

Constitution

QUEEN'S
COMMERCE
SOCIETY





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PREAMBLE

In recognition of the vast diversity among members of the Commerce Society and in respect of diverse orientations, this Constitution shall be interpreted in a manner consistent with the laws of Canada and of the province of Ontario. The Constitution shall be interpreted by the Speaker of the Society (in consultation with the Society Executive).

MISSION

To enhance the Queen's Commerce experience by representing student interests, inspiring leadership, and empowering students to pursue their passions.

VISION

To be the most respected and innovative faculty society, while providing ever-increasing opportunities that enable all students to realize their full potential.

VALUES

In everything we do...

- We seek excellence and foster innovation.
- We instill passion and encourage initiative.
- We act with integrity and transparency.
- We demonstrate inclusivity and diversity.
- We build collaborative relationships.
- We unite to make a difference in our communities.
- We work together as students for students.
- We involve ourselves for learning, growth, and enjoyment.

OBJECTIVES

The Queen's Commerce Society shall:

- i. Represent the interests of Commerce students to the various academic administrations within the University, to other student assemblies within Queen's, and to the community at large;
- ii. Provide relevant services to Commerce students and to the Queen's Community;
- iii. Provide opportunities for Commerce students to develop a variety of skills through extracurricular involvement;
- iv. Provide opportunities for Commerce students to share their passions and inspire others;
- v. Strive to promote and enhance the value of the Queen's Bachelor of Commerce program and Queen's University experience; and
- vi. Act within the principles of equality, freedom and democracy.



PART 1: DEFINITIONS

In this and all other sections of the Constitution, unless the context requires otherwise:

- i. **“Society”** – the Commerce Society, the acronym of which is “ComSoc”, that is, the association whose membership consists of Society members;
- ii. **“Constitution”** – the Constitution of the Society which governs the affairs of the Society;
- iii. **“Policy”** – a motion, resolution, statement, paper, platform, report, or position adopted by the Society in accordance with the requirements of the Constitution and included in a document set forth in part 13 of the Constitution;
- iv. **“Position holder”** – holder of any position within the Commerce Society
- v. **“Executive”** – the Executive of the Society as described in subsection 2.02.01;
- vi. **“Assembly”** – the Commerce Society Assembly as defined in section 5.01;
- vii. **“Council”** – a group of appointed officials reporting to the President as defined in the Society Composition Policy;
- viii. **“Ex-officio”** – by nature of the office held;
- ix. **“Faculty Board”** – the Board of the Queen’s University School of Business;
- x. **“Building Usage Committee”** – the committee governing the usage of Goodes Hall
- xi. **“Society member”** – a member of the Society as defined by subsection 3.01.02;
- xii. **“University”** – Queen’s University in Kingston, Ontario;
- xiii. **“School of Business”** – Queen’s School of Business
- xiv. **“Good Academic Standing”** – States that a student is not on academic probation as determined by the Queen’s School of Business;
- xv. The **“term of office”** for all Commerce Society officials, unless specified in Part 11, shall begin on the first day of May following the election of the new Executive and shall end on the last day of April the following calendar year;
- xvi. Words importing the singular number may include the plural, and vice-versa;
- xvii. Words importing the masculine gender include the feminine and neutral genders.



PART 2: THE SOCIETY AND THE EXECUTIVE OF THE SOCIETY

SECTION 2.01 THE SOCIETY

2.01.01

The name of the association shall be the Queen's University Commerce Society.

2.01.02

The Society is a member of the Alma Mater Society of Queen's University, Incorporated, and recognizes the preeminence of that organization and its Constitution.

SECTION 2.02 THE EXECUTIVE OF THE SOCIETY

2.02.01

The Executive of the Society shall consist of a President, a Vice President Student Affairs and a Vice President Operations who must be Society members as defined in subsection 3.01.01.

2.02.02

The President, Vice President Student Affairs and Vice President Operations shall be elected by members of the Society in teams composed of three (3) persons. The campaign and election shall be held in accordance with the Elections and Referenda Policy. The President and Vice Presidents must be full-time students during the school term in which they run for office and full-time students during their term of office in accordance with School of Business guidelines. All candidates for President, Vice President Student Affairs and Vice President Operations must be in Good Academic Standing as outlined by the Commerce Office.

2.02.03

Should the position of President become vacant, the Vice President Operations shall fill this position effective immediately. Should both positions of President and Vice President Operations become vacant, the position of President shall be filled by the Vice President Student Affairs.

2.02.04

Should the position of Vice President Student Affairs or Vice President Operations become vacant, the position(s) shall be filled by election in accordance with the Elections and Referenda Policy to elect a new Vice President. Not more than twenty (20) days of classes shall pass before the new Vice President takes office.

2.02.05

Should the positions of President, Vice President Student Affairs and Vice President Operations all become vacant, an Executive by-election shall proceed in the manner outlined in subsection



4.01. Not more than twenty (20) days of classes shall pass before the new President or Vice President take office

SECTION 2.03 DUTIES OF THE EXECUTIVE

2.03.01

President: The duties of the President shall include the following, but shall not necessarily be limited herein:

- i. to supervise all activities of the Society and to be a non-voting member on any of its committees;
- ii. to act as a liaison and coordinate representation of the Society to, but not exclusively, the University, the School of Business, Undergraduate office, Alma Mater Society (AMS), and other University faculties;
- iii. to be a voting member of AMS Assembly, and attend Faculty Board meetings as a general member
- t
- iv. to work towards the Society's objectives;
- v. to manage relations with other universities;
- vi. to plan the Society's strategic direction and long-term objectives with the Vice Presidents;
- vii. to, in conjunction with the Vice Presidents, provide regular progress updates and receive guidance from the Advisory Board;
- viii. to participate in any activity required of the holder of the office as outlined in this Constitution or the Society Policy;
- ix. to oversee executive purview committees as defined in 6.02.03;
- x. to prepare reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general;
- xi. to oversee, have ultimate responsibility and final decision making power (in consultation with the Vice Presidents and Advisory Board as described in Section 2.03.05) over items that affect the Society at large (and do not require Assembly approval, as outlined in Section 5.03), which is defined as: risk management (including financial, legal, and reputational risk), and strategic management of Society stakeholders (with the University, the School of Business, Undergraduate office, Alma Mater Society (AMS), and other university faculties);
- xii. to prepare policy drafts for consideration by the Assembly; and
- xiii. to work towards the specific goals of the current Assembly and Executive.

2.03.02

Vice President Student Affairs: The duties of the Vice President Student Affairs include the following but shall not be necessarily limited herein:

- i. to oversee and coordinate the work of the Society's internal portfolios, including the activities of the Commissioners as defined in section 6.02;



- ii. to participate and assist with any activity relating to the internal portfolios and Commissioners, as defined in section 6.02;
- iii. to oversee Society's external portfolio committees as defined in section 6.03;
- iv. to participate and assist with any activity relating to the external committees as defined in section 6.03;
- v. to coordinate the participation of Society members in external conferences;
- vi. to be a voting member of AMS Assembly, Building Usage Committee, and attend Faculty Board meetings as a general member;
- vii. to plan and carry out the Society's strategic direction and long-term objectives with the President and the Vice President Operations;
- viii. to engage with the President and Vice President Operations on a regular basis regarding issues that affect the Society at large;
- ix. to assist the President in their duties;
- x. to aid in the preparation of reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general; and
- xi. to aid in preparing policy drafts for consideration by the Assembly; and
- xii. to work towards the specific goals of the current Assembly and Executive.

2.03.03

Vice President Operations: The duties of the Vice President External include the following but shall not be necessarily limited herein:

- i. to assume the duties of the President in their absence;
- ii. to chair meetings of the Officer Suite and oversee the members' activities;
- iii. to represent Commerce students at the AMS Assembly as a voting member,
- iv. to plan and carry out the Society's strategic direction and long-term objectives with the President and Vice President Internal;
- v. to assist the President in their duties;
- vi. to engage with the President and Vice President Student Affairs on a regular basis regarding issues that affect the Society at large;
- vii. to aid in the preparation of reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general;
- viii. to aid in preparing policy drafts for consideration by the Assembly;
- ix. to work towards the specific goal of the current Assembly and Executive; and
- x. To oversee Commerce Society Businesses by checking in with the Co-Chairs at the beginning of each semester and providing guidance in strategic and operational issues with the aid of the C-Suite.

2.03.04

Formalization of Objectives

The President and Vice Presidents shall present to the Assembly, by the second Assembly meeting in September, a general statement outlining their objectives for the upcoming year



and providing an indication of the proposed means of achieving them. The Executive is encouraged to publicize this statement to all Ordinary Members of the Society.

2.03.05

As described in Section 2.03.01 xi, there are issues that arise for which the President has oversight, ultimate responsibility, and final decision making power as to the Society's stance and any actions necessary with regards to the situation at hand. The following is the process that the President must follow in such situations. Failure to do so on the President's part may be grounds for disciplinary action or impeachment:

1. The President will engage the Vice Presidents to discuss the situation and attempt to come to a unanimous decision.
2. Failing step 1, the President (in conjunction with the Vice Presidents) will engage the Advisory Board to discuss the situation and attempt to come to a unanimous decision.
3. Failing step 2, the President will bring the situation forward to Assembly as a discussion item in order to get their feedback and attempt to come to a majority decision.
4. Failing any mutually agreeable decision in the above steps, the President will consider all of the facts and opinions given throughout the process and make a final decision on the situation in the best interests of the Society and its members.
5. After any decision is made using this process, the President must include a description in their next report to Assembly and communicate it to Assembly during their statement by members.

Throughout the decision making process the President will engage with all relevant parties who the decision will directly impact.

There are two exceptions to the above process that may be enacted by the President at their discretion under certain situations. If the President chooses to use an exception, they must validate its use through a two-thirds majority vote (where the Chair of the Advisory Board casts the deciding vote in the event of a stalemate) with the Vice Presidents and the Advisory Board after the fact. If the Vice Presidents and Advisory Board deem that the use of the exception was inappropriate and invalid, this may be grounds for disciplinary action or impeachment for the President. The exceptions are as follows:

1. It is understood that the timeliness of some situations may be a factor in the ability to engage with all parties. The President may choose to skip any combination of Steps 1 to 3 if necessitated by the timeliness of the issue.
2. It is understood that due to the sensitive and/or confidential nature of some situations may be a factor in the ability to engage with all Assembly in a public forum. The President may choose to skip Step 3 and limit the detail provided in reporting during Step 5 if necessitated by the sensitive and/or confidential nature of the issue.



SECTION 2.04 REMOVAL OF THE PRESIDENT OR VICE PRESIDENTS

2.04.01

A removal of the President or a Vice President shall be effected by:

- i. a non-confidence vote by the Assembly. The motion must be made in accordance with Assembly Policy, and it must have two (2) weeks' notice. To be resolved, the non-confidence motion must be passed by a two-thirds majority of the Assembly present and voting. The holder of the office in question shall not be permitted to vote on this motion. The wording of the motion shall be:

“(name of President or Vice President) shall cease to hold the positions of President or Vice President of the Commerce Society”; or

- ii. a referendum to impeach. Impeachment papers can be received at any time by the Assembly and must be supported by the signatures of twenty-five percent (25%) of the members of the Society. The resulting referendum shall be conducted by the Chief Policy & Returning Officer on a date selected by the Chief Policy & Returning Officer, separate from any other election or referendum. In no instance shall more than twenty (20) days of classes pass between submission of the impeachment papers and the date of the balloting. The wording of the ballot shall be:

“(name of President or Vice President) shall cease to hold the positions of President or Vice-President of the Commerce Society”.

2.04.02

If a non-confidence vote or an impeachment referendum is resolved in the affirmative, the vacant Executive position shall be filled as set out in subsection 2.02.04.



PART 3: MEMBERSHIP

SECTION 3.01 MEMBERSHIP

3.01.01

Members of the society shall be classified as Ordinary members or Honourary members.

- i. Ordinary members shall be all students of the society who are enrolled in at least one course, who are defined as “Commerce students” by the University Registrar, and who have paid the student interest fee of both the AMS and the Society, as outlined in subsection 3.03.01;
- ii. Honourary members shall include the Chancellor, the Rector, the Principal, the Dean of the School of Business (or appointee), and Trustees of the University, and other such members as selected through Society Annual General meetings, or referenda. Such Honourary members may also be ordinary members, as defined in paragraph i. of this subsection;
- iii. The society may create Honourary Life Memberships of the Society through Society Annual General Meetings, Society Special General Assemblies, or referenda.

SECTION 3.02 RIGHTS, PRIVILEGES AND OBLIGATION

3.02.01

The rights and privileges of Ordinary members of the Society, as described in subsection 3.01.02, shall include:

- i. to vote in all Society elections and referenda;
- ii. to hold positions within the Society, subject to any restriction of the office or position as outlined by the Hiring Policy, the Elections and Referenda Policy, and the Constitution;
- iii. to attend meetings of the society as described in part 8;
- iv. to speak for or against any motions;
- v. to move or second motions at Society Annual General Meetings or Society Special General Assemblies;
- vi. to vote at Society Annual General Meetings or Society Special General Assemblies;
- vii. to gain admission to and/or actively participate in any Society sponsored event and/or program subject to restrictions of the particular event or program.

3.02.02

The rights and privileges of Honourary & Life members described in paragraphs ii. and iii. of subsection 3.01.01 shall include the right:

- i. to attend Society meetings as defined in part 8;
- ii. to move or second motions at Society Annual General Meetings or Society Special General Assemblies;
- iii. to speak for or against any motions.

3.02.03



Members shall resign by resignation in writing, which shall be effective upon acceptance by the Executive. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by them to the Society prior to the acceptance of their resignation.



SECTION 3.03 COMMERCE SOCIETY SPECIFIC FEE

3.03.01

There shall be a fee to be paid by every Ordinary member of the Society to aid in accomplishing Society objectives. Increases to this fee which do not exceed the accumulated nominal inflation, as reported by the Bank of Canada, since the date of the last change to the fee shall be established by a vote of the Society members at a Society Annual General Meeting or Society Special General Assembly, or by referendum, and shall be reviewed each spring by the Executive. Any other change to the Society fee shall be established by a vote of the Society members in a referendum. Once set, the fee is in effect until a review of the fee finds the need to change it.

3.03.02

The Society fee as at November 27th, 2011 is \$60.00.

3.03.03

The allocation of Society funds shall be set by budget each year, subject to approval by the Assembly as outlined in section 10.01.

SECTION 3.04 COMMERCE SOCIETY OPT-OUT FEES

3.04.01

The Society shall be responsible for the collection of all Society temporary and permanent opt-out student fees.

3.04.02

Additional opt-out fees shall be ratified by referendum and noted in this section of the Constitution and in detail in the Society Monetary Policy. Changes in the value of existing opt-out fees shall be established by a vote of the Society members at a Society Annual General meeting or Society Special General Assembly, or by referendum. Once set, the fee is in effect until a review of the fee finds the need to change it.

3.04.03

The following fees are in effect at April 3rd, 2011. Administrative details are noted in the Society Monetary Policy.

- Temporary Fees

- o Goodes Hall Expansion Fee - \$97.50 fee established in March 2007. This amount will be collected and remitted to the School of Business until \$1,200,000 is attained.

- Permanent Fees

- o CORE Fund - \$30.00 (See Section 2 of the Society Monetary Policy)
 - o Outreach Fund - \$10.00 (See Section 3 of the Society Monetary Policy)



PART 4: ELECTIONS AND REFERENDA

SECTION 4.01 GENERAL ELECTIONS

4.01.01

A two-day election for the positions of President, Vice President Student Affairs, Vice President Operations, two (2) Senators and Upper AMS Representative shall be held by ballot on two consecutive days not later than the sixth week of classes in the winter term, to correspond with the AMS election whenever possible, and in accordance with the Elections and Referenda Policy. The year presidents and Lower AMS Representatives follow a timeline outlined in 4.02.01 and 4.02.04, respectively.

4.01.02

Each Ordinary member shall be eligible to rank their preference of individual candidates for each position to a maximum of one (1) candidate per rank. For the Society Executive positions, voters will rank their preference of teams to a maximum of one (1) team per rank.

4.01.03

The President, Vice Presidents, Senators, and representatives to the AMS may not run for re-election to their office if they have served all or a portion of a one-year term.

4.01.05

No person shall run for a position where the duration of the term of the position exceeds the duration of the person's undergraduate career.

4.01.06

All campaigns for elections and referenda shall occur in accordance with the Elections and Referenda Policy. The Elections and Referenda Policy shall not be amended by Assembly during any campaign period election.

SECTION 4.02 YEAR PRESIDENTIAL ELECTIONS

4.02.01

The year presidents shall be elected by the members of that year in a general election to be held before the end of the eighth week of classes in the winter term. The first-year presidential election shall be held before the end of the third week of classes in the fall term.

4.02.02

The permanent year executive shall be elected in the spring of the fourth year in conjunction with the year society elections.

4.02.03



All campaigning for year executive elections must adhere to the guidelines outlined in the Elections and Referenda Policy.

4.02.04

The Lower AMS Representative shall be elected by the members in first and second years in an election to be held before the end of the third week of classes in the fall term.

SECTION 4.03 REFERENDA

4.03.01

A referendum may be called at any time upon presentation of a petition to the Chief Policy & Returning Officer signed by five percent (5%) of the members of the Society, or by a majority vote on a motion in Assembly. Said petition or motion must include the exact question that is to appear on the referendum ballot.

4.03.02

The campaign for a referendum must follow the guidelines outlined in the Elections and Referenda Policy.

4.03.03

No referenda may be held in the week prior to final exams in the fall or winter terms, or during those exams.

4.03.04

No referenda may be held in the spring or summer terms.

4.03.05

No referenda may be held in the first two weeks of classes in the fall or winter terms, unless deemed absolutely necessary by the Speaker, in consultation with the Society Executive.



PART 5: MEMBERSHIP TO ASSEMBLY

SECTION 5.01 MEMBERSHIP OF THE ASSEMBLY

5.01.01

The voting members of the Assembly shall be:

- i. President of the Society;
- ii. Vice President Student Affairs of the Society;
- iii. Vice President Operations of the Society;
- iv. Four (4) year Presidents or their delegates;
- v. Representatives to the AMS, the number of which shall be determined by subtracting the three (3) Society Executive positions from the number of representatives specified in the AMS Constitution, Part 5, subsection 5.01.02; and
- vi. Two (2) student Senators (each serving one-year terms);

5.01.02

The non-elected, non-voting members of the Assembly shall include:

- i. The Speaker and Deputy Returning Officer, who shall be ratified by the voting members of the Assembly upon recommendation of the new Executive;
- ii. The Chief Financial Officer, who shall be ratified by the new voting members of the Assembly upon recommendation of the new Executive;
- iii. The Chief Policy & Returning Officer, who shall be ratified by the voting members of the Assembly upon recommendation of the new Executive;
- iv. The Business Administrator;
- v. The Human Resources Officer;
- vi. The Chief Marketing Officer;
- vii. The Chief Information Officer;
- viii. The Business Manager;
- ix. The Vendor & Supplier Relations (VSR) Officer;
- x. The External University Relations (EUR) Officer;
- xi. The Corporate Relations Officer;
- xii. The Commissioners as outlined in the Society Composition Policy
- xiii. Non-voting External Representatives as outlined in the Society Composition Policy;
- xiv. The Rector;
- xv. The Ombudsperson
- xvi. The Inclusion & Diversity Officer
- xvii. The Advisory Board who shall be ratified as outlined in the Hiring Policy; and
- xviii. Any other positions approved by the Executive to assist one of these roles including, but not limited to deputy positions and interns.
- xix. Conference commissioner

5.01.03



If a two-thirds majority consensus of the voting Assembly members cannot be reached with respect to the approval of the recommended CFO, Speaker, or Chief Policy & Returning Officer, the President and Vice Presidents shall select new candidates in accordance with the Hiring Policy.

SECTION 5.02 DUTIES OF ASSEMBLY MEMBERS

5.02.01

The duties of the Executive shall be as outlined in section 2.03.

5.02.02

The Ombudsperson is responsible for matters pertaining to individual students and students' needs and the Commerce Society. The goal of the position is to provide students with support and connect them to resources within the Commerce Society.

Given the nature of the role, the Ombudsperson shall keep all information learned in the course of their regular duties confidential and will not disclose such information externally without the permission of the complainant. In instances where a conflict of interest exists, the Ombudsperson shall inform the complainant and obtain their guidance on how to proceed, with the option of involving the President if necessary. The Ombudsperson will act in an impartial and unbiased in the exercise of his or her duties and is required to abstain from voting where a conflict of interest exists.

The duties of the Ombudsperson are not limited to the duties described here within and this description is to provide a general description:

- i. to investigate all complains, concerns, and matters brought forward to the Ombudsperson within their scope, including but not limited to complaints or questions regarding the Commerce Society, its activities, or its organizations.
- ii. to recommend a course of action to Advisory Board, the Executive, or any of the Commerce Society's organizations where such action is necessary.
- iii. to represent or ensure representation of any Commerce Society member in approaching Advisory Board, the Executive or Assembly in any matter, especially CORE funds and ratifications.
- iv. to hold office hours amounting to two hours (2) per week where class is in session and be available for meetings on an ad-hoc basis when requested.
- v. to respond in a timely manner to student concerns by providing the relevant information to resolve the concern or providing the contract member of the relevant party or parties.

The requirements of a Society member to run as Ombudsperson are as follows:

- i. to be in their third year of studies or beyond in September of the year their term will commence; and



- ii. to not hold any Assembly position, as defined in the Constitution 5.01.01 and 5.01.02 for the duration of their term.

5.02.03

The duties of the Commissioners shall be as outlined in section 6.02.

5.02.04

The duties of the Year Society Presidents shall include the following but shall not necessarily be limited herein:

- i. to represent their Year Society members at Assembly; and
- ii. to work towards the objectives outlined in subsection 7.01.02.

5.02.05

The duties of the AMS representatives shall include the following but shall not necessarily be limited herein:

- i. to represent Commerce students at the AMS Assembly as a voting member;
- ii. to educate Commerce students on the issues discussed at AMS Assembly to the Society and seek relevant feedback and support for issues concerning the Society and the University as a whole; and
- iii. to publicize AMS resources and opportunities to Commerce students and Society organizations.

5.02.06

The duties of the Senators shall include the following but shall not necessarily be limited herein:

- i. to serve on the Queen's Senate in accordance with that body's rules and regulations; and
- ii. to report the matters discussed at the Queen's Senate to the Society and Assembly.



5.02.07

The duties of all Council members shall be defined in the Society Composition Policy.

5.02.08

All Assembly members have the duty to report to Assembly the activities related to their position including any committees overseen as defined in the Assembly Policy.

SECTION 5.03 TERMS OF REFERENCE OF THE ASSEMBLY

5.03.01

The Assembly is the ultimate decision making body for the policy and political affairs of the Society. The Assembly has full power, within the restrictions of the Constitution, to create, alter and/or terminate any policy statements, which are considered to be Society policy, and to deal with any reports, recommendations and/or conclusions of any groups, committees and organizations which fall within the purview of the Society.

5.03.02

Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfill its mandate by debating and dealing with any reports, including their recommendations and conclusions; motions, as submitted by the Council, Assembly or the Society student body at large; policy decisions regarding the official stance of the Society on any issue within the purview of the Assembly; approving allocations for all monies assigned in the current budget; to represent the Society where it is deemed necessary; to carry out various duties in the interest of the societal student body; and to move the society forward, and towards its mission.

5.03.03

The decisions of the Assembly shall be binding on the members of the Society.

SECTION 5.04 REMOVAL OR RESIGNATION OF ASSEMBLY MEMBERS

5.04.01

Each Assembly member is expected to act in the best interest of their constituency.

5.04.02

All Assembly members are subject to removal from the Assembly on the following grounds:

- i. where removal is mandated in accordance with the Assembly Policy;
- ii. unfair discrimination;
- iii. theft, fraud or embezzlement of funds;
- iv. ineligibility to be a member; and
- v. just cause.

5.04.03



Upon a breach of subsection 5.04.02 the Speaker shall make a motion, which has had proper notice, that the offending Assembly member be removed as a voting member of the Assembly, and from their respective office. Such a motion does not require a seconder. If such a motion is approved by a majority of Assembly members present and voting, then the offending member shall be deemed removed. During the vote, the ballot will be secret, and the offending member's voting rights suspended. If the motion is defeated, the Speaker shall make another motion if any other conditions of 5.04.02 are met, or if any additional Assembly meetings are missed.

5.04.04

Subsection 5.04 does not apply to the President or Vice Presidents of the Society, whose removal from office is governed by section 2.04.

5.04.05

An Assembly member may resign from his/her position by written notification to the Executive and the Speaker.

5.04.06

Any member having resigned or been removed from the Assembly according to subsection 5.04.03 and 5.04.05 shall be replaced by a new member, selected in the same manner in which the offending member was chosen initially. Replacement appointments shall be subject to all policies and procedure contained in both the Hiring Policy and Elections and Referenda Policy.

5.04.07

If the member is removed or resigned after November 1 of the academic year, the President and Vice Presidents may appoint a new member to the Assembly to replace the one removed, subject to ratification by a two-thirds (2/3) vote of the Assembly.

5.04.08

In the event of a vacancy in an elected position, a member of the society may be appointed to the role on an interim basis until an election is feasible. This decision shall be made by the Executive, Ombudsperson and HRO and must be announced at the following meeting of the Assembly.

SECTION 5.05 ASSEMBLY MEETINGS AND QUORUM

5.05.01

The Assembly will meet at least ten (10) times during the course of the regular school year, September to April. Meetings will be held in accordance with Assembly Policy.

5.05.02



Records and minutes of all meetings will be kept and maintained by the Business Administrator and must be approved by Assembly (through email approval) before becoming public record.

5.05.03

The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a majority of members present or if required by Assembly Policy. If such a motion is passed, all non-Assembly members must leave the room, as well as non-voting Assembly members where defined by policy. No expenditures shall be approved during a closed session except where required by policy.

5.05.04

Quorum at an Assembly meeting is required to pass any motion brought forward to Assembly.

5.05.05

Quorum shall be half of all voting members plus one. If half of all voting members is not a whole number, the next highest whole number shall constitute quorum. Proxy votes will not be accepted as part of quorum determination. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the minutes.

5.05.06

Motions of the meetings of the Assembly shall be decided by a majority of votes, with each voting Assembly member as defined in subsection 5.01.01 entitled to one vote. In the case of an equality of votes, the Speaker shall cast the deciding vote as status quo.

5.05.07

In the absence of a voting member at Assembly, such voting member may proxy their vote to another member of the Society by notifying the Speaker. A vote may not be proxied to another voting Assembly member as defined in subsection 5.01.01. The following positions must allocate their proxy to an assembly member that applies by the specified group:

- The President, Vice-President of Student Affairs, and Vice-President of Operations must proxy their vote to their respective intern. If their intern is unavailable to proxy, they may proxy their vote to a member of their respective portfolio.
- The Year Presidents must proxy their vote to a member on Assembly that is currently in the same respective year of University.
- The Upper AMS Representative must proxy their vote to a member on Assembly that is currently in their third or fourth year of University.
- The Lower AMS Representative must proxy their vote to a member on Assembly that is currently in their first or second year of University.
- The Senators must proxy their vote to a member on Assembly that is currently in their second, third, or fourth year of University.



5.05.08

Any voting member not able to find a proxy as outlined above will choose an appropriate proxy after consultation with the Speaker of the Assembly.

SECTION 5.06 RULES OF ORDER

5.06.01

A copy of the current Assembly Policy, which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting they attend after election, appointment, or acclamation. These rules shall be amendable by a two-thirds vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.



PART 6: COMMISSIONS AND COMMITTEES

SECTION 6.01 SOCIETY COMPOSITION

6.01.01

The Society Composition Policy will define committee and commission membership in the Society. Membership changes to the Society must be conducted through a majority vote of Assembly.

SECTION 6.02 THE COMMISSION SYSTEM

6.02.01

The internal committees shall be separated into unique and distinct Commissions as specified in Society Composition Policy, each with its own responsibilities and jurisdiction. Each Commission shall be led by a Commissioner reporting directly to the Vice President Student Affairs.

6.02.02

In order to fulfill their mandate, Internal committees shall each belong to a single commission, with the co-chairs of each committee reporting directly to the respective Commissioner. This reporting structure shall be in accordance with the Society Composition Policy.

6.02.03

Applications to any position on any committee are open to any and all members of the Society. All internal positions, including Commissioners, shall be selected in accordance with the Hiring Policy.

6.02.04

Commissioners shall be removed or may resign from office as specified in section 5.04.

6.02.05

Each Commissioner shall be accountable to Assembly for the activities and affairs which should and/or do occur under the jurisdiction of their Commission.

SECTION 6.03: COMMITTEES

6.03.01

Standing internal committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. Changes to internal committee membership will occur as outlined in subsection 6.01.01. Each year, the chair(s) of each committee shall submit a statement to the Executive outlining the objectives of the



committee for the upcoming year, as well as an indication of the proposed means of achieving those objectives.

6.03.02

Standing external committees are established to organize conferences, competitions, or services external to the Society. External committees comprise the external portfolio and are governed by Section 3 of the Operations Policy: the Policy on External Committees. All Co-Chairs of external committees report to the VP Student Affairs. Changes to external committee membership will occur as outlined in subsection 6.01.01.

6.03.03

Executive purview committees are established to provide services to students where the purpose of the committee does not classify it as an external committee, internal committee, or business enterprise. Executive purview committees report to the President. Changes to executive purview committee membership will occur as outlined in subsection 6.01.01.

6.03.04

Special committees are established for the purpose of examining issues on an ad hoc basis where no appropriate standing committee exists, and it has been determined that there is a need for a committee to examine and find solutions to the issue(s). Their terms of reference shall be communicated to Assembly. A special committee shall be considered disbanded following the reception of its final report by the Assembly.

6.03.05

All committees, with the exception of special committees, shall be selected in accordance with the Hiring Policy.

6.03.06

A committee report, which shall be presented to the Assembly by the committee chair, shall be that of the majority of the committee. The signature of the committee chair shall attest to the authenticity of the report. No report shall be accompanied by any counter statement or protest by the minority, unless it appears as an appendix to the majority report.

6.03.07

Reports and their accompanying recommendations may be received as a motion to the Assembly. Any report not received shall be considered not to exist.

6.03.08

A report that is received according to subsection 6.02.06 does not necessarily have to be approved. Reports may be approved in principle while their recommendations are approved separately as specific policy resolutions. Should there be more than one recommendation,



each recommendation shall be considered for approval on an individual basis, and the Assembly shall only be bound by those recommendations that are approved. A report without any recommendation requires no further proceedings with reference to it, subsequent to its reception of the Assembly.

SECTION 6.04: BUSINESS PORTFOLIO

6.04.01

The business portfolio shall be composed of a number of Businesses as specified in Society Composition Policy, each with its own responsibilities and jurisdiction. The business portfolio shall be led by a Business Manager reporting directly to the Vice President Operations. Each year, the Head Managers/Directors of each business shall present to the Business Managers and Executive documents as outlined in Section 9 of the Operations Policy.

6.04.02

In order to fulfill its mandate, Businesses as specified in Society Composition Policy shall operate with business Head Managers/Directors reporting to the Business Manager. Standing businesses are established to provide students an opportunity to gain real business experience. Businesses comprise the Business Portfolio and all Head Managers/ Directors of businesses report to the Business Manager. Once established, they shall serve continuously with progressive changes in membership. Changes to business membership will occur as outlined in subsection 6.01.01

6.04.03

Applications to any position on any business are open to any and all members of the Society. All Commission positions shall be selected in accordance with the Hiring Policy, with the exception of special privileges outlined in Section 9.4 of the Operations Policy.

6.04.04

The Business Manager shall be removed or may resign from office as specified in section 5.04.

6.04.05

The Business Manager shall be accountable to the Assembly for the activities and affairs which should and/or do occur under the jurisdiction of their Commission.



PART 7: YEAR SOCIETIES

SECTION 7.01 THE YEAR PRESIDENT

7.01.01

The name of each Year shall be “Commerce” or “COMM” followed by the year in which a member of that year, enrolled in a four-year program, may be expected to graduate.

7.01.02

The objectives of a Year President shall be as follows:

- i. to promote the unity of the Year’s members;
- ii. to initiate and organize activities and services for the Year’s members, and;
- iii. to act as a liaison between the Society and other student organizations.

7.01.03

The objectives of the President and Class Gift Coordinator of the fourth year class shall further include:

- I. Ensuring the fundraising for the graduating class, which has taken place over the previous three years, is completed;
- II. Working with the School of Business to select an appropriate class gift and sitting on the executive for ThankQ, and
- III. Liaising with the Alumni Office of the Queen’s School of Business to coordinate the COMMITment class gift

7.01.04

Each Year President shall derive authority from the Society, and shall recognize the preeminence of the Society.

SECTION 7.02 MEMBERSHIP

7.02.01

Every Ordinary member of the Society, except as provided in subsection 7.02.02, shall be a member of only one year. There shall at any one time, be four years in the Society. Students in years of study beyond their fourth year shall be included in the fourth year category.

7.02.02

- i. a student in the School of Business who begins their post-secondary studies at the university shall initially be a member of the first year;
- ii. after one successfully completed academic year at the university, a student shall become a member of the second year, and proceed in the same manner until they are no longer an undergraduate student in the School of Business;
- iii. a member of the year who leaves the Society for one academic year or less and subsequently returns shall remain a member of the same year, if they so choose;



- iv. a student who re-enters the Society after more than one academic year as a non-member, or who transfers into the School of Business shall become a member of the appropriate year as determined by their academic progress.



SECTION 7.03 THE EXECUTIVE OF THE YEAR SOCIETY

7.03.01

Each year shall consist of one (1) Year President. The incoming fourth year executive shall consist of one (1) Year President and (1) one Class Gift Coordinator.

7.03.02

The Year Presidents and fourth year Class Gift Coordinator shall be elected in accordance with section 4.02 of this Constitution and with the Elections and Referenda Policy.

7.03.02

Should the position of Year President become vacant, a by-election shall be held within fifteen (15) class days unless the vacancy occurs after November 1 of the academic year, where the position will be filled in accordance with subsection 5.04.07.

7.03.04

Should the position of Class Gift coordinator become vacant after November 1 of the academic year, the vacancy can be filled by someone in fourth year, subject to ratification by a two-thirds (2/3) majority vote of Assembly.

7.03.05

A Year President may be removed from office by a two-thirds (2/3) majority of year members present and voting at a year Society General Meeting as defined in section 7.05. Notice of such a meeting shall be given in accordance with the provisions outlined for Society Annual General Meetings and Society Special General Assemblies outlined in this Constitution.

SECTION 7.04 PERMANENT EXECUTIVE

7.04.01

The Graduating Year Executive shall consist of a Class President, Class Reunion Coordinator, Class Gift Coordinator and Class Correspondent, elected on five-year terms with re-selection process coordinated by the School of Business Advancement Office. Elections for the Graduating Year Executive will be held in accordance with subsection 4.02.02. The Graduating Year Executive for the graduating class shall be elected prior to the end of the winter term of the fourth year.

SECTION 7.05 YEAR SOCIETY GENERAL MEETINGS

7.05.01

A General Meeting of the year may be called at any time by petition of twenty-five (25) members of that year.



PART 8: SOCIETY ANNUAL GENERAL MEETINGS AND SOCIETY SPECIAL GENERAL ASSEMBLIES

SECTION 8.01 GENERAL

8.01.01

There shall be three (3) types of Society meetings: Society Meetings, Society Annual General Meetings, and Society Special General Assemblies.

8.01.02

Society Annual General Meetings and Society Special General Assemblies shall be held on the campus of the University in a location determined by the Assembly. Such meetings shall be chaired by the Speaker. The Speaker may, at their discretion, turn the chair over to the President.

8.01.03

Society Annual General Meetings and Society Special General Assemblies may, from time to time, be adjourned to any future time or to a different place. Such business may be transacted at the original meeting from which such announcement took place. No notice shall be required for the motion for announcement. The motion for adjournment may be made notwithstanding that quorum is not present.

8.01.04

Society members are not entitled to vote by proxy at Society Annual General Meetings or Society Special General Assemblies.

8.01.05

Motions at all Society Annual General Meetings and Society Special General Assemblies shall be decided by a majority of votes present in person, unless otherwise required by this Constitution. All votes at such meetings shall be taken by ballot if so demanded by any member present and decided by a majority vote. A declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the meeting shall be admissible in evidence as prima facie, proof of the fact, without proof of the number or proportion of the votes accorded in favour or against such a resolution. Should a ballot be demanded, it shall be taken in such a manner as the Chair shall direct. In the case of an equality of votes, the Chair shall be entitled to a second or deciding vote. In such cases, the Chair shall vote to maintain the status quo where possible.

8.01.06

Notice of the time and place of Society Annual General Meetings and Society Special General Assemblies shall be given by placing two (2) postings on the Society website. The first such advertisement shall appear ten (10) or more days before the time fixed for the holding of the



meeting; the second such advertisement shall appear after the tenth (10th) day before the time fixed for the holding of the meeting.

8.01.07

Quorum at Society Annual General Meetings and Society Special General Assemblies shall be fifty (50) members of the Society. Should there be no quorum at such a meeting, business may proceed as usual:

- i. due notification of the lack of quorum at the meeting must be made on the Society website and by other appropriate means within one (1) week after the adjournment of the meeting;
- ii.
 - a. should any members of the Society disagree with any decision made at the meeting, they may present a petition containing the signatures of fifty (50) members of the Society asking for a replacement Society Special General Assembly.
 - b. the petition must be received within two (2) weeks after the adjournment of the impugned meeting.
 - c. the replacement Society Special General Assembly shall be held one (1) week after the receipt of the petition.
 - d. the quorum at such a replacement Society Special General Assembly shall be fifty (50) members of the Society. The replacement Society Special General Assembly may review any decision of the impugned meeting and by a majority vote confirm or refute it.
 - e. if no quorum is present, the replacement Society Special General Assembly cannot convene and the decisions of the impugned meeting shall become binding.

8.01.08

In accordance with section 3.02 any Society member may place a motion on the agenda for Society Annual General Meetings and Society Special General Assemblies provided that:

- i. there is a mover and a seconder who are both Society members;
- ii. the motion with mover and seconder is submitted in writing to the Speaker at least five (5) days before the meeting.

8.01.09

The agenda for all Society Annual Meetings and Society Special General Assemblies shall be available to all Society members at least five (5) days before the meeting.

8.01.10

Motions may be added to the agenda by presenting the motion to the Speaker at the beginning of the Society Annual General Meeting or Society Special General Assemblies. The motion will be accepted if:

- i. it is the Speaker's opinion that there were reasonable circumstances which prevented the motion from being submitted before the agenda deadline;



- ii. a two-thirds majority of the members present at the meeting agree to consider the motion.

8.01.11

Notice to the effect of subsection 8.01.09 and 8.01.10 shall be included on the Society website as per subsection 8.01.06.

8.01.12

Unless otherwise specified, Society Annual General Meetings and Society Special General Assemblies may deal with any matters normally dealt with by the Assembly. The decisions of Society Annual General Meetings and Society Special General Assemblies shall be binding on Assembly Policy subject to the terms of subsection 8.01.07.

8.01.13

Any decision made at a General Meeting may overrule a decision made by the Assembly.



SECTION 8.02 SOCIETY ANNUAL GENERAL MEETINGS

8.02.01

The Society Annual General Meeting shall be held once every year at a time and place set by the Assembly. Notwithstanding the above, the date of such meeting must be:

- i. within the period of time described as the "winter term" in the University calendar;
- ii. after the Executive election and prior to April 1.

SECTION 8.03 SOCIETY SPECIAL GENERAL ASSEMBLIES

8.03.01

The President, Vice President Student Affairs and Vice President Operations of the Society shall have the power to call, at any time, a Society Special General Assemblies. Such meetings may also be called upon receipt by the Speaker of a petition to do so signed by seventy-five (75) members of the Society.



PART 9: REMUNERATION

9.01.01

Only employees of ratified Commerce Society businesses, as well as BrainTrust tutors, are eligible to be remunerated for their participation within the Society. No other Society position is eligible for remuneration from the Commerce Society, the Queen's School of Business or any other organization. Remuneration includes, but is not limited to, cash, assets, services, or any other form of monetary benefit received from a third-party.

9.01.02

No Society Position-holder shall be responsible for expenses incurred in the performance of the duties required by their position. The CFO shall be empowered to make decisions on expenses that are reimbursable, subject to appeal to the Speaker.



PART 10: BUDGETS

SECTION 10.01: BUDGETS

10.01.01

There shall be a Society Budget prepared by the CFO, which sets out the budget for the whole Society based on the fiscal year (May 1 to April 30) of the Society. The CFO shall present the budget to Assembly during the month of September. At this meeting a majority of Assembly members must approve the motion to approve the budget.

10.01.02

The Society Budget shall include those matters associated with the Executive, the internal Portfolios, QCCU, the businesses, and the operation of the Society office.

10.01.03

All expenditures over \$500 made outside of the Society budget shall be approved by a two-thirds majority of the Assembly at one (1) meeting.

SECTION 10.02: FISCAL ACCOUNTABILITY

10.02.01

The CFO shall submit mid-year and year-end financial reports of all financial transactions to be reviewed by the Assembly.

10.02.02

Should any issues arise from the financial reports, the Assembly shall strike a committee consisting of two (2) assembly members and the Vice President Operations, to review all financial receipts and expenses made available by the CFO.

10.02.03

The Audit Committee shall perform an audit of all fiscal reports and accounts of Society organizations, before the end of the CFO's term.

10.02.04

The financial standing of the Society shall be re-assessed half-way through the school year by the Executive in conjunction with the ComSoc Finance CFO. All relevant parties in the original budgeting processes should be consulted. The budget may be reopened at this time to account for changes to expectations or new costs. The changes must be approved by Assembly at the next meeting.

10.02.05



Final statements, annual records and receipts from each of the Society's financial officers shall be kept on file and transitioned.

10.02.06

The CFO, Treasurer(s), and the President shall be the only Officers allowed signing authority on the Society accounts. The Society accounts must require two signatures for all cheques.

SECTION 10.03: SURPLUS

10.03.01

The main revenue sources for the Society shall be Student interest fees, event fees and sponsorship. All events that are run by student fee contribution shall aim to levy the lowest possible charge and try to prepare a balanced budget, contingency notwithstanding.

10.03.02

Should surplus exceed ten (10%) of the total operating budget, a committee shall be struck from the Assembly to decide on the allocation of the excess funds. The committee specified shall be chaired by the CFO of the Society, and be made up of the President, the Vice Presidents, and one (1) other society member to be elected by Assembly at the first meeting in the fall. All allocation decisions made by the above committee must be approved by the Assembly before funds are distributed.

10.03.03

Should any Society committee close for any reason, all surplus left in the account is automatically transferred back to the Society.

SECTION 10.04: DEBT REPAYMENT

10.04.01

All Society committees shall strive to break even or generate revenue for the society. However, should a committee operate on a loss in a particular fiscal year, the debt shall be absorbed by the Society.



PART 11: TRANSITION

11.01.01

The Executive, Assembly, and Internal committees and Officer Suite shall be retired at the close of the fiscal year of the Society (April 30), except the Advisory Board who shall have terms as described in the Hiring Policy. At that time, the Executive-elect shall assume the powers vested in the offices of the Executive.

11.01.02

The Executive-elect has authority over the process to hire Co-Chairs and members of Internal Committees, as well as non-voting Assembly positions for the fiscal year over which they will preside. The outgoing Executive is obliged to participate at the request of the Executive-elect.

11.01.03

The Executive, prior to the end of the fiscal year, shall ensure that individual position transition documents are up to date. During the transition period, the Executive-elect shall refer to the said transition manual.



PART 12: CONSTITUTIONAL AMENDMENTS

12.01.01

The Constitution may be amended at any Special General Assembly and Annual General Meetings by a two-thirds majority vote. Notice of Constitution amendments must be given in accordance with subsection 8.01.06.

12.01.02

All amendments or changes to this Constitution shall be published to Society members as soon as possible after they have taken effect.

12.01.03

Until such amendment is given effect, this Constitution shall remain in force and be binding upon the Society as regards any party acting on the faith thereof.



PART 13: SOCIETY POLICIES

13.01.01

The Society recognizes the existence of a Policy document whose master copy is maintained by the Chief Policy & Returning Officer.

13.01.02

The Society's Policy document shall include the following policies which shall govern the operations of the Society:

- Hiring Policy
- Elections and Referenda Policy
- Discipline Policy
- Monetary Policy
- Society Composition Policy
- Operations Policy
- Website Usage Policy
- Assembly Policy

13.01.03

Additions, deletions, and changes to Society Policy shall be included in the list of 13.01.02 without constitutional amendment.

13.01.04

The Constitution is considered the pre-eminent document governing the Society and has absolute authority over any Policy.