

**Graduate Business Council Constitution**  
**Schulich School of Business, York University**

Updated March 2017

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## **Preamble**

The Graduate Business Council (GBC or the Council) is the student government of master's level graduate students at the Schulich School of Business (SSB or the School) of York University. The purpose of the Council is to represent the interests of the graduate student body to the Faculty/Administration and to foster within the student body a sense of identification and involvement in the Faculty and the University.

To achieve these ends, the Council shall organize such activities as may be needed to create an opportunity for students to participate in social events and recreational programs and activities which serve to promote enrichment of the academic program. As well, the Council may foster the creation or support of other student groups, which exist to support the general purposes of the Council.

## **Article I: Membership and Terms of Office**

### ***1.1 Membership***

1. All positions on the Graduate Business Council are to be filled by Master's level business students.
2. The GBC shall consist of:
  - a) The Executive, consisting of the following officers, of which no person may hold more than one office:
    - a) President
    - b) Vice President
    - c) Athletics Director
    - d) Case Competitions Director
    - e) Communications Director
    - f) Community and Alumni Relations Director
    - g) Corporate Relations Director
    - h) International Affairs Director
    - i) IT Director
    - j) Part-Time Student Affairs Director
    - k) Social Affairs Director
    - l) Treasurer
  - b) A Chairperson shall be elected from amongst the Council Membership during the first general Council meeting. Only sitting General Council Members who are available for the entire 8-month term (September-April) are eligible to be nominated for this position. The Chairperson will hold responsibilities as outlined in Article IV.
  - c) A CDC Representative shall be elected amongst Council Membership during a determined general Council meeting. Only sitting General Council Members who are available for the entire 8-month term (September-April) are eligible to be nominated for this position. The CDC Representative will hold responsibilities as outlined in Article V.
  - d) First year class representatives, from both full-time and part-time Masters programs, who represent their cohorts in the following portfolios:
    - a) Academic Affairs
    - b) Athletics
    - c) Case Competitions
    - d) Communications



- e) Community and Alumni Relations
- f) Corporate Relations
- g) International Affairs
- h) Social Affairs
- e) Second year class representatives from each section of SGMT 6000 Strategic Management and the IMBA second year group.
- f) A President from the batch of students at the Schulich Hyderabad campus.
  - a) The Schulich Hyderabad batch President and the GBC President shall communicate in good faith and in a manner and frequency agreed upon by the two of them
- g) Non-elected class representatives: any current master's level graduate student who has attended at least three (3) consecutive meetings of GBC general council.

### ***1.2 Term of Office***

1. The term of office for each of the above positions shall be:
  - a) For the Executive, from a date on or before May 1<sup>st</sup>, as mutually agreed upon between the incoming and outgoing executive, for a period not to extend beyond the following April, with the exceptions of the President and Treasurer.
  - b) For class representatives, one school year from the date of election in September or January until the last sitting of GBC General Council in March or April.

### ***1.3 Removal from Office***

1. Council members may be removed from Council based on:
  - a) Missing three consecutive Council meetings;
  - b) Missing any five meetings throughout the year;
    - i. Part-time class representatives are exempt from removal based on points 1 a) or b).
  - c) Misappropriating Council funds; or
  - d) Insufficiently fulfilling Council responsibilities.
2. Executive removal requires a motion to be brought forward to Council and requires that 60% of the voting Council be present.
3. In the event of an Executive removal motion, the affected party shall be granted the opportunity to speak to the motion before Council voting occurs.
4. The adoption of an Executive removal motion shall require not less than 60% in favor of the voting members present.
5. Reinstatement
  - a) Members removed through misappropriation of funds may not be reinstated and may not hold any future GBC position, either elected or appointed.
  - b) Members removed through article I.3, points 1 a), b), or d) above may run for re-election and may hold any future council post or appointment.
6. Replacement and Resignations
  - a) Executive members may be temporarily appointed by the current executive but may hold office for one month at which time there must either be a by-election or the post remain vacant. (This excludes the roles of IT Director and Treasurer as these are appointed.)
  - b) Replacement of an appointed executive that occurs after the traditional election period must follow the same selection process as outlined under the appointment guidelines in Article VII. An appointment is confirmed by means of a majority vote among the Executive council.
  - c) Vacancies from the resignation or removal of class representatives must be announced to their



respective class and a by-election must be held.

7. Notification of Removal from Council
  - a) All non-Executive members removed from Council shall be given written notification to this effect from their respective portfolio Executive.

## **Article II: Meetings**

### ***II.1 Procedures***

1. General meetings of the GBC shall normally be held weekly at a time and location convenient to the student body; such a time and location shall be determined by the Executive.
2. Meetings shall be chaired by the Chairperson and conducted in accordance with Roberts Rules of Parliamentary Procedure. In the absence of the Chairperson, the Executive Committee may designate a member of Council as acting Chairperson.
3. A quorum of 60% of the total number of voting members of Council shall be present at all meetings of the Council where a vote is scheduled.
4. All meetings of the Council shall be open to members of the Faculty community. Visitors shall be permitted to participate in debate upon recognition from the Chairperson.
5. GBC General Council Meeting Minutes shall be made available via the GBC website.

### ***II.2 Motions***

1. Motions shall be governed by the following:
  - a) Decisions of Council shall be initiated by motions presented by two voting members of Council. All such motions shall be accepted by the Chairperson and read to the meeting by the Communications Director prior to the conducting of a vote. The result of all votes on motions shall be recorded in the minutes by the Communications Director. In the absence of the Communications Director, the Executive Committee may designate a member of Council as acting Scribe.
  - b) Motions presented at general meetings shall require acceptance by a majority of voting members present.
  - c) Motions for the purpose of proposing amendments to the Constitution shall be introduced at a general meeting of Council not less than one week prior to the date of the meeting at which such motions shall be voted upon and shall require acceptance of not less than 60% of the voting members present.
  - d) Motions for the purpose of authorizing expenditures or removal of a member or an appointment to fill a vacant Executive position shall be introduced at a general meeting of Council not less than one week prior to the date of the meeting at which such motions shall be voted upon and shall require acceptance by a majority of the voting members present.
2. Notwithstanding section II.2 above, motions for the purpose of amending the Constitution or removal of a member may not be presented to Council during the Summer semester.

## **Article III: Funding of Activities**

### ***III.1 Budget***

1. The Incoming Executive shall, in consultation with the Outgoing Executive, present (and the Incoming Treasurer shall prepare) a budget to Council by the end of March. The budget is to cover all foreseen expenditures on programs and activities to take place during the next fiscal year (May 1 – April 30). Council shall adopt a budget by the end of the second week in April.
2. Following presentation of the budget for the following year by the Incoming Executive, any material



expenses beyond previously approved budget amounts for the existing year that will administratively impact the following fiscal year must be approved by a majority of the Incoming Executive before any such expense can be incurred. An expense shall be considered material in accordance with point 5 below. For majority approval among the Incoming Executive, a minimum of seven (7) out of the twelve Incoming Executives must register a vote and more than 50% of the voting Incoming Executive must be in favor of the proposed material expense. If a member of the Incoming Executive is also a member of (outgoing) general council, then their vote for the purpose of general council and for the purpose of executive approval as above shall be considered separate votes.

3. During the summer semester, motions for the purpose of spending funds on programs not already approved in the Budget may not be presented to Council.
4. The Executive may adjust the budget as it deems fit over the course of the summer. Should the Executive deem it necessary to create a new budget line item then the following sub-articles apply:
  - a) Such changes must be approved by the third week following the election of the general council representatives in the fall term
    - i. A quorum of 60% of the total number of voting members of Council shall be present at all meetings of the Council where a vote is scheduled.
  - b) An approval of a 60% majority is required to approve the budget adjustments made over the summer term
    - i. Failure to attain approval will be deemed a motion of non-confidence, which shall be debated upon immediately.
    - ii. The non-confidence motion must be voted upon by the end of the same meeting which, to be passed, will also require a 60% majority vote.
    - iii. If the non-confidence motion does not pass, then a revised budget must be proposed at the next meeting of Council, to be debated and voted on at the following meeting.
    - iv. The passing of the non-confidence motion will immediately dissolve the Graduate Business Council Executive Officers.
    - v. In the event of the dissolution of the executive through the non-confidence motion the General Council will elect, by simple majority one of their own members who shall serve as the Special Returning Officer for the election of the new executive.
    - vi. The Elections Committee will be bound by the normal election rules as outlined in this constitution.
5. In some instances of a projected budget expenditure item exceeding the corresponding previously approved budget amount, a motion for the purpose of authorizing expenditures must be presented to general council, as per article II.2. In the event that the motion does not pass, the excess expenditures cannot be incurred.
  - a) If the projected budget expenditure item is in excess of the corresponding previously approved budget amount, but can meet the following immaterial criteria, then it may be incurred as long as approved by majority vote of the Executive, such that a quorum of seven (7) Executive members is required.
    - i. An item shall be deemed immaterial where the foreseen expenditure, as compared to the corresponding previously approved budget amount, is equal to or less than the greater of:
      - a. 2% of the previously approved budget amount;
      - or b. \$100.00
  - b) If the projected budget expenditure item is materially in excess of the corresponding previously approved budget amount, then a motion for the purpose of authorizing expenditures must be



introduced to general council.

- a. If the additional funding needs to come from an alternate previously approved budget amount that is managed by a portfolio director other than the director managing the excess budget amount, then the portfolio director from whose budget the funding will be provided must approve of the provision before any such motion may be introduced to general council.

### ***III.2 Specific Events***

1. Council may, throughout the year, approve spending on various programs and activities which had not been previously included in the Budget.
2. Documentation of Expenditures: Persons coordinating any program or activity for which the Council is providing funds must submit to the Treasurer a file containing all receipts and invoices supporting these expenditures.
3. Each incoming Treasurer will draft a document regarding the specific protocol to be followed for payment reconciliation for ticketed events. This document will be voted on by the Executive team, and upon its passing, will be presented to the general Council at the first meeting in Fall Term. The document will be appended to the Constitution.
4. Any missing documentation will, result in the expenditure not being reimbursed.

### ***III.3 Signing Authority***

1. All cheques or withdrawal slips drawn on GBC bank accounts must be signed by the Treasurer and either the President or a GBC Executive with signing authority. Article VI, section 1 d) shall take precedence over this section in the event that delegation of signing authorities is necessary.

### ***III.4 Clubs and Organizations***

1. Council may, at its discretion, grant funds to student clubs and organizations whose activities and programs serve the interests of the graduate business community.
2. Before releasing any funds to any such clubs or organizations, the Council must have on file:
  - a) a copy of the club's current constitution
  - b) a list of its officers, and
  - c) a budget, indicating how the funds are going to be spent.
3. The Council's Clubs Committee may revise the GBC Club and Association Guidelines annually. The new Guidelines are effective once approved by the Executive team. Council may attach other conditions to the grant, as it deems appropriate.

### ***III.5 Auditor Appointment and Financial Statements Approval***

1. The Incoming Executive shall appoint an auditor no later than April in the year they are elected (before they formally take office), but after both the Treasurer and IT Director positions have been filled. The Treasurer will present a motion for the appointment of the auditor during one of the Executive Team Meetings.
  - a) The result of the vote on the motion must be recorded in the meeting minutes, including a record of the names of the present members of the Executive team and number of votes in favor, opposed and abstained.
2. The Incoming Executive shall approve the previous year's audited financial statements no later than one month after the statements have been provided to the Executive Team by the appointed auditor. The Treasurer will present a motion to approve the audited financial statements during one of the Executive Team Meetings.
  - a) The result of the motion presented must be recorded in the meeting minutes with names of the present members of the executive team and number of votes in favor, opposed and abstained.



#### **Article IV: The Chairperson**

1. The Chairperson is responsible for:
  - a) Conducting of all the meetings of Full Council in accordance with the Constitution and Robert's Rules of order
  - b) Enforcement of the Constitution of the Council
  - c) Maintaining and keeping the Constitution
  - d) Chairing the Constitutional Committee and recommending suitable constitutional revisions at the end of every year
    - i. In addition to the Chairperson, the Constitutional Committee shall consist of the GBC Vice President, Communications Director, and at least three (3) other members of Council, selected at the discretion of the Chairperson.

#### **Article V: CDC Representative**

1. The CDC Representative is responsible for:
  - a. Serving as the liaison between the Career Development Centre and Council
  - b. Canvassing the graduate student body to determine student issues
  - c. Meeting with the GBC President and CDC staff on student issues
  - d. Providing Council with updates on CDC events/workshops

#### **Article VI: The Executive Committee**

1. The Executive is responsible for:
  - a) Planning and managing all Council programs and activities and reporting to Council on all such events
  - b) Ensuring that all expenses have been authorized by Council
  - c) Preparing an agenda for each Council meetings
  - d) Delegating such responsibilities and signing authorities as may be necessary to ensure the effective operation of Council during the summer term or in the event the extended absence of an executive member or through a vacant executive position until such a time that such absence/vacancy may be remedied
  - e) Must attend, where possible, all Council and Executive Meetings
  - f) Incoming Executive Members are expected to shadow the outgoing representatives from the election until May 1st, when the official changeover takes place
  - g) May assign a proxy for a period not to exceed one month for absent Executive Member
  - h) Reading and understanding the Constitution prior to taking office

#### ***President***

- a) Acts as liaison between the Faculty/Administration and the Council
- b) Represents the GBC on the Executive Committee of the Faculty Council
- c) Oversees the activities of the Executive members of the Graduate Business Council and of all Council members responsible for GBC activities
- d) Meets, on a monthly basis, with the Dean of the Schulich School of Business
- e) Has signing authority
- f) Approves all Event Proposal Forms (EPFs)



- g) Organizes the Annual GBC Awards for Outstanding Schulich Contribution (presented at the Schulich Formal)
- h) Produces the Survival Guide in partnership with the GBC Vice President
- i) Organizes GBC Executive retreat at the beginning of the year
- j) Organizes the monthly executive meetings between the Dean and GBC Executives
- k) Sits on the GBC Clubs Committee
- l) Sits on the GBC Case Competitions Committee
- m) Sits on the Executive Election Committee
- n) Sits on the Faculty Council
- o) Ensures graduate student representation on the Masters Program Committee is held by either the GBC President or Vice President
- p) Sits on the Master's Admission Committee
- q) Sits on the SSB Nominating Committee
- r) Sits as a Schulich representative on the Student Representative Roundtable committee

#### ***Vice President***

- a) Acts as Academic Liaison between the Students and the Faculty
- b) Organizes and supervises "Launch Week" (April, September, and January)
- c) Acts as the returning officer for all GBC Executive elections and by- elections
- d) Responsible for conducting GBC section representative elections for incoming students (September and January)
- e) Assists with the organization/format of the Teaching Excellence Awards
- f) Has signing authority
- g) Coordinates the activities of each section's Academic Affairs representative
- h) Acts as liaison between the GBC and the Schulich Centre for Teaching Excellence
- i) Encourages and facilitates mid-term evaluations, along with Academic Affairs representatives
- j) Produces the Survival Guide in partnership with the GBC President
- k) Sits on the GBC Clubs Committee
- l) Sits on the Executive Election Committee
- m) Sits on the GBC Constitutional Committee
- n) Sits on the Student Affairs Committee
- o) Ensures graduate student representation on the Masters Program Committee is held by either the GBC President or Vice President
- p) Sits on the Faculty Council

#### ***Athletics Director***

- a) Coordinates the activities of each section's Athletics representative
- b) Coordinates all intramural sports events and teams. Will assign team captains for each team and ensure that there is sufficient interest in the proposed team to ensure its viability (i.e. adequate membership, no defaults)
- c) Leads other sports related events that help to build the Schulich community (e.g. group ski trips, Charity Hockey Game, weekend sports tournaments, etc.)
- d) Chairs the MBA Games Committee, including overseeing leadership positions for athletics, academics, spirit, sponsorship and any other positions deemed necessary by the Athletics



Director.

***Case Competitions Director***

- a) Coordinates the activities of each section's Case Competitions representative
- b) Organizes the four rounds of Dean's Cup including overseeing their budget
- c) Liaises with Case Competitions Coach, the Case Analysis Club, and other members of the Schulich Faculty/Administration and student community as required
- d) Chairs the Case Competitions Committee and may appoint, as required, members of the GBC Executive as working members of the committee above and beyond the GBC President
- e) Abstains from competing for the Dean's Cup
- f) If wanting to compete externally, undergoes the same selection procedures as any other candidate
- g) Generates and fields new ideas regarding case competitions

***Communications Director***

- a) Coordinates the activities of each section's Communications representative
- b) Records and maintains minutes of all Council Meetings, makes minutes available to the public
- c) Keeps attendance records in collaboration with the Chairperson
- d) Manages postings on Masters Program boards and on the Marketplace projection screen (obtaining approval from the Dean's office as required)
- e) Publishes the GBC Updater e-newsletter (bi-weekly during the summer and weekly during the fall and winter semesters)
- f) Collects and arranges agendas for all Executive and Council meetings
- g) Liaise with the Career Development Centre, Office of the Dean, and Student Services, as well as other administration offices
- h) Chairs the Executive Election Committee
- i) Serves as the primary lead for the Yearbook if one is produced for the year
- j) In partnership with IT Director, manages GBC portal in Schulich Learning Management System including content, aesthetics, and maintenance

***Community and Alumni Relations Director***

- a) Sits on the York University Senate
- b) Acts as a liaison between the University Senate, the GBC, and the Schulich Student Body
- c) Assists in coordinating all charity and community related events at school with other York student associations (i.e., United Way)
- d) Is the main liaison between the GBC and the Significant Others of Schulich Association (SOSA)
- e) Sits on the organizing committee for the Toronto Alumni Chapter
- f) Manages the Schulich Insights event
- g) Coordinates the activities of the Community and Alumni Relations section representatives
- h) Promotes the Alumni mentorship program
- i) Chairs the GBC Clubs Committee and may appoint, as required, members of the GBC Executive as working members of the committee above and beyond the GBC President and GBC Vice President



### ***Corporate Relations Director***

- a) Coordinates the activities of the corporate relations class representatives with respect to Corporate Sponsorship and any other duties related to this executive's position
- b) Acts as liaison between the GBC and the Schulich Administration with respect to corporate sponsorship including: The Career Development Centre and Alumni Relations
- c) Oversees the corporate sponsorship efforts of the GBC
- d) Coordinates a sponsorship team of representatives to assist in sponsorship initiatives over the summer, fall, and winter terms
- e) Acts as a student liaison with Community and Alumni Relations Director and Alumni Relations for the Schulich Insights event

### ***Information Technology Director (Appointed)***

- a) Maintains all IT services for the GBC Executive
- b) Supports all GBC information systems
- c) Must have a strong technical background
- d) Knowledge of PHP, MySQL, HTML, Dreamweaver, and Fireworks/Photoshop. Experience with Drupal and/or CiviCRM is also an asset
- e) Works with other members of the GBC Executive to ensure that the website is updated
- f) Works closely with the Communications Director to facilitate student communication
- g) Develops new website functionality with the purpose of improving student communications
- h) Maintains GBC office computers, printer(s), network, and other technology related equipment
- i) Ensures regular backup of sensitive GBC information
- j) Administers the GBC Master Calendar
- k) In partnership with Communications Portfolio, manages GBC portal in Schulich Learning Management System including content, aesthetics, and maintenance

### ***International Affairs Director***

- a) Coordinates the activities of each section's International Affairs representative
- b) Organizes the GBC Buddy Program
- c) Organizes Culture Crawl
- d) Liaises with Student Services and International Relations and/or the CDC to organize pre-Launch Week welcome event(s) for international students and Schulich India incoming students
- e) May organize other internationally-focused events in collaboration with other Executive portfolios such as Community and Alumni, Athletics, Social Affairs, etc.
- f) Acts as the liaison between the GBC and the Open Arms Committee
- g) Promotes York International Office events throughout the school term and during holidays
- h) Coordinates with the York University English Language Institute (YUELI) regarding incoming international students
- i) Acts as the liaison with the Schulich Hyderabad campus

### ***Part-Time Affairs Director***

- a) Acts as liaisons between the part-time students on the main campus and at the Nadal Management Centre
- b) Coordinates the activities of the part-time representatives with respect to all portfolio issues



- c) Coordinates and disseminates all information between the part-time section representative teams (i.e. section U, V, P, and R)
- d) Promote activities to serve the needs of part-time students during Launch Week(s) and throughout the year
- e) Must be a part-time student
- f) In the event that this position is not filled, these responsibilities will be divided among the other Executive members

***Social Affairs Director***

- a) Plans and coordinates, with each section's Social Affairs representative, all GBC sponsored social events or functions including: Launch Week social, September Getaway, January Getaway, Schulich Formal, weekly outings, etc.
- b) Introduces proposals for substantive changes to existing events and proposals for new events at GBC Executive meetings
- c) Provides Treasurer with pre-event budgets for all GBC events to be approved prior to any disbursement of funds
- d) Works with Treasurer to reconcile all events to an externally auditable level
- e) Manages website content, social media (Facebook, Twitter, etc.), and all online presence in collaboration with the IT Director
- f) Creates and executes an annual marketing plan for all major GBC events (September Getaway, January Getaway, Schulich Formal, etc.)

***Treasurer (Appointed)***

- a) Prepares and maintains the accounting records of the GBC
- b) Prepares annual statements and arranges for two audits [one interim audit in January and one year-end audit at the end of the year after April 30th]
- c) Prepares monthly bank reconciliations and submits these to the GBC Executives
- d) Coordinates the preparation of the annual budget [to be done by the end of March]
- e) Reports on the financial status of the GBC to the Council
- f) Has signing authority
- g) Responsible for internal controls
- h) Monthly review of financial statements with the office of the Schulich CFO, as required
- i) Pre-approves of event budget proposals from executive members
- j) Holds term of office from on or before May 1<sup>st</sup> to the following May 31<sup>st</sup> (13 month term)



2. The Executive may, at its discretion, divide specific responsibilities for managing and coordinating various programs and activities among its own members or may delegate such responsibilities to other Council members. Notwithstanding the Executive or Section representatives, it is the responsibility of all other Council members to participate in the coordination, organization and execution of events as is necessary.
3. No member of the Executive shall also sit on a GBC club executive committee and/or be a member of the editorial board of a newspaper recognized or funded by the GBC.

## **Article VII: Elections and Appointments**

### ***VI.1 The Executive***

1. Elections shall take place before the end of February each year. Polling shall take place over a normal school week at times and places convenient for all students to vote. York's E-vote system or a comparably secure/unbiased system may be used for the elections. If E-vote or a comparable system is not used, then polling shall abide by the following regulations. The polling station shall be supervised by one (1) polling clerk, appointed by the Elections Committee, who shall ensure that each voter is eligible to vote. Elections are to be conducted by secret ballot.
2. All graduate business students who expect to be in the Faculty until the completion of the new term of office are eligible to be nominated for Executive positions. Only students who are available for the entire 13-month term, commencing on May 1st and concluding on May 31st of the following year, are eligible to be nominated for President. All eligible students who are able to fulfill their duties over the entire term of new office may be nominated for all other Executive positions. All nominations must be supported by the names and signatures of ten (10) eligible voters and be submitted to the Returning Officer by the deadline set by this committee for the closing of nominations.
3. All active Schulich master's level business students, regardless of graduation date – excluding EMBA students and visiting exchange students – are eligible to vote for all Executive positions not listed as 'appointed' in the GBC Constitution.
4. The E-vote return count will indicate the winners and ballots cast. In the event that an electronic system is not used, the counting of ballots shall be supervised by the Elections Committee and shall take place in the presence of the GBC Chairperson.
5. All campaigning rules not specifically covered in the constitution are voted upon and determined by the Elections Committee. The committee will be the final arbiter of all rules, violations and penalties – including censure and election disqualification.
6. Appointed Positions: Appointed Executive roles (IT and Treasurer) are handled when the newly elected executive is in place. The student body is asked to submit a letter of intent and resume in application for either of these roles. Short-listed applicants will be interviewed by a minimum 3-person-committee to ease the process of appointing the positions of Treasurer and IT director with 2/3 weight from the new President and another incoming executive and 1/3 from the corresponding outgoing executive, providing his/her input based on experience and expertise. Final decisions on appointments will be made by the incoming President in consultation with the corresponding outgoing appointed Executive.



7. Applications for appointed positions should be submitted to the new executive, beginning the week after elections.

## **VI.2 Class Representatives**

1. Elections shall take place before the end of the fourth week of classes each term for:
  - a) Program volumes permitting, eight (8) class representatives from each first year full-time cohort entering the program in each term: Fall (September), and Winter (January).
  - b) At least two (2) class representatives from each first year part-time cohort (U, V, P, and R, as applicable) entering the program in each term: Fall (September), and Winter (January).
    - i. Co-representatives are allowed for part-time sections, upon request of volunteering students, and for full-time sections only if a tie occurs.
  - c) One (1) class representative from each section of SGMT 6000 Strategic Management in the Fall semester only.
  - d) One (1) class representative from the second year IMBA class. This election will be conducted electronically in collaboration with the IMBA Program Office, as this class of students does not have any physical classes together.
  - e) One (1) class representative from each master's program besides the MBA and IMBA (e.g., Master of Finance, Master Business Analytics, etc.) with a class size of at least twenty (20) students. If a class has less than twenty (20) students, then a member of the GBC Executive will be designated as the class liaison and no class representative shall be elected.
2. All students in the lecture section are eligible to be nominated.
3. All students in the lecture section are eligible to vote.
4. The election shall take place during a class session and is to be arranged by the Elections Committee within the first month of the term. Voting shall take place by a show of hands. Each voter may cast one vote for each position. The vote shall be conducted by the Returning Officer and Vice President or their designate(s).
5. Class Representative Responsibilities:
  - a) Academic Affairs (Reports to the Vice President): Academic affairs reps report to the Vice President and are responsible for acting as the liaison between professors, students, and the GBC for academic ideas and concerns. They encourage professors to conduct (non-mandatory) mid-term course evaluations, and promote the Teaching Excellence Awards (TEA) each term.
  - b) Athletics (Reports to the Athletics Director): Athletic reps report to the Athletics Director and are responsible for helping the director plan athletic events including intramurals, and other sporting events. Athletic reps will also be asked to promote events in their sections.
  - c) Case Competitions (Reports to the Case Competitions Director): Case Competitions reps report to the Case Competitions Director and are responsible for promoting and ensuring the success of the four rounds of Dean's Cup case competitions hosted by the GBC during each academic year. Activities will include assisting with room bookings, catering orders, gift purchasing, etc.
  - d) Communications (Reports to the Communications Director): Communications reps report to the Communications Director and should be familiar with yearbook editing/graphic design/page layout/photography activities. Reps are responsible for helping to produce and sell the GBC yearbook as well as supporting the Communications Director with recording minutes of GBC General Council meetings as required.



- e) Community and Alumni Relations (Reports to the Community and Alumni Relations Director): Community and Alumni Relations reps report to the Community and Alumni Relations Director. This team upholds Schulich pride and fellowship by assisting in various legacy events/programs, such as the Schulich Insights conference, the annual holiday toy/food drive, Habitat for Humanity team build and Canadian Cancer Society's Relay for Life fundraiser. Section-specific initiatives are also encouraged.
- f) Corporate Relations (Reports to the Corporate Relations Director): Corporate Relations reps report to the Corporate Relations Director and are responsible for assisting the director in generating corporate sponsorship for GBC events and programs. The role includes actively seeking corporate sponsors, contacting firms, presentations, and marketing the GBC as an attractive opportunity for long-term partnerships.
- g) International Affairs (Reports to the International Affairs Director): International Affairs reps report to the International Affairs Director and are responsible for planning and selling tickets to all international events including the Culture Crawl. International reps will also contribute to programs targeted at students new to Canada, and are encouraged to plan events specifically for their section.
- h) Part-Time Affairs (Reports to the Part-Time Affairs Director): Part-time class reps report to the Part-Time Affairs Director and are responsible for representing all of the GBC portfolios as liaisons between their cohort and the GBC. (These portfolios include academics, athletics, case competitions, communications, community and alumni affairs, corporate relations, international affairs, and social affairs.) Reps will be engaged to plan and promote programs specifically for part-time students, as well as promoting all GBC programming to their classes.
- i) Social Affairs (Reports to the Social Affairs Director): Social Affairs reps report to the Social Affairs Director and are responsible for planning and selling tickets to social events such as the Fall and Winter Getaway Weekends, the Schulich Formal, and the annual Holiday party.
- j) SGMT 6000, IMBA (2<sup>nd</sup> year): One (1) class representative is elected from among each of the mandatory SGMT 6000 sections for the fall semester (including full-time and part-time sections) as well as the second year IMBA class. These class reps have the same responsibilities as the Academic Affairs class reps, and may also be asked by other GBC Executives to update their classmates on upcoming GBC programs such as social, athletic, or community and alumni events.

## **Article VII: Graduate Business Council Awards**

1. Awards are given out to eligible students at the annual Schulich Formal held in March or April of each year.
2. Current GBC Executives are not eligible for these awards.
3. Notification of Solicitation period for nominations shall be distributed in advance of the annual Schulich Formal.
4. Nominations are submitted to the current President and Communications Director.
5. A minimum of five awards will be given
6. Winners are decided by the current GBC Executives



### **Article VIII: Amending the Constitution**

1. This Constitution may be amended by a general meeting of the Council.
2. An amendment shall be presented to Council as a motion at a general meeting held not less than one week prior to the date of the meeting at which the motion shall be voted on.
3. Motions to amend the Constitution shall require acceptance by no less than 60% of the voting members present at the meeting.
4. Motions to amend the Constitution may not be presented to Council during the Summer term.