h. Shall be responsible for the maintenance and updating of the Book of Best Practices.
 - i. Shall be responsible for the printing and distribution of CSS Business Cards.

- j. Shall ensure the coordination of all academic events (including but not limited to the speaker series, the inter-faculty debate, and workshops).
 - k. Shall be responsible for all communications between the CSS and affiliated clubs.
 - l. Shall be responsible for organizing all executive conferences with the President's approval.
3. Vice-President Finance
- a. Shall be the coordinator of all financial matters.
 - b. Shall give a detailed financial statement monthly and/or at the request of an Executive Council member.
 - c. Shall be responsible for the receipt, collection and disbursement of all CSS funds and for the proper maintenance of all transactions and accounting records (including but not limited to all banquets and conferences).
 - d. Shall share signing authority with the President and Vice-President Internal.
 - e. Shall ensure all groups are equitably dealt with and are secured or allocated adequate financial resources in order to fulfill their mandates.
 - f. Shall be responsible for tracking all financial communications between the Internal and External divisions, the Executive Council, CSS subsidiary organizations, the University of Victoria, and the Faculty of Business.
 - g. Shall be responsible for a fiscal year end (June 1st) set of financial statements.
 - h. Shall be responsible for drafting an annual CSS budget to be approved by the Executive Council.
 - i. Shall be responsible for ensuring obtainment of budgets for approval prior to the commencement of all CSS sponsored events.
4. Vice-President External
- a. Shall be responsible for all communications with other universities and commerce societies.
 - b. Shall be responsible for all CSS involvement in external programs and conferences hosted by other universities or organizations.
 - c. Shall work with the Vice-President Finance to implement a fair and equitable system to allocate CSS funding to send active CSS members to external conferences and competitions.
 - d. Shall coordinate and supervise logistics for all CSS funded trips and conferences.
 - e. Shall be responsible to coordinate participation in business community activities.
 - f. Shall report directly to the Vice President-Finance before proceeding on any or all financial matters directly pertaining to the CSS.
 - g. Shall continue to find new conferences and opportunities for CSS members.
 - h. Shall oversee the coordination of all CSS social events (e.g. pub crawls, ski trips, bar nights, and networking events).
5. Athletics and Wellness Director
- a. Shall be responsible for all aspects of CSS Intramural Sports Teams including:

- i. Registering the CSS teams with the team name "COMMERCE" at the Intramural Office.
 - ii. Promoting these teams to all CSS members.
 - iii. Organizing rosters for all CSS Intramural teams.
 - iv. Appoint a Team Captain for each CSS Intramural team. If no captain can be found, the Sports Director will serve as the Team Captain.
 - v. Ensuring the CSS Intramural teams follow the rules and procedures as set out by the University of Victoria Department of Athletics and Recreation Services.
 - vi. Shall be responsible for registration and communication of all intramural activities pertaining to the CSS.
6. Director of Clothing and Merchandise
- a. Shall be responsible for the design and sale of all CSS merchandise, clothing, and promotional goods, with the purpose of promoting school spirit within the Faculty of Business.
 - b. Shall work with other members of the Executive council to meet clothing and merchandise needs for events including but not limited to:
 - i. Social Events
 - ii. Academic Events
 - iii. External Conferences
 - iv. Link Week
 - c. Shall ensure that all orders are fulfilled in a timely manner.
 - d. Shall be responsible for communicating and building all relationships with suppliers.
7. Business Banquet Director
- a. Shall work with the Corporate Relations Director to coordinate corporate sponsorship efforts for the Business Banquet.
 - b. Shall appoint a 3rd Year Representative (Associate Director) to act on their behalf at Banquet Committee meetings, and CSS meetings, and to assist in the planning of the logistics for the evening.
 - c. Shall work with the 3rd Year Representative as a mentor, guiding them through the fundamental responsibilities and day-to-day tasks of the Banquet Director.
 - d. Shall work with the Vice-President Finance to prepare the Banquet budget for the current year, then prepare a budget for the following year's Banquet Director.
 - e. Shall attend mixers and business functions within the Victoria business community to establish contacts, and aid in sponsorship accrual.
 - f. Shall form a Business Banquet Committee from the CSS membership and serve as its Chairperson.

- g. Shall direct and focus the duties and responsibilities of the Business Banquet Committee members.
 - h. Shall give regular progress reports on the work of the Business Banquet Committee to the Board of Directors.
 - i. Shall supply a detailed report of Business Banquet Committee activities at the end of their term to serve as a guide for the incoming Business Banquet Director.
 - j. Shall report directly to the Vice-President Finance before proceeding on any or all financial matters directly pertaining to the CSS.
8. Yearbook Director
- a. Shall plan the Yearbook, taking the necessary photographs, and collecting the necessary articles.
 - b. Shall create and maintain a Yearbook Committee, coordinating and delegating activities within the Committee.
 - c. Shall create a budget with the Vice President-Finance at the beginning of the year.
 - d. Shall ensure photographs are taken at all scheduled CSS events, shall display the photographs on the CSS bulletin board, and shall make them available for use by other Executive Council members.
 - e. Shall report directly to the Vice President-Internal with any CSS-related activities, proposals, and other business that is related to the position, as outlined in the duties above. The Yearbook Director must also receive authorization from the VP -Internal before initiating proceedings.
 - f. Shall report directly to the Vice President-Finance before proceeding on any or all financial matters directly pertaining to the CSS.
9. Hospitality Representative
- a. Must have declared his/her area of concentration as Hospitality/Services Management.
 - b. Shall be responsible for being the primary communication between the CSS Executive Council and the students enrolled in the Hospitality/Services Management concentration in the Faculty of Business.
 - c. Shall work with the Vice President-Internal to address any academic concerns facing students enrolled in the Hospitality/Services Management concentration.
 - d. Shall organize events that pertain to Hospitality/Services Management students.
 - e. Shall assist other members of the Executive Council as assigned by the President and the Vice-Presidents.
10. Entrepreneurship Representative
- a. Must have declared his/her area of concentration as Entrepreneurship.
 - b. Is responsible for being the primary communication between the CSS Executive Council and the students enrolled in the Entrepreneurship concentration in the Faculty of Business.

- c. Shall work with the Vice President-Internal to address any academic concerns facing students enrolled in the Entrepreneurship concentration.
- d. Shall organize events that pertain to Entrepreneurship students.
- e. Shall assist other members of the Executive Council as assigned by the President and the Vice-Presidents.

11. BCI (B.Com International) Representative

- a. Must be an International Student in the Faculty of Business.
- b. Is responsible for being the primary communication between the CSS Executive Council and International Students in the Faculty of Business.
- c. Is responsible for being the primary communication between the CSS Executive Council and International Student Services (ISS).
- d. Is responsible for being the primary communication between the CSS Executive Council and the Commerce Cultural Liaison Program (CCLP).
- e. Shall work with CCLP to organize events that pertain to International Students.
- f. Shall assist other members of the Executive Council as assigned by the President and the Vice-Presidents.

12. Graduation Director

- a. Shall be responsible for organizing graduation activities, of an academic and/or social nature, for students in their final semester.
- b. Shall form a committee, and serve as its chairperson, to coordinate all graduation activities.
- c. Shall report directly to the Vice President-Internal with any CSS related activities, proposals, and other business that is related to the position, as outlined in the duties above. The Graduation Director must also receive authorization from the Vice President-Internal before initiating these proceedings.
- d. Shall report directly to the Vice President-Finance before proceeding on any or all financial matters directly pertaining to the CSS.

13. Corporate Relations Director

- a. Shall be responsible for all corporate sponsorship for CSS events.
- b. Shall work with the Commerce Business Banquet Director and the Leadership Conference Chair(s) to coordinate corporate sponsorship efforts.
- c. Shall maintain a database of all corporate sponsorship contacts.
- d. Shall be responsible for the creation, maintenance, and distribution of the sponsorship package and related material.
- e. Shall form a committee, and serve as its chairperson, to coordinate all corporate sponsorship activities.
- f. Shall report directly to the Executive Council before proceeding on any or all financial matters directly pertaining to the CSS.
- g. Shall be responsible, along with the President, for building new and maintain current relationships between the CSS and the business community.

- h. Shall be responsible for maintaining a professional and value-added relationship with the Victoria Chamber of Commerce.

14. UVic Leadership Conference Chair

- a. Shall work with the Corporate Relations Director to coordinate corporate sponsorship efforts for the UVic Leadership Conference.
- b. Shall work with the Vice-President Finance to prepare the Conference budget for the current year, then prepare a budget for the following year's Conference Chair.
- c. Shall attend mixers and business functions within the Victoria business community to establish contacts, and aid in sponsorship accrual.
- d. Shall form a Conference Executive Committee from the CSS membership and serve as its Chairperson.
- e. Shall direct and focus the duties and responsibilities of the Conference Executive Committee members.
- f. Shall give regular progress reports on the work of the Conference Executive Committee to the Board of Directors.
- g. Shall supply a detailed report of Conference Executive Committee activities at the end of their term to serve as a guide for the incoming Conference Chair.
- h. Shall report directly to the Vice-President Finance before proceeding on any or all financial matters directly pertaining to the CSS.

15. Communications Director

- a. Shall be responsible for all communications between the CSS and the public and/or any media sources.
- b. Shall be responsible for the maintenance and weekly updating of the CSS website.
- c. Shall be responsible for all press releases pertaining to all CSS activities.
- d. Shall be responsible for the construction and maintenance of an electronic contact database of all CSS members and interested parties.
- e. Shall be responsible for maintaining and updating all of the CSS hallway boards.
- f. Shall be responsible for the recording of minutes and agendas of each Board of Directors Meeting/Executive Council.
- g. Shall be responsible for ensuring all Victoria Chamber of Commerce events are communicated to students.

16. Third Year Cohort Representatives

- a. Shall assist the Executive Council in the organization and implementation of all CSS activities and services.
- b. Shall be responsible for all communication between the CSS and their respective cohorts.
- c. Shall make classroom announcements a minimum of once a week.
- d. Shall be responsible for the promotion and marketing of all CSS events and services.

- e. May join or participate in any of the following the following committees:
 - i. Faculty Relations Committee
 - ii. Socials Committee
 - iii. Business Banquet Committee
 - iv. Corporate Relations and Sponsorship Committee
 - v. Volunteer Club
 - vi. Conference Committee
 - vii. Alumni Chapter
 - viii. Yearbook Committee

17. Jeux Du Commerce (JDC) Captain(s)

- a. Shall work with the Corporate Relations Director to coordinate corporate sponsorship efforts for the Jeux Du Commerce Business Case Competition.
- b. Shall work with the Vice-President Finance to prepare the JDC budget for the current year, then prepare a budget for the following year's JDC Captain(s)
- c. Shall attend mixers and business functions within the Victoria business community to establish contacts and aid in sponsorship accrual.
- d. Shall appoint the entire JDC team and be fully responsible for all JDC team members.
- e. Shall give regular progress reports on the work of the JDC team to the Board of Directors.
- f. Shall supply a detailed report of JDC team activities at the end of their term to serve as a guide for the incoming JDC Captain(s).
- g. Shall report directly to the Vice-President Finance before proceeding on any or all financial matters directly pertaining to the CSS.
- h. Shall represent CSS with all matters associated with JDC and the JDC organizing committee.

18. Sustainability Director

- a. Must be an active member of the Business Sustainability Club (BSC)
- b. Shall be responsible for ensuring the environmental and social sustainability of all CSS events and initiatives
- c. Shall be responsible for CSS office recycling and composting
- d. Shall work to improve the environmental sustainability of the CSS office
- e. Shall be responsible for developing and updating the Sustainability board in DSB
- f. Shall work to inform the CSS and its active members of news and events involving sustainability and environmental developments
- g. Shall act as a liaison between:
 - a. The CSS and the BSC
 - b. The CSS and Campus Planning and Sustainability
 - c. The CSS and Campus Environmental Groups ie. Common Energy

Bylaw IX - Externals of the CSS

1. Funds of the CSS

Funds of the CSS shall be all monies raised through membership dues, allocated by University organizations, private donations and any money raised through CSS activities.

2. Use of Funds of the CSS

Funds of the CSS are to be dispersed on any and all expenditures approved by the majority vote of the Executive Council.

All CSS sponsored events requiring a budget equal to, or more than, \$5000 must be presented at a CSS Board of Directors meeting in reasonable time before the commencement date of the event.

3. Signing Officers of the CSS

- a. The signing officers of the CSS shall be:
 - i. The President of the CSS
 - ii. The Vice President-Finance of the CSS
 - iii. The Vice President-Internal of the CSS
- b. The signature of two of the signing officers shall be required for the execution of any legal documents and/or the disbursement of any funds on behalf of the CSS.
- c. In the absence of two of the signing officers, the Board of Directors may appoint a member from the Executive Council by a unanimous vote of assembled members at a Board of Directors Meeting to temporarily assume the signing rights and duties.

Bylaw X - Membership Dues

1. The membership dues shall be as follows:
 - a. Active Member - \$25.00 per academic semester
 - b. Associate Member – nil
2. Membership dues shall be applied to all active members in an academic term.
3. The membership dues shall be refunded by the Executive Council to members:
 - a. Upon written request to the Executive Council
 - b. For a two week period upon receipt of fees and confirmation of payment from the University of Victoria Accounting Services.
4. The Vice President – Internal shall be responsible for this bylaw.
5. Refund of the membership due shall not affect a member's standing in the CSS.

Bylaw XII – Executive Council Records

1. Inspection by Members

- a. Minutes of the Board of Directors' Meeting shall be made available within three (3) calendar days upon request.
- b. Minutes of the General Meetings shall be made available within seven (7) calendar days upon request.

Bylaw XII

1. Membership of a Subsidiary Organization

Registration will be granted to those organizations that fall within the jurisdiction of the Faculty of Business and Bachelor of Commerce Program that are seen to adhere to and be consistent with the goals and objectives of the CSS.

2. Declaration of Active and Non-Active Status of Subsidiary Organizations

Subsidiary Organizations will be given either active or non-active status by the Vice President – Internal in accordance with Bylaw XII, Clause 3 (a-d).

3. Conditions for Active Status

A subsidiary organization will have active status on condition that it:

- a. Has a detailed report of its goals and objectives that have been accepted by a majority of the subsidiary organization and ratified by the Executive Council.
- b. Holds at least one general meeting per semester that is advertised and open to all its members.
- c. Has aims and objectives which are consistent with those stated in the Constitution of the CSS.
- d. Will elect a subsidiary member who must attend fifty percent (50%) of the Board of Directors' meetings.

Bylaw XIII – Resignations, Vacancies, Dismissals and Impeachments

1. In the event of the resignation of the President, the Vice President – Internal shall assume the office of the President for an interim period. A chief electoral officer shall immediately be appointed by the Vice President-Internal to conduct a new election for the position of President as soon as possible.
2. The resignation of any elected or appointed Executive of the CSS must be submitted in writing to the President or Vice President-Internal of the CSS and shall be presented to the Board of Directors at its next regular meeting. Reasonable notice of at least 2 weeks must be given.

3. In the case of the temporary absence of the President, the Vice President-Internal shall assume the position. Should that person be unable to assume the position, it will pass to the Vice President-External.
4. In the case where any elected representative does not return or successfully complete his/her year of studies, the President shall appoint a new Executive to fill that position for an interim period. A chief electoral officer shall conduct a new election for that position as soon as possible.
5. Dismissal and Impeachment
 - a. Dismissal and impeachment of any member of the Board of Directors shall be enforced after due consideration by the Board of Directors and two-thirds majority vote of the Board of Directors.
 - b. The individual concerned has the right to address the Board of Directors and be present during the voting:
 - c. Grounds for dismissal and impeachment are:
 - i. Missing two (2) scheduled meetings without adequate excuse, or
 - ii. Non-performance of Constitutional and/or assigned duties, or
 - iii. A petition bearing the names of thirty (30) members of the CSS.

Bylaw XIV – Amendments to the Constitution and Articles of the CSS

The Constitution and Articles of the CSS may only amended by a Special Resolution passed in a General Meeting of the CSS as per Bylaw V, Clause 6 (b).

Bylaw XV – Limitations

1. Nothing in this Constitution shall be interpreted in the manner contrary to the constitution of the University of Victoria Students' Society or of declared policy of the Board of Directors.
2. This version has been ratified by the members of the Executive Council on March 24, 2009.