

# **University of Calgary Haskayne Students' Association Constitution**

## **Article 1: Name**

1. The name of the organization shall be Haskayne Students' Association, hereinafter referred to as HSA or the Association.

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## Article 2: Objectives

2. The objectives of HSA are:
  - a. To promote a sense of identity, community, and pride within the Haskayne School of Business;
  - b. To facilitate transparent communication between organizations, faculty, and staff within the Haskayne School of Business; and
  - c. To represent and advocate the best interests of Haskayne School of Business students on campus, to other universities, and to the community at large.





## Article 3: Membership

3. General membership in the Association is granted to any student registered in an undergraduate program in the Haskayne School of Business. A valid membership shall be recognized for the term September 1 to August 31 of a given year.
4. General Members of the Association shall have the right to:
  - a. Hold the office of any elected or appointed position on the HSA Council;
  - b. Vote in any referenda held by HSA;
  - c. Attend all regular meetings of the HSA Council; and
  - d. Participate in and volunteer for all events held by the HSA.
5. Non-voting membership in the Association is granted to any students (including, but not limited to, business minors) registered at the University of Calgary. A valid membership shall be recognized for the term September 1 to August 31 of a given year.
6. Non-voting members in the Association shall have the right to:
  - a. Attend all regular meetings of the HSA Council; and
  - b. Participate in and volunteer for all events held by the HSA
7. Membership may be retracted by providing written notice to the HSA President. A student will lose membership status if they are no longer a student of the Haskayne School of Business.

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## Article 4: Students' Union

8. Haskayne Students' Association acknowledges and will abide by the Students' Union bylaws and policies unless otherwise approved by the SU Clubs Committee. The Association will not remain a Students' Union sanctioned club if any Students' Union bylaw or policy is contravened without SU Clubs Committee ratification.







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## Article 5: Executive Committee

9. The HSA Executive Committee shall consist of:
- President;
  - Vice President Operations and Finance;
  - Vice President External;
  - Two (2) Vice Presidents Student Life;
  - Vice President Academic;
  - Vice President Marketing; and
  - Two (2) SU Faculty Representatives for the Haskayne School of Business (ex-officio).

Each member of the Executive Committee must be to require the Executive Committee to fulfil the requirement of having at least 2 hours open per week for office hour meetings and appointments which students can book through an appointment scheduling platform of the Haskayne Students' Associations choice.

- The President is required to communicate with the Vice-Presidents and form a schedule, once the work term commences on May 1<sup>st</sup>.
  - Failure to do so may result into negligence of one's own duties, and maybe asked to step down by the President and/or Faculty Advisor.
  - In case of a university closure due to unforeseen circumstances including, but not limited to global pandemic of disease and natural disaster, office hours shall be held online.
10. Each member of the Executive Committee must set a response period of 24 hours or less, once the work term commences on May 1st. Failure to abide by this requirement can result in additional special actions deemed fit by the President and/or the Faculty Advisor.
11. President:
- Shall be responsible for submitting the annual report to the Students' Union each year
  - Shall be a signing authority on HSA bank accounts
  - Shall prepare the agenda for all meetings of the HSA
  - Shall give notice of upcoming meetings
  - Shall maintain a current membership list
  - Shall maintain communications with the membership
  - Shall attend committee meeting as requested by faculty, staff and administration
  - Shall hire members to assist with HSA initiatives, projects, and committees
  - Shall delegate duties to the Executive Committee as necessary
  - Shall supervise the operation of the Haskayne First Year Mentorship Program alongside the Students' Union Haskayne School of Business Representatives and Commerce Undergraduate Society President (Program Leads)



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12. Vice President Operations and Finance:

- a. Shall be a signing authority on HSA bank accounts
- b. Shall be responsible for maintaining bank records
- c. Shall send a report of the financial transactions to the President at the end of every month in the academic year.
- d. Shall liaise with faculty and Haskayne Student Clubs regarding the sponsorship process
- e. Shall develop and manage revenue streams for the HSA
- f. Shall maintain an accurate record of financial transactions
- g. Shall attend committee meeting as requested by faculty, staff and administration
- h. Shall have the hire members as the VP sees fit to assist with HSA initiatives, projects, and committees
- i. Shall assist with other duties as assigned

13. Vice President External:

- a. Shall liaise with the community
- b. Shall liaise with the faculty and university departments, as appropriate
- c. Shall be responsible for communication in the faculty between students, staff, faculty, and alumni
- d. Shall attend and report on the Haskayne Alumni Advisory Committee
- e. Shall maintain and updated history of the HSA
- f. Shall be responsible for organizing travel and insurance waivers for case competitions, student conferences, etc.
- g. Shall attend committee meeting as requested by faculty, staff and administration
- h. Shall hire members to assist with HSA initiatives, projects, and committees
- i. Shall actively seek sponsorships for the Association with the assistance of VP Finance regarding any financial information that may/may not be required.
- j. Shall assist with other duties as assigned

14. Vice Presidents Student Life:

- a. Shall liaise with the SU Faculty Representatives and faculty regarding student engagement and student life
- b. Shall promote and enhance opportunities for student engagement
- c. Shall attend committee meeting as requested by faculty, staff and administration
- d. Shall hire members to assist with HSA initiatives, projects, and committees
- e. Shall assist with other duties as assigned

15. Vice President Academic:

- a. Shall ensure meeting minutes are taken at each HSA meeting
- b. Shall distribute meeting minutes to the HSA
- c. Shall liaise with the SU Faculty Representatives and the faculty regarding academic issues
- d. Shall promote academic opportunities, activities, and initiatives to members
- e. Shall attend committee meeting as requested by faculty, staff and administration
- f. Shall hire members to assist with HSA initiatives, projects, and committees
- g. Shall assist with other duties as assigned

16. Vice President Marketing:

- a. Shall be responsible for maintaining a consistent image of HSA through the means of monitoring communication channels
- b. Shall oversee the design and production of promotional materials
- c. Shall be responsible for overseeing the correct use of the HSA brand and logo
- d. Shall be responsible for making meeting minutes available to the public
- h. Shall attend committee meeting as requested by faculty, staff and administration
- i. Shall hire members to assist with HSA initiatives, projects, and committees
- d. Shall assist with other duties as assigned

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## Article 6: HSA Council

17. The HSA Council shall be composed of:
- a. President;
  - b. Vice President Operations and Finance;
  - c. Vice President External;
  - d. Two (2) Vice Presidents Student Life;
  - e. Vice President Academic;
  - f. Vice President Marketing;
  - g. Two (2) SU Faculty Representatives for the Haskayne School of Business (ex-officio);
  - h. President of the Commerce Undergraduate Society (ex-officio); and
  - i. Faculty Liaison (ex-officio, non-voting).



## Article 7: Terms of Office

17. The term of office for all elected positions shall be for one year commencing May 1 and ending April 30.
18. A member of the HSA Council may resign by providing written notice to the HSA President. In the case that the President chooses to resign, the Vice President Operations and Finance shall be required to accept the written resignation.
19. Officials may be removed from their position by a two-thirds majority vote of the HSA Council if they:
  - a. Demonstrate an ongoing conflict of interest that cannot be resolved;
  - b. Demonstrate unethical behavior;
  - c. Fail to fulfill the duties and responsibilities assigned;
  - d. Fail to follow the policies and procedures of the club; or
  - e. Are absent from three consecutive meetings without a valid excuse and prior notice.
20. Any vacant position, as a result of resignation, among the Executive Committee shall immediately and temporarily be occupied by an appointed candidate determined through resolution of the HSA Council. A by-election shall be held during a special General Meeting at the next opportune time to fill the vacant position (see number 32.b below).
  - a. Appointed Officers of the Association shall be selected by a committee immediately following the election. The committee shall consist of no less than three outgoing or incoming Executive Committee members in addition to one student-at-large. The HSA Council shall approve all appointments. An Appointed Officer of the Association deemed to be failing their duties may be removed from office by an extraordinary resolution of the HSA Council.



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## Article 8: Elections

21. The election of the HSA Council shall take place no later than two weeks after the Students' Union election of a given year.
22. The Chief Returning Officer's (CRO's) shall be responsible for all election proceedings of the Association:
- a. The two CRO's shall be selected from the Executive Committee through a resolution of the HSA Council no later than the first meeting of February of a given year (by default, the CRO's will be the current President and the current Vice President Operations and Finance).
  - b. The CRO's shall not be eligible to run in the election;
  - c. The CRO's shall not be a current member of the HSA Council or actively involved in any Association committees who intends to run in the election.
  - d. Removal of the CRO's shall occur as follows: A written motion shall be submitted to the HSA Council which shall then be voted on at the next earliest meeting of the HSA Council, from which an expulsion of the CRO's shall be approved or denied. Re-appointment of a new CRO's follows a similar selection process to the original CRO's selection. The removed CRO's shall not be considered an eligible candidate.
23. The CRO's shall provide reasonable notice of election to all members of the Association. Notice of election shall include:
- a. The positions open for election;
  - b. Nomination procedures; and
  - c. The date, time, and location for voting.
  - d. Organize a forum for election candidates and members of the association.
24. The CRO's may establish additional election procedures regarding campaigning and voting as required. All election campaign activities shall adhere to University policies and procedures.
- a. In the event that a candidate fails to abide by the election procedures set forth by the CRO or University, the following procedure shall be followed:
    - i. The CRO shall give the candidate two (2) warnings, in writing, indicating the consequences for failing to abide.
    - ii. In the event that the candidate does not act according to the warnings, the CRO shall inform the Association's Faculty Liaison. It will be at the discretion of the CRO and Faculty Liaison to maintain the integrity of the election. The CRO

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and Faculty Liaison shall have the right to disqualify the candidate based on failure to abide by the election procedures.

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- b. In the event that a concern is brought forward during the nomination or campaigning period regarding the act of any candidate(s), the following procedure will apply:
    - i. The CRO shall take action upon the receipt of physical evidence, which includes forms of photography, video or written evidence, excluding word-of-mouth.
    - ii. Given physical evidence, the CRO shall follow the protocol in number 24a (above).
25. Slates, real or apparent, shall not be permitted. Candidates shall not:
1. (a) Share expenses for campaign materials;
  2. (b) Appear on another Candidate's campaign materials;
  3. (c) Produce campaign materials that resemble those of another Candidate in colour, branding or design; or
  4. (d) Use the same slogan or slogans as another Candidate.



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26. Nominations for positions on the Executive Committee shall meet the following criteria:

- a. The candidate must be an active General Member of the Association.
- b. The candidate shall declare that they do not intend to participate in a co-op, internship, or study abroad program for the upcoming academic year.
- c. The candidate shall not enroll in more than six half-courses per semester for the upcoming academic year and must maintain full-time student status in the Haskayne School of Business.
- d. Nominations shall be open for at least five days. Nominations shall be accepted at least three days prior to the day of the election. No less than ten eligible voting members of the Association shall endorse each nomination. Copies of the completed nomination forms shall be posted in Scurfield Hall at least three days prior to the day of election. All concerns regarding the validity of nominations shall be settled by the CRO at least 24 hours prior to the day of the election.
- e. In case of a university closure due to unforeseen circumstances including, but not limited to, global pandemic of disease and natural disaster, a full-time undergraduate student who resides outside Calgary shall be eligible for candidacy at the discretion of the CRO.
- f. candidates who obtain eligibility based on the clause e must be able to attend all executive meetings and meet the general requirements of the HSA executive.

27. Election of the Executive Committee shall be held online via an e-ballot.

- a. Eligible voters must be active General Members of the Association.
- b. Appeals to the election results shall be accepted by the CRO up to five business days following the election date.
- c. Upon receipt of an appeal, the CRO shall strike an Appeals Committee, which shall immediately meet and determine through consensus the most appropriate course of action.
- d. All positions shall have an abstention option
- e. All uncontested positions shall be selected by a yes or no vote
- f. In the event an uncontested position receives more than fifty percent of a no vote, a bi-election shall be called. The candidate will not be allowed to run for the same position a second time.
- g. In case of a by-election, a candidate who completed a term as an interim Vice President in the same year shall be qualified for candidacy with a permission from the President if:
  - a) The HSA Executive team is required to operate virtually
  - b) In-person operation is restricted under the University of Calgary's regulations or governmental health guideline
  - c) at least 2/3 of the HSA Executive team agrees for candidacy

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- h. The voting for g. (c). will be conducted on the date of the by-election nomination form deadline, with the attendance of all voting executive members. In case of an absence of the voting executive member, the representative needs to be appointed to vote on their behalf.

28. No HSA Council member shall utilize their position to endorse any candidate during an HSA election period.

29. No member of the Executive Committee is permitted to quit the council during their work term without providing the following:

- a. A notice of 3 weeks prior to the resignation date, to the President and the Faculty Advisor.
- b. A temporary replacement approved by two-thirds of the Executive Committee until the appointment of a temporary executive prior to the by-election.
- c. Failure to abide by this requirement may lead to a failure of achieving the CCR towards the role, upon the discretion of the President and/or Faculty Advisor.

### 30. By-Elections

a. In the event of a vacant position after the Association's election period, a simple majority vote will take place among the incoming HSA Committee, starting May 1 of the year, in the next opportune Regular Meeting (see section 36 below) to appoint a temporary executive.

i. The President is to open the nomination period for one (1) week.

18. Candidates seeking to obtain the vacant position must provide a platform and letter of intent, of which documents will be presented at the next Regular Meeting.

19. In the Regular Meeting, the President shall inform the HSA Executives and one (1) student at large of the majority vote for the vacant position. Two-thirds of

the HSA Council and one (1) student at large must be in attendance, in person, to perform the vote.

20. The President shall inform all candidates and current Executives of the outcome of the vote within one (1) week of the Regular Meeting.

21. The appointed Executive will fill the position from the time they are appointed to the Sunday of the second week of September of the given year.

b. Prior to the Sunday of second week of September of the given year, the President shall open the nomination period to fill the vacant position.

i. The President is to open the nomination period for one (1) week.

ii. If after the nomination period only one (1) candidate has applied, the candidate will win by acclamation. No voting period is required

iii. Voting will be completed in accordance to the Association's Constitution (see number 27).

iv. The former temporary executive shall be permitted to run in the by-election.

v. The elected candidate shall complete the term from the date they are elected to April 30<sup>th</sup> of the upcoming year.

## Article 9: Transition

30. From when election results are announced to April 30 it shall be the responsibility of the departing executive to orientate the newly elected officers to their responsibilities, including:

- a. Instruction regarding SU policies and procedures;
- b. Transferring custodianship of HSA records and materials including office keys, locker combinations, passwords to email accounts, and passwords to social media accounts;
- c. Introducing the new cohort to key faculty members with who they will be working closely; and
- d. Familiarizing the new group with ongoing projects, roles, and responsibilities.

31. It is the responsibility of the outgoing officials to ensure that all SU requirements are fulfilled, including the submission of a complete Annual Report.

32. It shall be the responsibility of the outgoing officials to bring all accounts up to date to the end of the fiscal year and to prepare all financial statements.

33. The outgoing executives shall arrange with the incoming executives for the transition of the club bank accounts into the new executive's names by April 30.

34. In case of a university closure due to unforeseen circumstances including, but not limited to, global pandemic of disease and natural disaster, the departing executives shall orientate the newly elected officers online.



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## Article 10: Meetings

35. The President shall preside as Chair at all Association meetings. In the event of absence, the President shall designate another member of the Executive Committee to serve as Chair.

### 36. Executive Meetings

a. The Executive Committee shall:

- i. Meet regularly as deemed appropriate by its members.
  1. The President shall call a meeting with no less than two business days' notice upon request by any executive member.
  2. Minutes shall be made publically available to all members.
- ii. Prepare the agenda for regular and general meetings of the Association.
- iii. Draft resolutions for regular and general meetings of the Association.
- iv. Ensure that the Association is acting in accordance with this Constitution and other policies approved by the Association.
- v. Review the Constitution annually.
- vi. Prepare an Annual Report to be submitted to the Students' Union;
- vii. As appropriate, represent the members of the Association to:
  1. The faculty and administration of the Haskayne School of Business;
  2. The University of Calgary;
  3. The Students' Union;
  4. Other student organizations in the Haskayne School of Business;
  5. Corporate partners and sponsors; and
  6. Other external organizations.
- viii. Attend student conferences for business school governance executives.



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### 37. Regular Meetings

- a. Meeting dates during the Spring and Summer terms shall be biweekly at a minimum. Any additional meetings may be called at the discretion of the President.
- b. Meeting dates during the Fall and Winter terms shall be biweekly at a minimum, supplemented by executive meetings. These dates and times shall be decided upon 14 days prior to the first meeting of each semester.
- c. These regularly scheduled meetings shall be held for the HSA Council to provide updates on what they are working on and to discuss pressing issues. Any motions made shall also be discussed at the regular meetings and a timeline determined for actions.
- d. Meetings shall be open to the HSA Council and all Members. Only voting members of the HSA Council will have voting rights:
  - i. Any voting matter shall need a simple majority to be passed
  - ii. Any financial matter requiring a vote shall require a two-thirds majority to pass
- e. Quorum shall consist of two-thirds of the HSA Council. No voting will take place if quorum is not met. If quorum cannot be made, the meeting must be rescheduled for the next earliest available date.



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### 37. General Meetings

#### a. Annual General Meetings

- i. The Annual General Meeting of the Association shall be held on a date between the end of the SU General Election and April 30 of the given year. These meetings will be to approve constitutional amendments and provide an annual report to all members.
- ii. The Annual General Meeting shall be open to the HSA Council and General Members. HSA Council and General Members shall have voting rights.
- iii. Quorum at an Annual General Meeting shall consist of 30 General Members and two-thirds of the HSA Council, represented in person. No voting will take place if quorum is not met. If quorum cannot be made, the meeting must be rescheduled for the next earliest date.

#### b. Special General Meetings

- i. Special General Meetings shall be held in the event that a member of the Executive Committee resigns, at which time vacant position(s) on the Executive Committee shall be filled by a by-election with a simple majority vote.
- ii. A General Member may call a Special General Meeting with a petition of at least 40 General Members with names and Student ID numbers.
- iii. Special General Meetings shall be open to the HSA Council and General Members. HSA Council and General Members shall have voting rights.

### 38. Committees

- a. Any Vice President may establish a committee to complete specific tasks or required objectives. The HSA Council has the ability to strike committees by a simple majority vote. All committees shall be chaired by a member of the Executive Committee and shall provide regular reports to the HSA Council. The Vice President who establishes a committee is responsible for completing work done by the committee.
- b. The Executive Director or equivalent of the First Year Mentorship Program may establish a committee alongside the HSA President, SU Haskayne Representatives, and CUS President (Program Leads).
  - i. Program Leads shall appoint Executive Director by April 30th of the operating year.
  - ii. The Executive Director reports to the HSA President.

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## Article 11: Amendments

39. This constitution shall comprise the operating basis of the HSA. All amendments to this constitution must be ratified by a two-thirds majority vote of the members present at an Annual General Meeting. A copy of the amended constitution shall be submitted to the Students' Union within two weeks of ratification.
40. The Association By-laws fall under the precedence of the HSA constitution.
41. The Association By-laws may be amended by a two-thirds majority vote of the HSA Council. These by-laws must be presented in a general meeting and submitted to the students' Union within two weeks of ratification.





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