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February 29, 2016

## Queen's Conference on Business and Mining: Constitution

### **Article I: Name**

The name of this club shall be Queen's Conference on Business and Mining (QCBM), hereafter referred to as the Club. It shall be a Queen's student club located on campus.

### **Article II: Objectives**

The objectives of the club are:

- i. To offer educational and cultural activities.
- ii. To provide social functions with the purpose of adding to the variety of university life.
- iii. To promote interfaculty relations.
- iv. To enhance corporate relations.
- v. The activities of the club shall be carried on with no intention of personal financial gain; all profits, grants, membership fees, and accretions shall be used uniquely for carrying out the club's objectives.

### **Article III: Affiliation with the Alma Mater Society (AMS)**

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02

### **Article IV: Membership**

- a. Any student or faculty member of Queen's University is eligible to apply to be a delegate at the conference.
- b. All accepted delegates are liable to a fee prescribed by the Executive Committee prior to the conference date.
- c. Full AMS members have the right to vote at the meetings of the General Assembly, seek nomination and be elected to an AMS office.

### **Article V: Structure of the Executive Committee**

1. The committee shall consist a total of 18 members which include two Co-Chairs, a Finance Officer, a Logistics Officer, a Workshop Coordinator, a Delegates Coordinator, three Sponsorship Coordinators, three Speakers Coordinators, a Special Events Coordinator, an

It & Publications Director, two Case Coordinators, a Promotions Officer and two First Year representatives.

2. The Executive Officers shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.
3. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such.
4. The quorum of Executive Committee shall be 10 of its Officers, one of whom must be a Co-Chair; voting shall consist of a simple majority of those present.
5. The term of office of all Officers shall once the conference has taken place.

#### **Article VI: Duties of the Executive Officers**

1. Co-Chair : The Co-Chair shall
  - a. Officially represent QCBM
  - b. Be responsible ex-officio for all public relations of QCBM
  - c. Preside at all executive and general meetings QCBM
  - d. Coordinate all activities of QCBM
  - e. Be responsible for all correspondence
  - f. Submit a written report to the Clubs Manager in September of each year outlining the projected budget and club activity plan for the continuing year.
  - g. Submit a written report to the Clubs Manager in April of each year summarizing the events put on by the club in the past year. A revised budget shall be included, compromising the projected budget and actuals.
  - h. Submit a list of membership to the Clubs Manager, including names and contact information for Executive by October 1st of each year.
2. Logistics Officer- The Logistics Officer shall
  - a. Book hotel accommodations, venues, and equipment necessary for the conference and any promotional events during the year
  - b. Coordinate transportation for speakers and any other participants from the hotel to the conference location
  - c. Secure all meals and refreshments for the duration of the conference and any promotional events
  - d. Create a detailed minute by minute agenda for the conference weekend
  - e. Record minutes of each meeting
3. Special Events Coordinator- The Special Events Coordinator shall
  - a. Book venues for the socials that occur over the duration of the conference weekend
  - b. Organize a promotional event/taster leading up to the conference
  - c. Organize social events for the executive team
4. IT & Publications Director- The IT & Publications Director shall
  - a. Update the QCBM website as need be
  - b. Coordinate the audio-visual equipment for the conference and any promotional events

- c. Responsible for the creation of the delegate packages for students attending the conference
  - d. Create a sponsorship and speaker package
  - e. Assist with any promotional material requiring IT support
5. Promotions Officer - The Promotions Officer shall
- a. Responsible for creating brand awareness through promotional activities and efforts
  - b. Responsible for all social media platforms, including any content and frequency of use
  - c. Work closely with the IT & Publications Director to ensure all packages are visually appealing
  - d. Take photographs during the weekend and at any promotional events
6. Case Coordinators - The Case Coordinators shall
- a. Create the case for the case competition
  - b. Obtain sponsorship for the case
  - c. Organize the event logistics, including the delegate teams
7. Speakers Coordinator – The Speakers Coordinator shall
- a. Obtain speakers to present during the conference
  - b. Maintain relationship with speakers over the course of the year and during the conference
  - c. Obtain speakers for any promotional events that occur leading up to the conference
8. Sponsorship Coordinator - The Sponsorship Coordinator shall
- a. Create and maintain relationships with sponsors
  - b. Maintain sponsorship connection throughout the year leading up to the conference
9. Finance Officer - The Finance Officer shall
- a. Develop a detailed budget for the executive and the conference
  - b. Coordinate with sponsorship for invoicing and reimbursement
  - c. Manage all executive and conference receipts
  - d. Support the Co-Chairs in the writing and submission of the mandatory September and April reports to the Clubs Manager.
10. Delegates Coordinator- The Delegates Coordinator shall
- a. Responsible for selecting conference attendees
  - b. Make a master list of the delegates and collect all relevant information
  - c. Be the main point of contact for internal and external delegates
11. Workshop Coordinator - The Workshop Coordinator shall
- a. Organise for the logistics of the workshop
  - b. Create a minimum of one workshop to run during the conference

## **Article VII: Duties of the Executive Committee**

1. The Executive Committee shall:
  - a. The executive shall meet by the end of the first week of classes and every week thereafter
  - b. Obtain feedback from the delegates and strive to improve their experience while attending any QCBM related event
  - c. Carry on the business of QCBM within the limitations of this constitution

## **Article VIII: Provisions for the Constitution of Queen's Conference on Business and Mining**

1. Hiring
  - a. The outgoing Co-Chairs will hire the incoming Co-Chairs to carry on QCBM
  - b. The incoming Co-Chairs will hire their executive for the year
  - c. All applications will remain open to all Queen's students for a minimum of one week and be advertised on the QCBM Facebook and any other appropriate forum
  - d. Every executive member will recognise that it is their responsibility to ensure the integrity of the conference and club and will any issues to the Co-Chairs.
  - e. Positions for Co-Chairs will be posted no later than 1 week after the conference the date and the term runs from time hired to the day after the conference ends
  - f. The outgoing Co-Chairs will report the results of the new Co-Chairs to the Commissioner of Internal Affairs no later than 10 days after hiring has been completed
2. Impeachment
  - a. Any Member of the Executive may be removed from Office by a unanimous decision from the Co-Chairs subject to the following conditions:
    - i. Breach of student conduct or failure to uphold values of the conference
    - ii. Failure to perform their duties and responsibilities
3. Executive Committee Transitions
  - a. Each executive will prepare a transition manual that will be provided to their replacement and must be made available within one week of them taking office
  - b. The incoming executive will request access and assume all responsibilities and file or bank account associated for QCBM no later than one week after the conference finishes.
4. Financial Records:
  - a. All funds for are located in an account at: Smith School of Business (we will be transferring to a financial institution in the near future and will update the AMS accordingly on the account number and banking information.

## **Article IX: AMS Assembly**

The AMS Assembly, as the highest legislative body representing students at Queen's, constitutes the ultimate source of authority for the club. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting. AMS

Assembly retains the authority alongside the AMS Vice-President of University Affairs and the AMS Alternate Judicial Committee to de-ratify any club that violates the mandate of the Alma Mater Society and/or the Queen's Code of Conduct.

#### **Article X: Funding**

1. In accordance with section 7.02 of the AMS constitution, the Club recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.
2. The Club shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of \$5,000 shall in all cases to be coordinated through the AMS President and Executive Director and the Queen's University Office of Advancement business office.

#### **Article XI: Amendments**

The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.