



Queen's Commerce Society

**Commerce Society Assembly
Sunday, September 10th, 2017
2:00 pm Goodes Hall Room 141**

1. Approval of the Agenda

2. Speaker's Business

3. Statements by Members

- a. Emlyn Folkes – President
- b. Taryn Mason – Vice President of Student Affairs
- c. Filip Susic – Vice President of Operations
- d. Jordan Flanigan – Human Resources Officer

4. Motions

- a. Taryn Mason – FIC Rebrand
- b. Taryn Mason – Q+ Rebrand
- c. Emlyn Folkes – CFO Ratification
- d. Emlyn Folkes – CPRO Ratification
- e. Emlyn Folkes – Speaker of the Assembly Ratification
- f. Jordan Flanigan - Hiring Policy Probation Amendment
- g. Jordan Flanigan - Amendment to Composition of Hiring Teams
- h. Jordan Flanigan – Amendment to Note-Taking Processes
- i. Jordan Flanigan – Amendment to Hiring Policy Guiding Principles & Addition of Hiring Periods
- j. Jordan Flanigan - Use of Academics in Hiring & Selection Processes
- k. Jordan Flanigan – Process for Hiring Complaints by Applicants
- l. Jordan Flanigan – Co-Chair Hiring Process Amendment
- m. Jordan Flanigan – First Year Representative Process Amendment
- n. Jordan Flanigan – Advisory Board Chair Hiring Amendment

5. Close of Assembly



Name: Emlyn Folkes

Position: President

Reporting Date: September 6th, 2017

ITEMS TO REPORT?

Welcome back everyone! I hope you've all had a restful and enjoyable summer and are excited to be back in action in Kingston. Taryn, Filip, and I are so excited for the year ahead and all that it has to hold.

Comm '21: A special welcome to our incoming class, Comm '21, as they begin their time at the Smith School of Business. I'm extremely envious of the four years they have ahead and can't wait to get to meet more of them.

FMS: Taryn, Filip, and I have been working together this past summer to figure out our plan of attack for this year to bring some of our campaign platform ideas to life. FMS is especially excited for the coming year to celebrate ComSoc's 50th year – check out Taryn and Filip's report for some more details on what we've been up to.

CEO: A huge congratulations to the CEO on all the hard work they have done to pull together another successful Commerce Orientation Week. Good times and smiles all around for Comm '21 (even despite some rain).

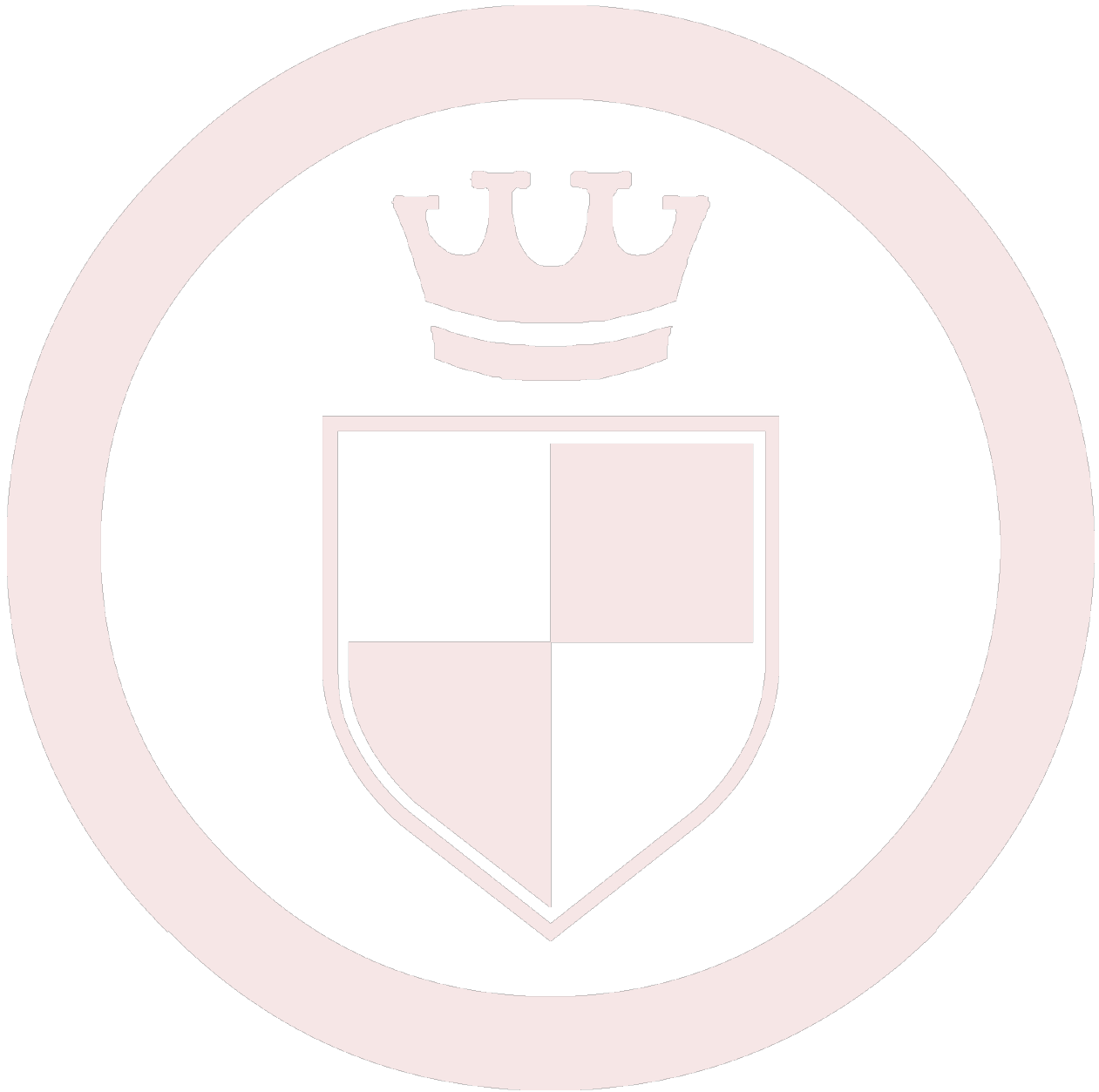
AO: Coming in hot for his fourth and final year on assembly, we have Maclen Chisholm handling the academic side of things. Working hard over summer on creating a plan of attack for the coming year surrounding areas of improvement for our schooling, Maclen will be reporting back news on some exciting projects in the next few weeks.

DIO: Assembly's two DIOs, Angela Tan and Valentina Vives-Lopez have been working together on a couple key initiatives this summer. Namely, they have been developing a poster that highlights ComSoc's efforts to include and celebrate students of all diversities. Additionally, they are in the works of creating a sober-social-guide for co-chairs to provide some fun opportunities that allow you to get to know your executive.

INCLUDED IN STATEMENT BY MEMBERS? Y

MOTIONS TO PRESENT? Y - Attached

DISCUSSION ITEMS TO RAISE? N





Name: Taryn Mason

Position: Vice President Student Affairs

Reporting Date: Sunday, September 10th, 2017

ITEMS TO REPORT?

Welcome back everyone! I am SO excited for this year and to be back in Goodes.

Over the course of the summer, Filip, Emlyn, and I have been doing a lot of planning to make sure we deliver on our platform promises and to make this year fun and memorable for everyone. After all, it is Comsoc's big 50th! Danny Kim and Laura Wu have also spent hours on google hangouts with us reviewing all of the society's policy documents. The edits from these sessions will be brought forward throughout the year.

Under the VPSA portfolio, we have definitely had a busy summer. The commissioners have been hard at work helping committees through budgeting, planning, and re-branding. Other initiatives from commissioners include Monique Deziel's Volunteer Fair that will take place in November and will highlight all the various ways to get involved within the community activities commission as well as in the greater Queen's community. Tim Riffault, our Industry Associations Commissioner, has been working with the CAC to plan career mashup and we will be striking a planning committee in the coming days. Our External Commissioner, Bianca Toulany, has been putting a tremendous amount of effort into finalizing the Co-Chair How-To Guide, which will be distributed to co-chairs by the end of September.

The CROs have also been killing it and liaising with the CAC to determine how we can foster the best relationships with our corporate partners. From these discussions, we have set a plan for the year and we are currently working to update the Corporate Viewbook, and retrieve feedback from some of Smith's key corporate sponsors.

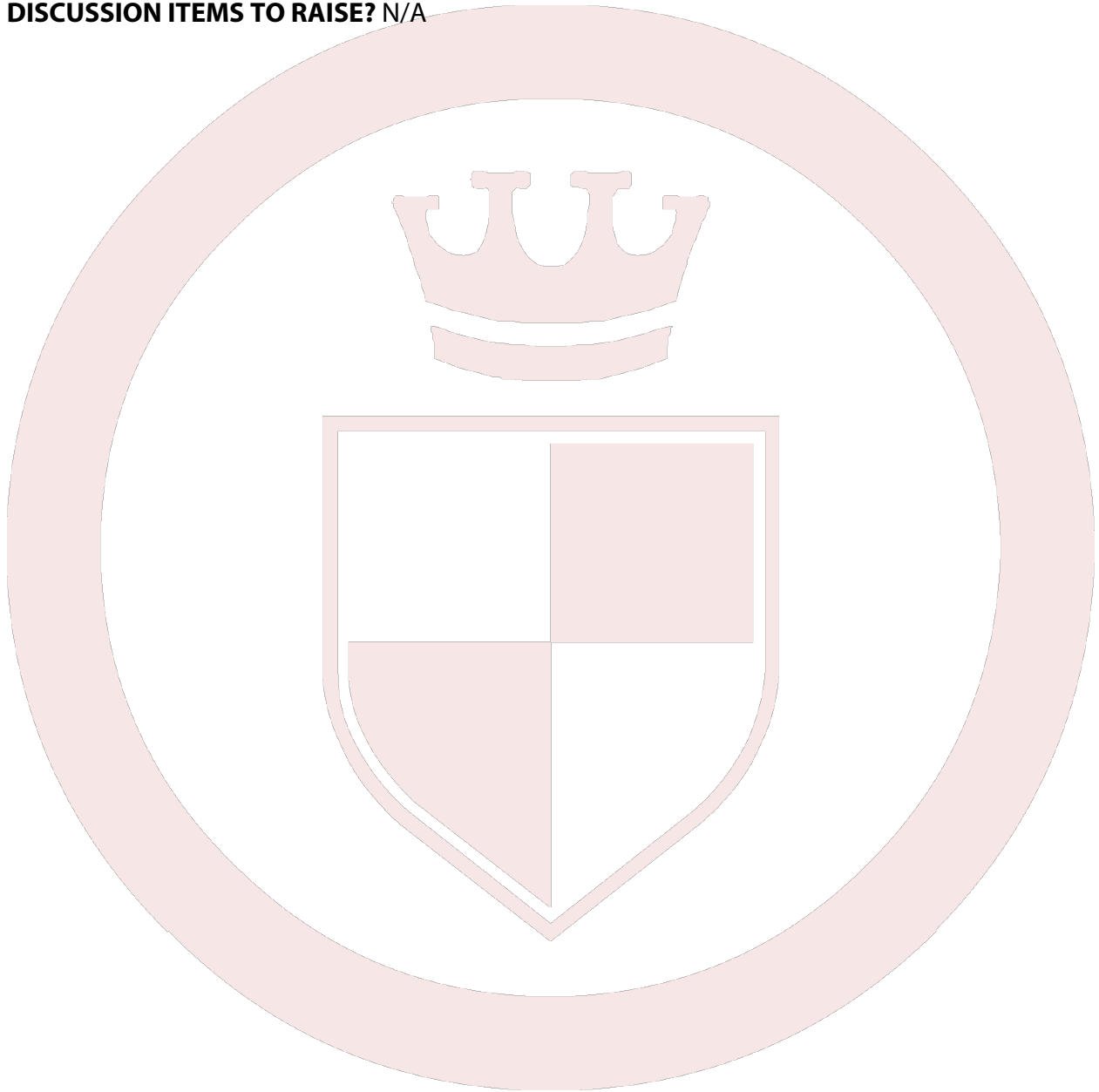
I have been working this summer to help Out at Smith, as well as QUBE, undergo rebrands which will be presented at today's Assembly. With help from our lovely CIO, Alice, we were also able to create a consolidated ComSoc calendar on our website. Please feel free to download this, and also to encourage the committees you are on to upload their events to this calendar. One final initiative that begun over the course of the summer is the ComSoc Committee database which will be used to track changes in committees including exec size, sponsorship, delegate fees, etc., for years to come. This will be done in the hopes of improving our institutional memory and deepening our analysis on topics in the future.

Again, I am so happy to be back and cannot wait to spend a year with you incredible people!

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? The rebrand of QUBE and Out at Smith.

DISCUSSION ITEMS TO RAISE? N/A





Name: Filip Susic

Position: Vice President Operations

Reporting Date: Sunday, September 10th, 2017

ITEMS TO REPORT?

Hi Everyone,

I hope that everyone is happy to be back. Nice to see you all.

A lot has been going this summer under the Operations portfolio, including the following:

Finance

- Budgeting was completed by CFOs by the end of July. It has been approved by the CFO, Advisor Board, and Executive team. Assembly approval is pending.
- CheddarUp is a payment processor that we are adopting to fill in the void left by Tilt's departure. Accounts have been distributed to committees so they are ready to collect revenues.

Human Resources

- An ad-hoc committee was formed to tackle deficiencies surrounding the current hiring process.
- Currently, we are preparing for first year hiring. In response to the stress that the hasty timing of first year hiring placed on students, the hiring period is being pushed back by several days.

Marketing

- The Agency and CMOs worked diligently to complete the Viewbook and Find Your Fit infographic to help first year students navigate the numerous ComSoc clubs with comfort.

Policy

- The Executive team, Danny Kim (AB Chair), and Laura Wu (CPRO) undertook a policy revamp over the summer. Policy changes will be brought forward in coming assembly motions.

Other

- Locker Sales are up and running. Lockers are expected to be sold out shortly.
- Planning for 50th birthday is taking place. Looking to hold week worth of events leading up to Homecoming.

Look forward to the assemblies meetings, socials, and casual banter that are to come this year.

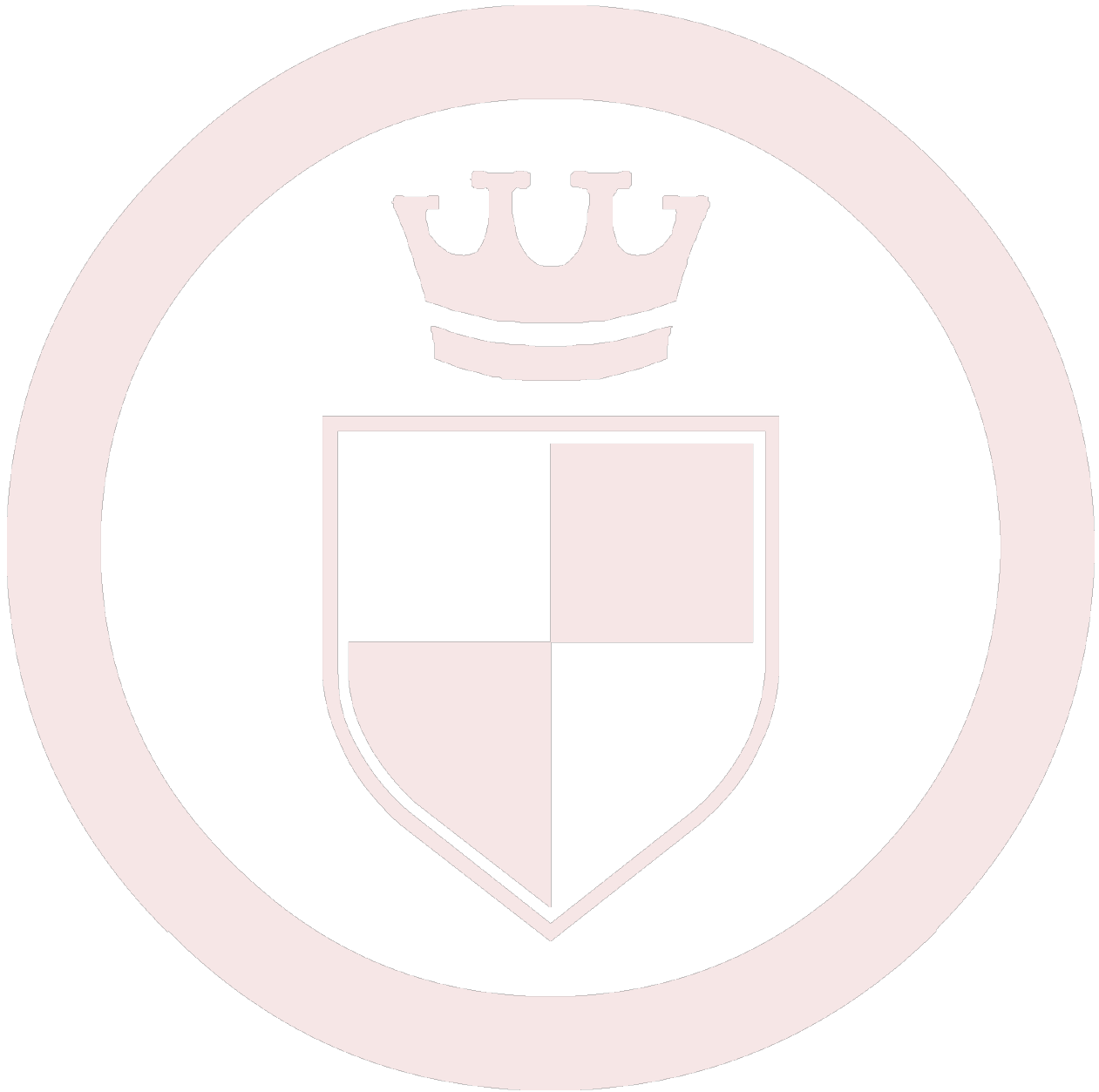
Best,

Filip

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? No reports.

DISCUSSION ITEMS TO RAISE? N/A





Name: Jordan Flanigan
Position: Human Resources Officer
Reporting Date: September 10th, 2017

ITEMS TO REPORT?

Frosh Hiring has officially begun with a few committees that have advanced timelines releasing applications today. Majority of committees will be starting in the coming weeks, so if we could all make an effort to share posts and remind our first year friends to apply, that would be much appreciated!

Other than that, the motion(s) presented today have been a work in progress over the summer alongside Jess Campbell, DK and FMS to change some of the inefficiencies we saw over the last hiring period.

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? Yes

DISCUSSION ITEMS TO RAISE? No



Name: Shirley Lin
Position: 4th Year President
Reporting Date: Wednesday September 6th

ITEMS TO REPORT?

COMM '18 events year-round.

- We had a summer social in Toronto in late August
- We will be having our first welcome back social at the Underground as our next event
- Grad ring sales
- COMMitent; Year Gift
- CommProm

INCLUDED IN STATEMENT BY MEMBERS?

N/A

MOTIONS TO PRESENT?

N/A

DISCUSSION ITEMS TO RAISE?

Not yet



Queen's Commerce Society

ASSEMBLY REPORT

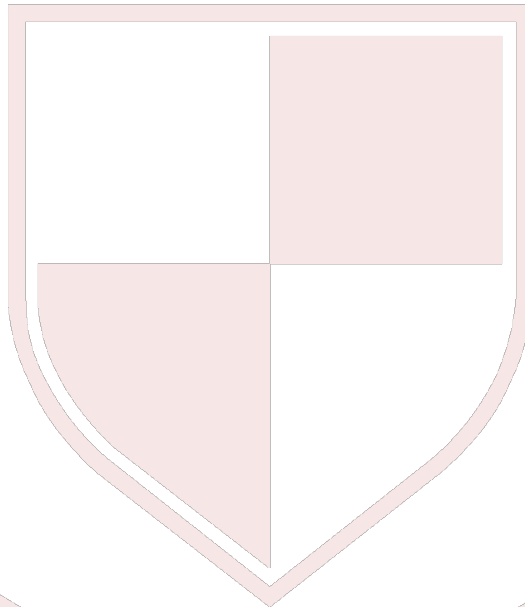
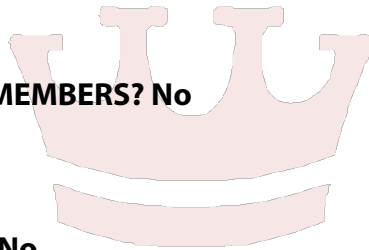
Name: Ethan Laniado
Position: Third Year President - FALL
Reporting Date: Sept 7 2017

ITEMS TO REPORT? No

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No





Name: Caroline Witzel

Position: 2020 President

Reporting Date: Wednesday September 6, 2017

ITEMS TO REPORT?

Comm 2020 barbecue social being planned for next weekend – TBD

INCLUDED IN STATEMENT BY MEMBERS?

n/a

MOTIONS TO PRESENT?

n/a

DISCUSSION ITEMS TO RAISE?

n/a



Queen's Commerce Society

ASSEMBLY REPORT

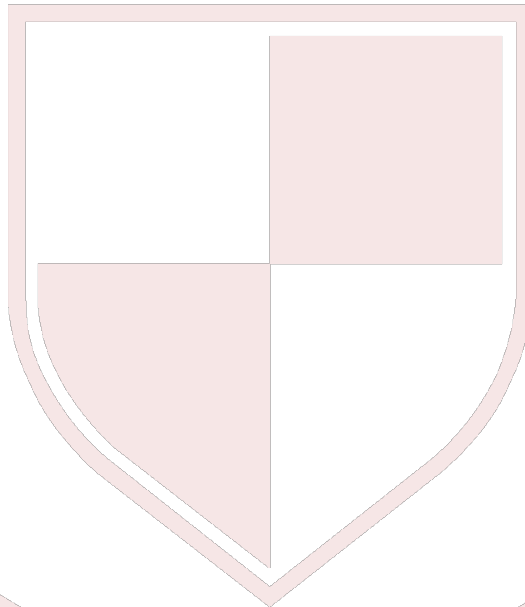
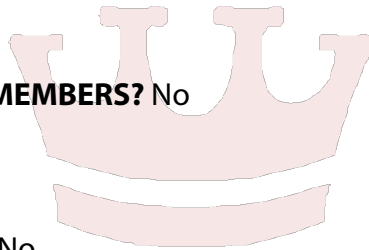
Name: Addie Robertson
Position: Upper AMS Representative
Reporting Date: Wednesday, September 6

ITEMS TO REPORT? No

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No





Name: Elaine Gao

Position: Senator

Reporting Date: Tuesday, Sept 5th

ITEMS TO REPORT?

During the summer my only duty was to attend faculty board meetings where the various Commerce faculty chairs keep each other informed about their own departments. Unfortunately I was unable to attend, but I did vote for motions online when the opportunity was given. The first was a vote to approve a scholarship for Canadian Olympic Team athletes completing the Certificate in Business, which I voted to pass, and the second was a vote to approve changes to the GDA Program Sessional dates. Since I could not find information on the new dates, I did not find it appropriate to cast my vote so I abstained. I will be attending my first faculty board meeting on September 12th.

INCLUDED IN STATEMENT BY MEMBERS?

Nope!

MOTIONS TO PRESENT?

None.

DISCUSSION ITEMS TO RAISE?

Not this time!



Name: Kyle Tymoszewicz

Position: Senator

Reporting Date: September 10th, 2017

ITEMS TO REPORT?

As I'm sure many of us are, I'd like to mention how excited I am to be kicking off the start of the 2017/2018 academic year and the first of many productive meetings together. A piece of advice I've taken to heart is to always surround oneself with highly intelligent people, moreso than oneself, and I can confidently say that serving on this assembly achieves such a goal. It will be great working with everyone here.

As Senator I will be attending both our meetings together as well as Queen's Senate meetings, with the intention of relaying information concisely to each governing body. Consequently, I will be representing ComSoc's interests to the greater Queen's population. I do not take this task lightly, and will continually strive to represent the society well.

The Queen's Senate is holding their first meeting on October 3rd, followed by a reception hosted by our University's Principal Daniel Woolf. I look forward to reporting back on the results of both engagements.

Let's have a great year together.

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Taryn Mason

Being put forth on: Sunday, September 10, 2017

WHEREAS the name "Out at Smith" implied one had to identify as LGBTQ+ to be a part of the committee

AND that one had to be LGBTQ+ AND one had to be out, cutting out a portion of the community that is vulnerable and in the process of identifying who they are

BIRT Section 1.4.2 of Society Composition Policy be amended to read Q+ as opposed to "Out at Smith"



Being put forth by: Taryn Mason

Being put forth on: Sunday, September 10, 2017

WHEREAS the name "Queen's University Business Engagement Committee (QUBE)" did not achieve sufficient brand recognition with first year students

AND the name "First-Year Integration Committee (FIC)" implies the committee will work to help first year students adjust to the Smith environment and register better with incoming students

BIRT Section 1.4.2 of Society Composition Policy be amended to read "First-Year Integration Committee (FIC)" as opposed to "Queen's University Business Engagement Committee (QUBE)"



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs Chief Financial Officers to oversee all of its financial operations for the year;

AND Elliot Hall and Jess Zhu have proven their qualifications for this role through the interview process;

BIRT the Commerce Society Assembly ratifies Elliot Hall and Jess Zhu as the Commerce Society Chief Financial Officers (CFOs) for the 2017-2018 school year.



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs a Chief Policy and Returning Officer to champion policy and ensure the success of elections;

AND Laura Wu has proven his credentials through the Commerce Society interview process and is well-versed in policy, making her highly qualified for this role;

BIRT the Commerce Society Assembly ratifies Laura Wu as the Commerce Society Chief Policy and Returning Officer (CPRO) of Assembly for the 2017-2018 school year.



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs a Speaker to run Assembly while being a neutral actor

AND Sophie Baremberg has a year of experience on Assembly and is well versed in policy, making her highly qualified for the role;

BIRT the Commerce Society Assembly ratifies Sophie Baremberg as the Commerce Society Speaker of Assembly for the 2017-2018 school year.



Being put forth by: **Jordan Flanigan, Human Resources Officer**

Being put forth on: September 10th, 2017

WHEREAS the current practices are impractical and require unnecessary work from all parties

AND the current repercussions are not enforced

BIRT the following sections of policy be amended as 1.10 and 1.11 and section 1.13 be stricken from policy.

1.10 Hiring Probation

1.10.1 All Commerce Society committees, conferences, competitions and businesses will undergo a hiring review, administered by the Human Resources Officer, VP Student Affairs and the Human Resources Coordinators, where they will be evaluated based on the following criteria:

- Adherence to all Commerce Society Hiring Policy procedures
- Quality of feedback from applicants, both successful and unsuccessful
- Quality of notes submitted to the Human Resources Officer after interviews (content and observation based notes)
- Professionalism demonstrated throughout the hiring process

1.10.2 Should committees not meet the hiring performance standards as determined by the above parties, the committee will be placed on hiring probation. The terms of hiring probation are the following:

- A maximum of a two-year probationary period
- All interviews will be supported by a Commerce Society Assembly Representative (that is not an existing or previous member of the committee in question)
- Selected applicants must be approved by the Human Resources Officer, VP Student Affairs, the applicable commissioner and the Human Resources Coordinator prior to notifying applicants

1.10.3 Should a committee, after their two-year probationary period have fulfilled the criteria as set out by the Human Resources Officer and VP Student Affairs to fix the identified issues, the committee will be taken off probation. The criteria to be removed from Hiring Probation will be determined on a case by case basis by the Human Resources Officer and VP Student Affairs depending on the infractions and the circumstances of each committee. Should the committee not fulfill these requirements, these issues will be dealt with by the Advisory Board and Commerce Society Executive through Discipline Committee.

1.11 Breach of Hiring Policy

1.11.1 If any article within this Hiring Policy is breached, the applicable hiring decision made by the Hiring Team is immediately referred to the Human Resources Officer, who will decide alongside the Advisory Board Chair and Vice President of Student Affairs to determine if the infraction has been verified and if so, if it is a minor or major offense to determine the appropriate remedy, which can include but are not limited to:

- Hiring Probation
- Loss in room booking privileges
- Loss in ability to use Goodes Spaces for events and meetings
- Financial repercussions (loss in operating budget)
- Removed access from the Core Fund
- Removal of co-chair(s)

1.13 Hiring Audits

1.13.1 The Commerce Society will conduct hiring audits of each committee. This audit only applies to committees that are not considered high risk or are not dually ratified.

1.13.2 There will be two hiring audit cycles: regular executive hiring and frosh hiring.

1.13.2.1 As the majority of hiring occurs in March, the Hiring Audit Committee will audit the committees that are up for review during the May and June and present issues to the Hiring Decision Makers. For the committees that do not hire during the March Hiring Period, if they are up for review, their audit will happen immediately following the end of their hiring period and all issues will be presented to the Decision Markers. 20% of individuals within the committee will be reviewed, rounded up. Committees will be audited on a minimum of a three year rotation Refer to 1.8.1 for escalation process.

1.13.2.2 After the frosh hiring results have been released, the Hiring Audit Committee will review all of the hiring decisions. 50% of the frosh representatives will be audited, rounded up.

1.13.3 For every individual that received the position that was audited, an individual that did not receive that position is audited to ensure that they were less qualified.

1.13.4 The Hiring Audit Committee will review the interview notes and compare the delegates answers to the marking scheme created by the co-chair(s) to ensure that their schemes were followed.

1.13.5 The Hiring Audit Committee consists of:

- Audit Committee
 - Human Resources Officer
 - Human Resources Coordinator
-

WHEREAS the current hiring team outlines are vague and do not reflect best practices

AND recommending applicants to other executives is not practical and is not done

AND there is no longer a need for a rubric during the hiring process

BIRT the following policy changes be made to section 1.6 of Hiring Policy

1.6 Interview Process

1.6.1 The hiring team of any committee not on probation (excluding dually ratified committees) shall be limited to:

- Co-chairs of the committee
- All other relevant parties with decision making power must be approved by the Human Resources Officer

1.6.2 Should no party with decision making power be present at the time of interviews (ie. in the case of all parties on exchange), an outgoing co-chair or senior executive member not returning to the committee may be included in the hiring team to facilitate the interview.

1.6.3 The hiring team for any committee on probation (refer to section 1.10) shall be limited to:

- Co-chairs of the committee
- All other relevant parties with decision making power must be approved by the Human Resources Officer
- One Commerce Society Representative (see section 1.2.8)

Should no relevant party with decision making power be present at the time of interviews (ie. in the case of exchange), the Commerce Society Representative will facilitate the interview.

1.6.4 The hiring team for any Commerce Society Assembly Position shall be limited to:

- The applicable incoming executive member (President, VP Operations or VP Student Affairs)
- Human Resources Officer or the applicable outgoing position holder, whenever possible

Should the applicable incoming executive member not be present at the time of interviews (ie. in the case of exchange), and the outgoing position member and the Human Resources Officer are unable to facilitate the interview, the executive member and the Human Resources Officer will work together to designate an appropriate member of the hiring team.

1.6.5 The hiring team of the Commerce Executive on Orientation will consist of a panel interview including the President, Advisory Board Chair, Outgoing Chair(s) of the CEO, and the incoming Chair(s) of the CEO. If President or Advisory Board Chair is unable to attend the interviews, they may appoint a member of Advisory Board, or either Vice President to sit in on their behalf.

1.6.6 If the affected hiring team is experiencing difficulty meeting the requirements set out in subsection 1.5.1, it may contact the Human Resources Officer and appropriate Society Vice President for assistance and/or to override a particular requirement. The

Guiding Principles outlined in section 1 will not, however, be compromised. **All members of the hiring team must be members of the Commerce Society.**

- 1.6.7 A maximum of 50% of the hiring team (rounded up) may use a laptop during interviews, strictly for taking notes and reading out interview questions. If a Commerce Society Representative is present they reserve the right to limit further laptop usage at their discretion.
- 1.6.8 If an applicant is unable to attend an interview during the hiring team's proposed interview schedule, the hiring team may decide whether to allow the applicant an alternate interview time at its discretion.
- ~~1.6.9 During the hiring process, a member of the hiring team has the option to recommend applicants to other committees, who may also interview them at their discretion~~
- 1.6.10 All questions posed throughout an interview must be relevant to an available position on the interviewing committee. Every candidate for a specific position must be asked the same core set of questions. Questions must be approved by the Human Resources Team. ~~Co-chair(s) must submit a rubric of varying levels/grades of responses along with the questions. Both the questions and the sample answers must be submitted a minimum of two weeks prior to interviews beginning, in order for the Human Resources Team to have sufficient time to review the questions and answers.~~ Should the committee deviate from these questions without permission, the HRO has the discretion to reverse any hiring decisions made. Should the need for technical questions arise the committee can request approval for the right to vary the question from a shortlist.
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WHEREAS the note-taking process does not reflect best practices

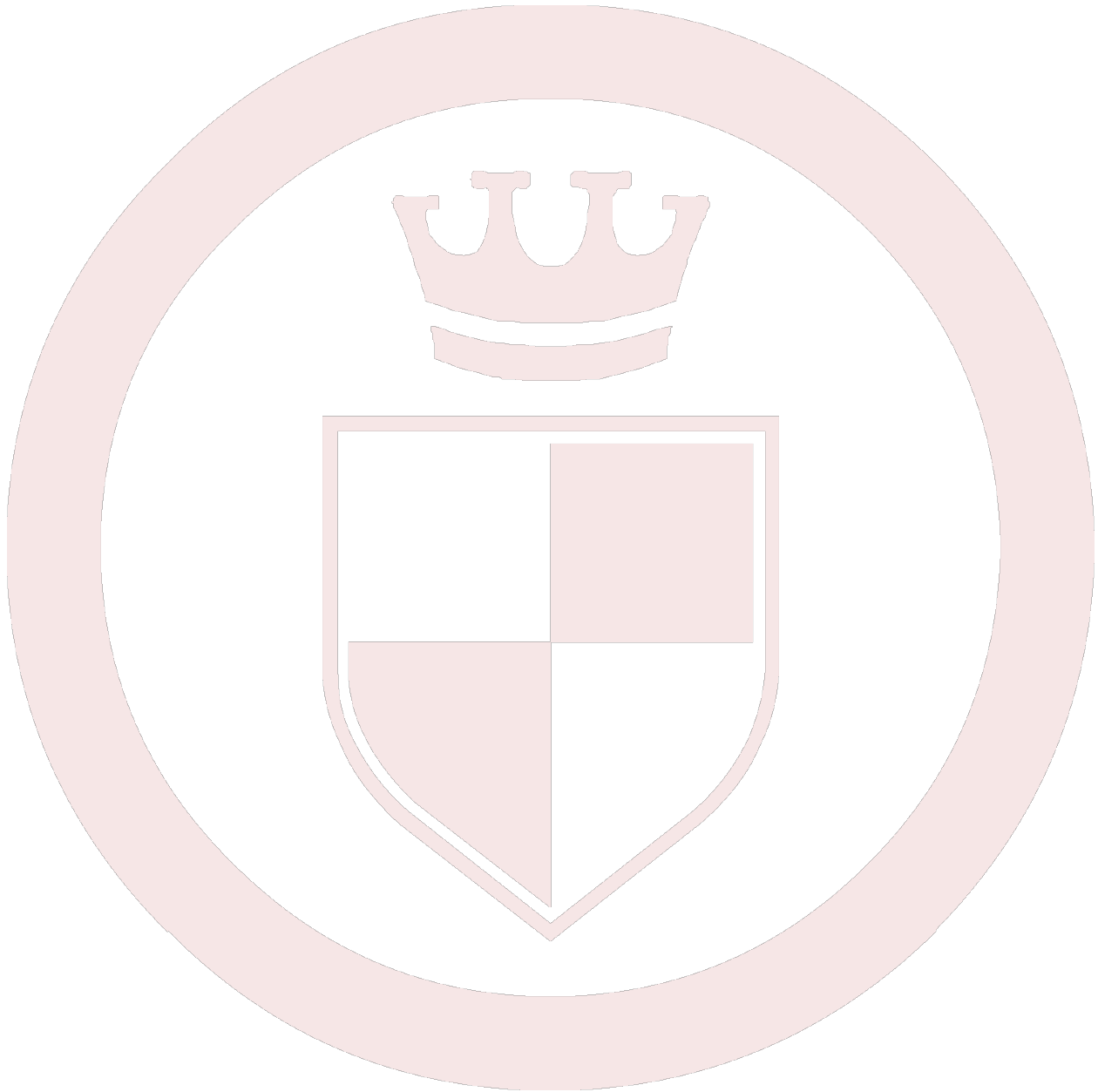
AND can result in important parts of the interview process are being excluded

BIRT the following policy changes be added as section 1.6.11 of Hiring Policy

- 1.6.11 **During all interviews, a minimum of one (1) member of the hiring team will be responsible for taking notes during all interviews. These notes must be submitted to the Human Resources Officer at the end of the hiring period, and will be reviewed for both quality and content. Proper notes entail the following:**

- **Denoting each question asked to the applicant (if questions differ between positions)**
- **Denoting the applicant's response to each question (content notes)**

Members of the hiring team also have the option to note other relevant aspects of the candidate's application and interview (observational/behavioral notes), which can include conveyed enthusiasm, past involvement with the committee, energy, eye-contact etc. However, these must be taken in good taste with the intention of being transparent through the interview process, and must be directly relevant to the applicant's application and/or interview. Abuse of this privilege will result in being immediately placed on Hiring Probation (see section 1.10).





Being put forth by: Jordan Flanigan, Human Resources Officer

Being put forth on: September 10th, 2017

WHEREAS the current policy is outdated

AND hiring timelines are not currently reflected in policy

AND eligible Commerce Society Assembly Representatives are not clearly outlined

BIRT the following policy amendments be made to Hiring Policy sections 1.1 through 1.5

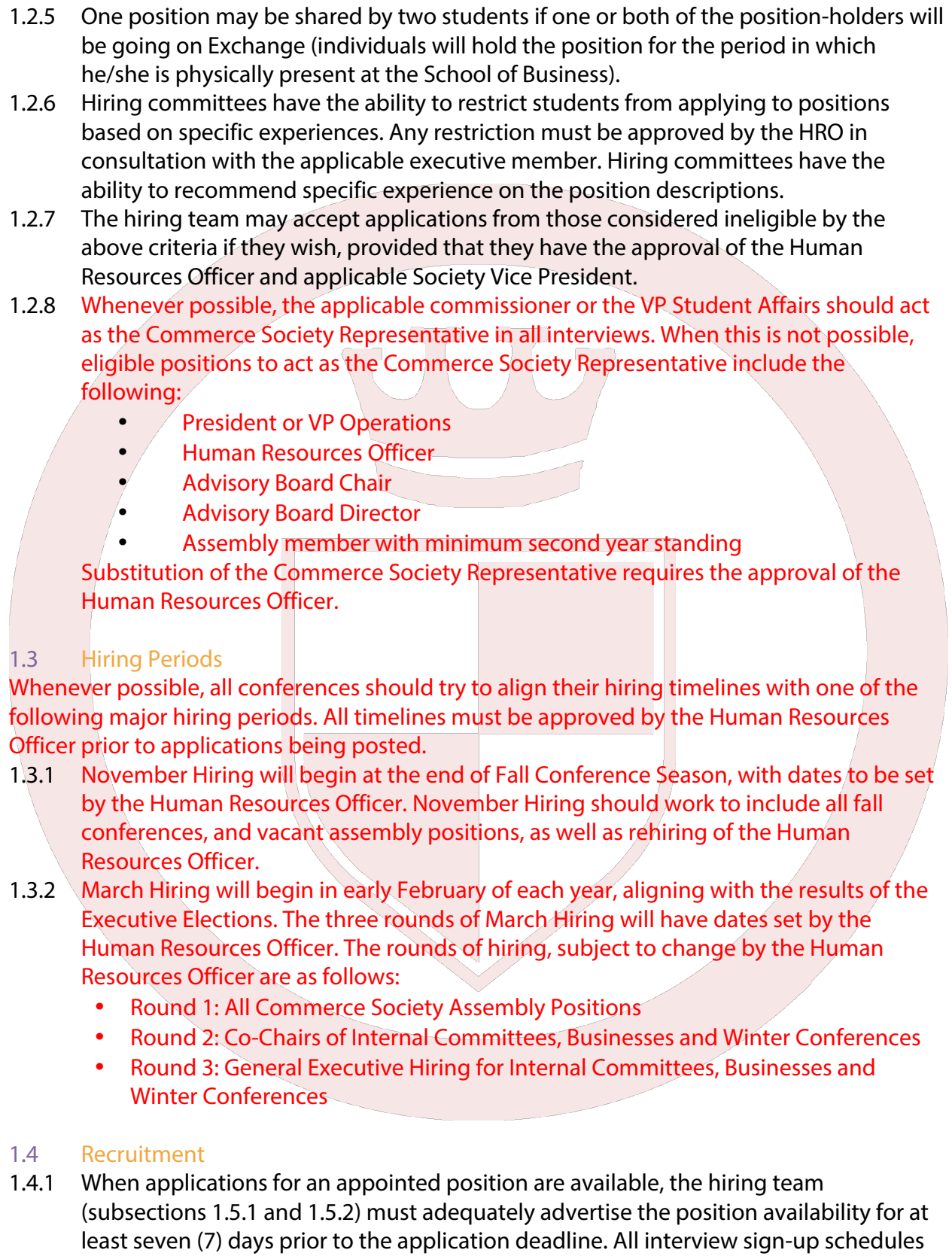
1.1 Guiding Principle

- 1.1.1 Any member of the Society in good academic standing as determined by the School of Business may submit themselves as a candidate for any elected positions. ~~With the exception of Society Executive roles and Senators, members on exchange or otherwise not on campus during any portion of the full academic year in which they hold office may run in tandem with students who will be off campus in the opposite semester~~
- 1.1.2 ComSoc shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, gender identity, socioeconomic status, and physical ability.
- 1.1.3 All applicants have the right to be accommodated so that they the same opportunities as everyone else, short of undue hardship.
- 1.1.4 ComSoc shall seek to offer opportunities to as many different Commerce students as possible while not compromising the general welfare or integrity of its operations. ComSoc values individual differences, respects individual needs, and supports accessibility, diversity, and fairness in its treatment of all students and volunteers.
- 1.1.5 ComSoc shall strive to maintain a positive, inclusive, and safe working environment. All matters expressed in confidence shall remain in confidence indefinitely.

1.2 Eligibility of Applications

- 1.2.1 Members of the society must be on campus for the full year and have a minimum third year standing to be eligible for the positions of Ombudsperson or Academics Officer.
- 1.2.2 Any Queen's student is eligible to apply for, and be appointed to, any position offered by the Society if he/she meets all of the following criteria:

- The student is enrolled in the Commerce program, as corroborated by the Commerce office, the exception being an Engineering student applying to CEEC, QCBT or QECA, committees jointly ratified under EngSoc or an AMS member applying to DECA which is ratified under AMS committees jointly ratified under EngSoc or AMS;
 - The student has completed all application materials and requirements as dictated by the 'hiring team';
 - The student has not held the position previously, unless that position is a general committee member;
 - The student has not chaired the executive previously;
 - The student has not already accepted two positions during the Frosh Rep hiring period and the desired position is a Frosh Representative position (Policy on Frosh Representative Limited Position Acceptance);
 - The student, should they accept the position, would not be holding more than three positions within the Society. This includes, but is not limited to: all internal and external committee positions, all year executive positions, and seats on Assembly; this excludes volunteer and frosh leader positions as well as memberships of Industry Association committees;
- 1.2.3 If the student is enrolled in a faculty other than Business, hiring outside of the Commerce program for the particular position has been approved by the Human Resources Officer and Vice President Student Affairs.
- 1.2.4 Any Queen's student is eligible to apply for, and be appointed to, any position offered by the Society if he/she meets all of the following criteria:
- The student is enrolled in the Commerce program, as corroborated by the Commerce office, the exception being an Engineering student applying to CEEC, QCBT or QECA, committees jointly ratified under EngSoc or an AMS member applying to DECA which is ratified under AMS committees jointly ratified under EngSoc or AMS;
 - The student has completed all application materials and requirements as dictated by the 'hiring team';
 - The student has not held the position previously, unless that position is a general committee member;
 - The student has not chaired the executive previously;
 - The student has not already accepted two positions during the Frosh Rep hiring period and the desired position is a Frosh Representative position (Policy on Frosh Representative Limited Position Acceptance);
 - The student, should they accept the position, would not be holding more than three positions within the Society. This includes, but is not limited to: all internal and external committee positions, all year executive positions, and seats on Assembly; this excludes volunteer and frosh leader positions as well as memberships of Industry Association committees;
 - If the student is enrolled in a faculty other than Business, hiring outside of the Commerce program for the particular position has been approved by the Human Resources Officer and Vice President Student Affairs.

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- 1.2.5 One position may be shared by two students if one or both of the position-holders will be going on Exchange (individuals will hold the position for the period in which he/she is physically present at the School of Business).
- 1.2.6 Hiring committees have the ability to restrict students from applying to positions based on specific experiences. Any restriction must be approved by the HRO in consultation with the applicable executive member. Hiring committees have the ability to recommend specific experience on the position descriptions.
- 1.2.7 The hiring team may accept applications from those considered ineligible by the above criteria if they wish, provided that they have the approval of the Human Resources Officer and applicable Society Vice President.
- 1.2.8 Whenever possible, the applicable commissioner or the VP Student Affairs should act as the Commerce Society Representative in all interviews. When this is not possible, eligible positions to act as the Commerce Society Representative include the following:
- President or VP Operations
 - Human Resources Officer
 - Advisory Board Chair
 - Advisory Board Director
 - Assembly member with minimum second year standing
- Substitution of the Commerce Society Representative requires the approval of the Human Resources Officer.

1.3 Hiring Periods

Whenever possible, all conferences should try to align their hiring timelines with one of the following major hiring periods. All timelines must be approved by the Human Resources Officer prior to applications being posted.

- 1.3.1 November Hiring will begin at the end of Fall Conference Season, with dates to be set by the Human Resources Officer. November Hiring should work to include all fall conferences, and vacant assembly positions, as well as rehiring of the Human Resources Officer.
- 1.3.2 March Hiring will begin in early February of each year, aligning with the results of the Executive Elections. The three rounds of March Hiring will have dates set by the Human Resources Officer. The rounds of hiring, subject to change by the Human Resources Officer are as follows:
- Round 1: All Commerce Society Assembly Positions
 - Round 2: Co-Chairs of Internal Committees, Businesses and Winter Conferences
 - Round 3: General Executive Hiring for Internal Committees, Businesses and Winter Conferences

1.4 Recruitment

- 1.4.1 When applications for an appointed position are available, the hiring team (subsections 1.5.1 and 1.5.2) must adequately advertise the position availability for at least seven (7) days prior to the application deadline. All interview sign-up schedules

shall be available at least 48 hours prior to the start of interviews, unless otherwise approved by the HRO

1.5 Application Process

- 1.5.1 An application form must be available for a minimum of seven (7) days before the application is due and every effort should be made to advertise on all possible media outlets. If a hiring team wishes to extend or shorten the deadline of its application, it must inform the Human Resources Officer of the new deadline and the reason for its extension. ~~The applicable Society Vice President~~ **The Human Resources Officer** has the right to accept or reject all deadline extension proposals.
- 1.5.2 **If a hiring team receives an application within 24 hours after the deadline, it is up to the discretion of the hiring team to decide whether or not to accept applications. If an application is received more than 24 hours after the deadline, the hiring team must consult the Human Resources Officer before accepting the application.**
- 1.5.3 The information disclosed within the applications and interviews are not to be discussed with anyone outside of the Hiring Team, the Human Resource Officer, Human Resources Coordinators, Audit Team Members, Advisory Board Chair, the applicable Commissioner, the Vice President Student Affairs, and the President. Should a breach of confidentiality occur, all members of the Hiring Team can be put through the Discipline Committee, as outlined in Discipline Policy for a breach of Society policy.
- 1.5.4 The hiring team **must be held** accountable for the positions that they post on the Commerce Society website. (i.e. co-chairs cannot create a new position after interviewing that was not originally posted, or hire more executive members to a specific position than they originally posted.) After interviewing, if co-chairs feel like a position needs to be changed, or an extra executive member needs to be hired, it must be approved by both the **Human Resources Officer and VP Student Affairs**.

WHEREAS the selection process is now outdated and reflects incorrect information

AND the use of academic and sensitive information is not reflected in policy to best protect confidential information disclosed by applicants

BIRT the following changes be made to section 1.7, 1.8 and 1.9

1.7 Selection

- 1.7.1 Selection of any candidate shall be made on the basis of all application materials. ~~Only individuals that were present during interviews shall be able to speak on the merits of all candidates.~~ Input on applicants shall be taken from all members of the hiring team.
- 1.7.2 The heads of the hiring teams shall be:
 - The Vice President Operations will be the head of the hiring team for the CFO, CTMO, CMO, CPRO, HRO, Business Administrator, Special Events Officer, and Outreach Officer.
 - The Vice President Student Affairs will be the head of the hiring team for all Commissioners, and CRO.

- The President will be the head of the hiring team for the ESRO, Speaker, Academics Officer, and Diversity & Inclusion Officer.
 - ~~The Vice President Operations will be the head of the hiring team for the business portfolio~~
 - The Chair(s) will be the head(s) of the hiring team for their executive member positions.
- 1.7.3 If the direct superior is unable to be the member of the hiring team, the Human Resources Officer will determine the head of the hiring team.
- 1.7.4 Collusion between co-chairs of different committees on hiring decisions is strictly prohibited. The candidate should have a fair decision between extracurricular opportunities.
- 1.8 Notification of Applicants
- 1.8.1 All applicants, both successful and unsuccessful, shall be notified of the hiring team's selection decision promptly after the interviews finish, by either private e-mail or phone. All acceptances and rejections must be first attempted to be contacted in the same manner.
- 1.8.2 If an applicant requests written feedback, it must be provided within 72 hours. Feedback templates can be received from the HRO.
- 1.9 Use of Academic or Sensitive Information
- 1.9.1 Should the hiring team require GPA information or any other form of information deemed sensitive per the Human Resources Officer from the applicant, it must receive permission from the Society's Academics Officer and Human Resources Officer to inform them of the purpose for acquiring academic information.
- 1.9.2 The academic information disclosed on an event application must be encrypted in a secured data file, accessible to only one relevant member of the hiring team and the Society's Academics Officer. Should a breach of confidentiality occur, all members of the Hiring Team can be put through the Discipline Committee, as outlined in the Discipline Policy for a breach of Society policy.
- 1.9.3 Hiring teams requiring sensitive academic information for internal and external events must disclose on the event application itself the committee members that have access to the application information and the purpose of obtaining the relevant information, as well as obtain permission from the HRO.

WHEREAS the breach of Hiring Policy section does not currently outline processes for applicants to dispute hiring decisions

AND this is necessary in order to maintain fair and equitable processes

BIRT the following changes be added as 1.11.4 of Hiring Policy

1.11.4 Should an applicant feel that there was a breach of Hiring Policy that resulted in an unjust decision by a member of the Hiring Team, they can bring this forward to the Human Resources Officer in confidence, who will:

- Read through the hiring team's notes from the interview period in question.
- Speak to the co-chairs and the Commerce Society representative, if one was present at the time to determine whether there was just cause for the decision
- Have both sides present their opinion and rationale, and decide whether to reverse the hiring decision, allow the decision to stand, place the committee on Hiring Probation, or take further action through the Discipline Committee.

WHEREAS co-chair hiring has not been explicitly identified in policy

AND the process differs from typical committee hiring and should be outlined as such

BIRT the following policy amendments be made to section 2 – Co-Chair Hiring

2.2 Interview Process

2.2.1 Whenever possible, hiring should align with one of the major hiring periods (see section 1.3). Hiring timelines must be approved by the Human Resources Officer prior to the start of hiring.

2.2.2 The outgoing chair(s) and the Commerce Society Representative (which must be the same for all interviews) for each internal committee must reach a unanimous consensus with respect to the incoming chair(s) of the committee. If a consensus cannot be reached, the final decision will be made by the Vice-President Student Affairs after a meeting with both sides in which each party will have the opportunity to present their opinion.

2.2.3 The outgoing chair(s) and the Commerce Society Representative (which must be the same for all interviews) for each external committee and business must reach a unanimous consensus with respect to the incoming chair(s) of the committee. If a consensus cannot be reached, the final decision will be made by the Vice-President Student Affairs after a meeting with both sides in which each party will have the opportunity to present their opinion.

2.2.4 The hiring team of Chair/Co-Chair of the Commerce Executive on Orientation (CEO) will consist of the President, outgoing CEO Chair(s), Executive Director of the Commerce Program, the AMS Campus Activities Commissioner, and any other individual(s) invited by the President.

2.2.5 The format for the application and interview will be determined by the outgoing position holders, but should at a minimum address their interest in being co-chair or equivalent of the committee, thoughts for the strategic direction and the future of the committee, and ideas and goals during their time as co-chair (or equivalent). Some committees may have these presented through a PowerPoint presentation.

During all interviews, the outgoing position holders are responsible for taking notes, following the restrictions outlined in section 1.5.11. These notes must be submitted to the Human Resources Officer at the end of all interviews. The Commerce Society Representative will also take notes and submit them to the Human Resources Officer.

WHEREAS Current Frosh Representative Hiring Policy is incomplete

BIRT the following changes be made to the Frosh Representative Hiring Policy Section 3.

3.1 Guidelines

- 3.1.1 Unless specifically outlined in the following section, all Frosh Representative Procedures will follow the Committee & Executive Procedures outlined in Section (1).
- 3.1.2 The Frosh Representative Limited Position Acceptance Policy states that during the Frosh Representative hiring period, a first-year student may apply for any number of positions, but may only accept a maximum of two (2) positions.

3.2 Procedure

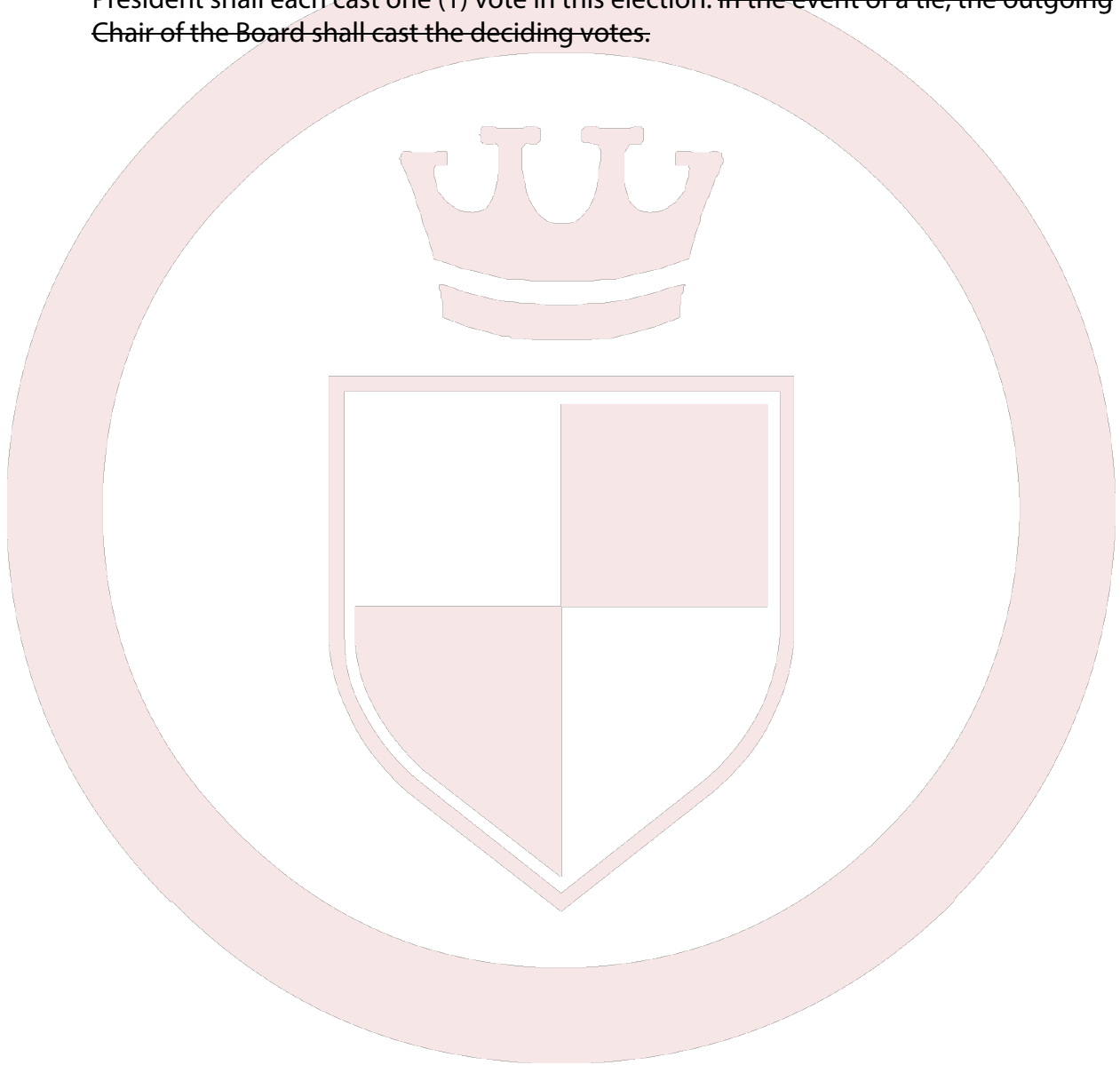
- 3.2.1 Frosh Representative Hiring will take place on a timeline set by the Human Resources Officer one (1) month before the hiring period begins. Whenever possible, all committees will hire on this timeline, with all exceptions being approved by the Human Resources Officer in advance.
- 3.2.2 Only co-chairs are permitted to be present for interviews, unless otherwise approved by the Human Resources Officer. For details on the hiring team, see section 1.6.
- 3.2.3 Within twenty-four hours after the completion of all Frosh Representative hiring interviews, all hiring teams are permitted to inform their successful and unsuccessful applicant(s) of their selection decisions;
- 3.2.4 Upon informing a successful applicant of its selection decision, a hiring team must:
 - Remind the individual that he/she is limited to accepting two positions during the Frosh Representative hiring period and confirm the applicant has not already accepted two positions.
 - Inform the applicant of his/her right to withhold his/her decision until he/she has received results from all the positions he applied to;
- 3.2.5 If an applicant chooses to exercise this right, the affected hiring team(s) must hold the position(s) for the applicant until after the applicant has received notice of all his/her results. If, after waiting, an applicant does not select a particular position, the affected hiring team is free to offer the position to the next most qualified applicant

WHEREAS The Advisory Board Chair policy is unclear

BIRT the following changes be made to the Advisory Board Hiring Section 4.

4.1 Chair Selection

- 4.1.1 Preference for the Chair position should be given to members who have already completed one (1) year on the Board. **Should two (or more) candidates apply with similar qualifications for the position of Chair, preference for the position should be given to members who have already completed one (1) year on the Board.**
- 4.1.2 The Chair of the Board shall be selected before the summer meeting of the Board, preferably during the March Hiring period of the current academic year. The outgoing Society President, VPSA, VPO, the outgoing Chair of the Board and the incoming President shall each cast one (1) vote in this election. ~~In the event of a tie, the outgoing Chair of the Board shall cast the deciding votes.~~





Queen's Commerce Society

Commerce Society Assembly
Sunday, September 10th, 2017
2:00 pm Goodes Hall Room 141

1. Approval of the Agenda

2. Speaker's Business

- a. Reporting documents due Wednesday before Assembly at 11:59pm
- b. Motions deadline Wednesday before Assembly 11:59pm

3. Statements by Members

- a. Emlyn Folkes – President
- b. Taryn Mason – Vice President of Student Affairs
- c. Filip Susic – Vice President of Operations
- d. Jordan Flanigan – Human Resources Officer

4. Motions

- a. Taryn Mason – Q+ Rebrand
- b. Taryn Mason – FIC Rebrand
- c. Emlyn Folkes – CFO Ratification
- d. Emlyn Folkes – CPRO Ratification
- e. Emlyn Folkes – Speaker of the Assembly Ratification
- f. Jordan Flanigan - Hiring Policy Probation Amendment
- g. Jordan Flanigan - Amendment to Composition of Hiring Teams
- h. Jordan Flanigan – Amendment to Note-Taking Processes
- i. Jordan Flanigan – Amendment to Hiring Policy Guiding Principles & Addition of Hiring Periods
- j. Jordan Flanigan - Use of Academics in Hiring & Selection Processes
- k. Jordan Flanigan – Process for Hiring Complaints by Applicants
- l. Jordan Flanigan – Co-Chair Hiring Process Amendment
- m. Jordan Flanigan – First Year Representative Process Amendment
- n. Jordan Flanigan – Advisory Board Chair Hiring Amendment

5. Close of Assembly



Name: Emlyn Folkes

Position: President

Reporting Date: September 6th, 2017

ITEMS TO REPORT?

Welcome back everyone! I hope you've all had a restful and enjoyable summer and are excited to be back in action in Kingston. Taryn, Filip, and I are so excited for the year ahead and all that it has to hold.

Comm '21: A special welcome to our incoming class, Comm '21, as they begin their time at the Smith School of Business. I'm extremely envious of the four years they have ahead and can't wait to get to meet more of them.

FMS: Taryn, Filip, and I have been working together this past summer to figure out our plan of attack for this year to bring some of our campaign platform ideas to life. FMS is especially excited for the coming year to celebrate ComSoc's 50th year – check out Taryn and Filip's report for some more details on what we've been up to.

CEO: A huge congratulations to the CEO on all the hard work they have done to pull together another successful Commerce Orientation Week. Good times and smiles all around for Comm '21 (even despite some rain).

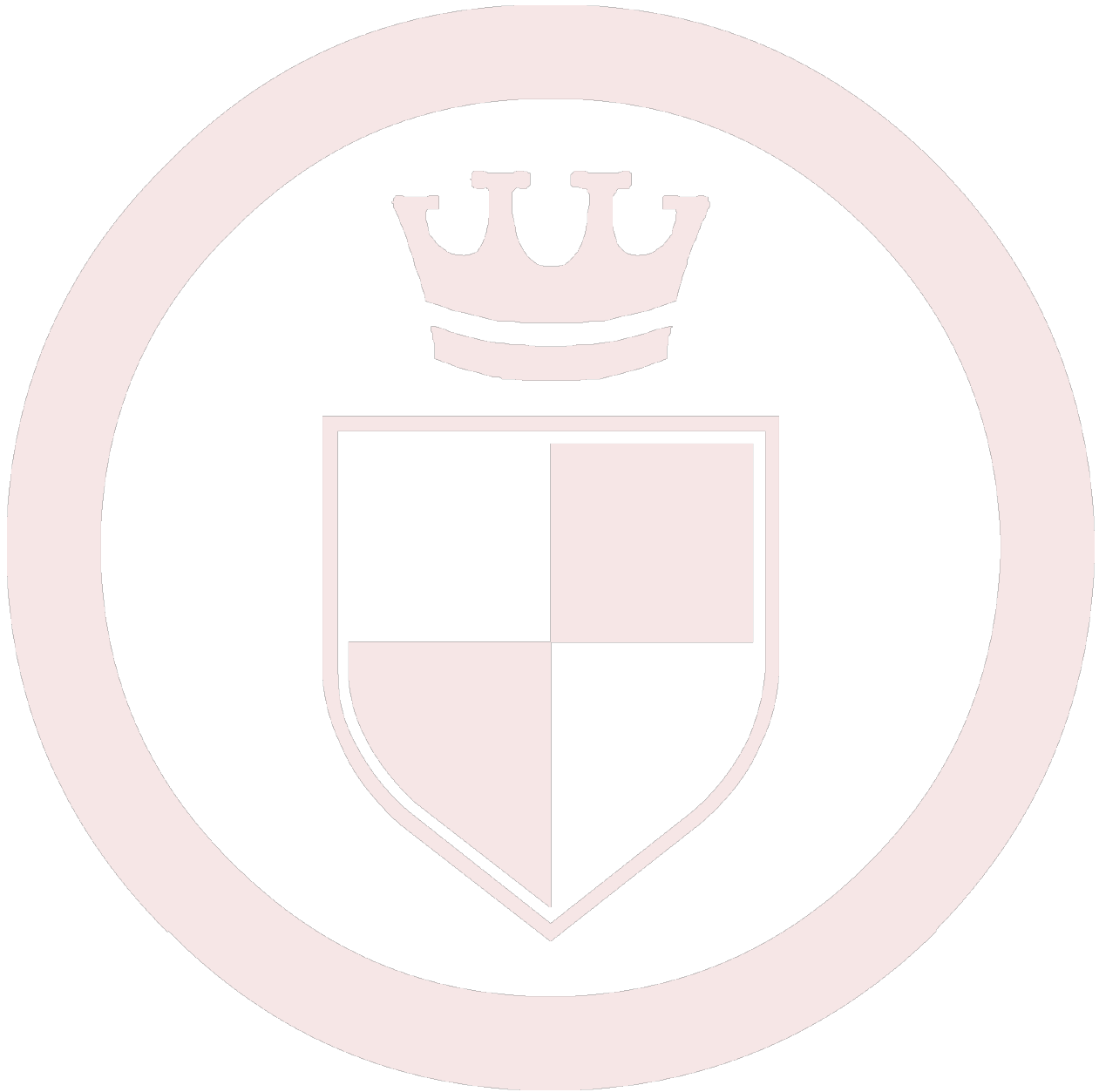
AO: Coming in hot for his fourth and final year on assembly, we have Maclen Chisholm handling the academic side of things. Working hard over summer on creating a plan of attack for the coming year surrounding areas of improvement for our schooling, Maclen will be reporting back news on some exciting projects in the next few weeks.

DIO: Assembly's two DIOs, Angela Tan and Valentina Vives-Lopez have been working together on a couple key initiatives this summer. Namely, they have been developing a poster that highlights ComSoc's efforts to include and celebrate students of all diversities. Additionally, they are in the works of creating a sober-social-guide for co-chairs to provide some fun opportunities that allow you to get to know your executive.

INCLUDED IN STATEMENT BY MEMBERS? Y

MOTIONS TO PRESENT? Y - Attached

DISCUSSION ITEMS TO RAISE? N





Name: Taryn Mason

Position: Vice President Student Affairs

Reporting Date: Sunday, September 10th, 2017

ITEMS TO REPORT?

Welcome back everyone! I am SO excited for this year and to be back in Goodes.

Over the course of the summer, Filip, Emlyn, and I have been doing a lot of planning to make sure we deliver on our platform promises and to make this year fun and memorable for everyone. After all, it is Comsoc's big 50th! Danny Kim and Laura Wu have also spent hours on google hangouts with us reviewing all of the society's policy documents. The edits from these sessions will be brought forward throughout the year.

Under the VPSA portfolio, we have definitely had a busy summer. The commissioners have been hard at work helping committees through budgeting, planning, and re-branding. Other initiatives from commissioners include Monique Deziel's Volunteer Fair that will take place in November and will highlight all the various ways to get involved within the community activities commission as well as in the greater Queen's community. Tim Riffault, our Industry Associations Commissioner, has been working with the CAC to plan career mashup and we will be striking a planning committee in the coming days. Our External Commissioner, Bianca Toulany, has been putting a tremendous amount of effort into finalizing the Co-Chair How-To Guide, which will be distributed to co-chairs by the end of September.

The CROs have also been killing it and liaising with the CAC to determine how we can foster the best relationships with our corporate partners. From these discussions, we have set a plan for the year and we are currently working to update the Corporate Viewbook, and retrieve feedback from some of Smith's key corporate sponsors.

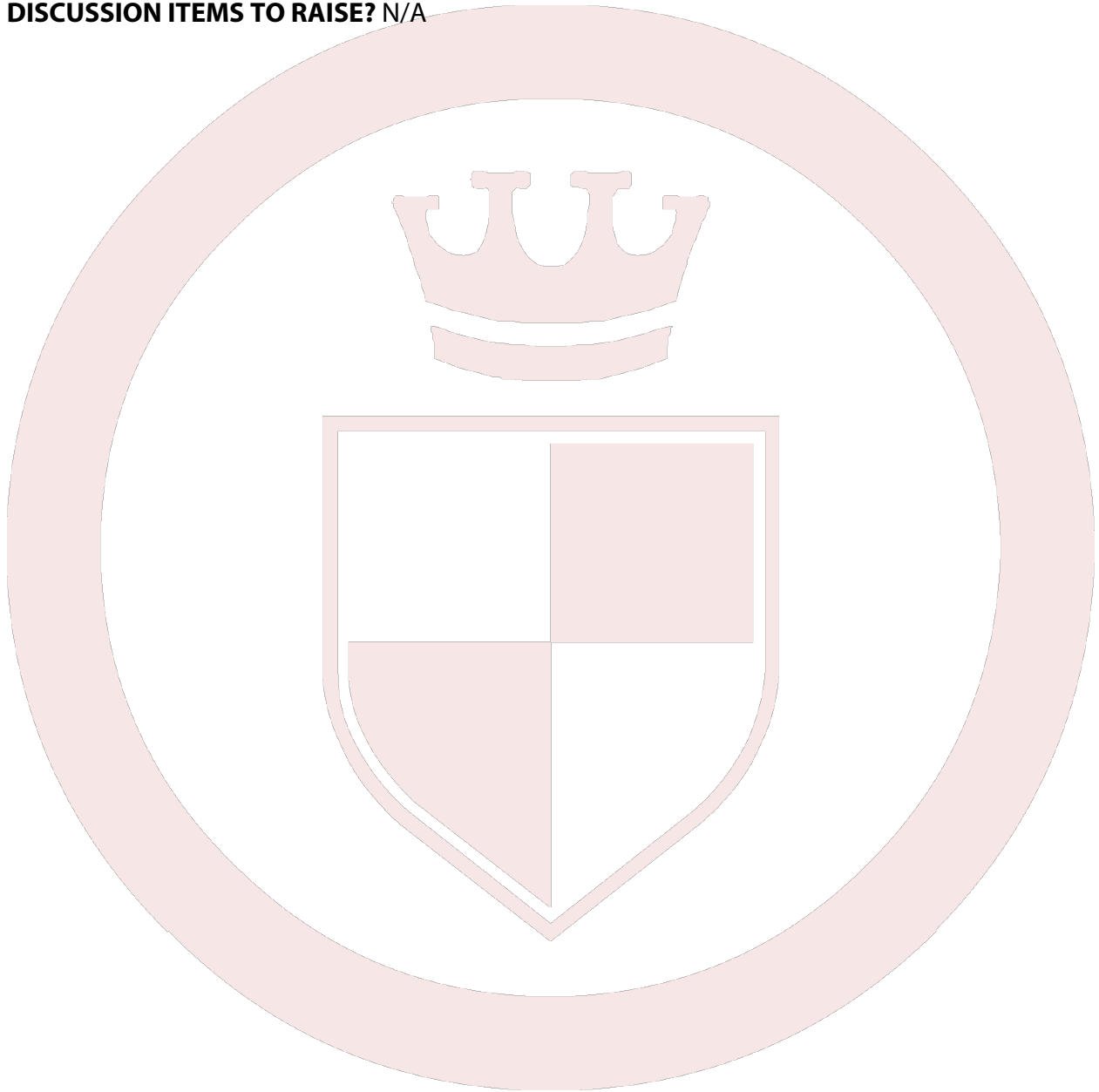
I have been working this summer to help Out at Smith, as well as QUBE, undergo rebrands which will be presented at today's Assembly. With help from our lovely CIO, Alice, we were also able to create a consolidated ComSoc calendar on our website. Please feel free to download this, and also to encourage the committees you are on to upload their events to this calendar. One final initiative that begun over the course of the summer is the ComSoc Committee database which will be used to track changes in committees including exec size, sponsorship, delegate fees, etc., for years to come. This will be done in the hopes of improving our institutional memory and deepening our analysis on topics in the future.

Again, I am so happy to be back and cannot wait to spend a year with you incredible people!

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? The rebrand of QUBE and Out at Smith.

DISCUSSION ITEMS TO RAISE? N/A





Name: Filip Susic

Position: Vice President Operations

Reporting Date: Sunday, September 10th, 2017

ITEMS TO REPORT?

Hi Everyone,

I hope that everyone is happy to be back. Nice to see you all.

A lot has been going this summer under the Operations portfolio, including the following:

Finance

- Budgeting was completed by CFOs by the end of July. It has been approved by the CFO, Advisor Board, and Executive team. Assembly approval is pending.
- CheddarUp is a payment processor that we are adopting to fill in the void left by Tilt's departure. Accounts have been distributed to committees so they are ready to collect revenues.

Human Resources

- An ad-hoc committee was formed to tackle deficiencies surrounding the current hiring process.
- Currently, we are preparing for first year hiring. In response to the stress that the hasty timing of first year hiring placed on students, the hiring period is being pushed back by several days.

Marketing

- The Agency and CMOs worked diligently to complete the Viewbook and Find Your Fit infographic to help first year students navigate the numerous ComSoc clubs with comfort.

Policy

- The Executive team, Danny Kim (AB Chair), and Laura Wu (CPRO) undertook a policy revamp over the summer. Policy changes will be brought forward in coming assembly motions.

Other

- Locker Sales are up and running. Lockers are expected to be sold out shortly.
- Planning for 50th birthday is taking place. Looking to hold week worth of events leading up to Homecoming.

Look forward to the assemblies meetings, socials, and casual banter that are to come this year.

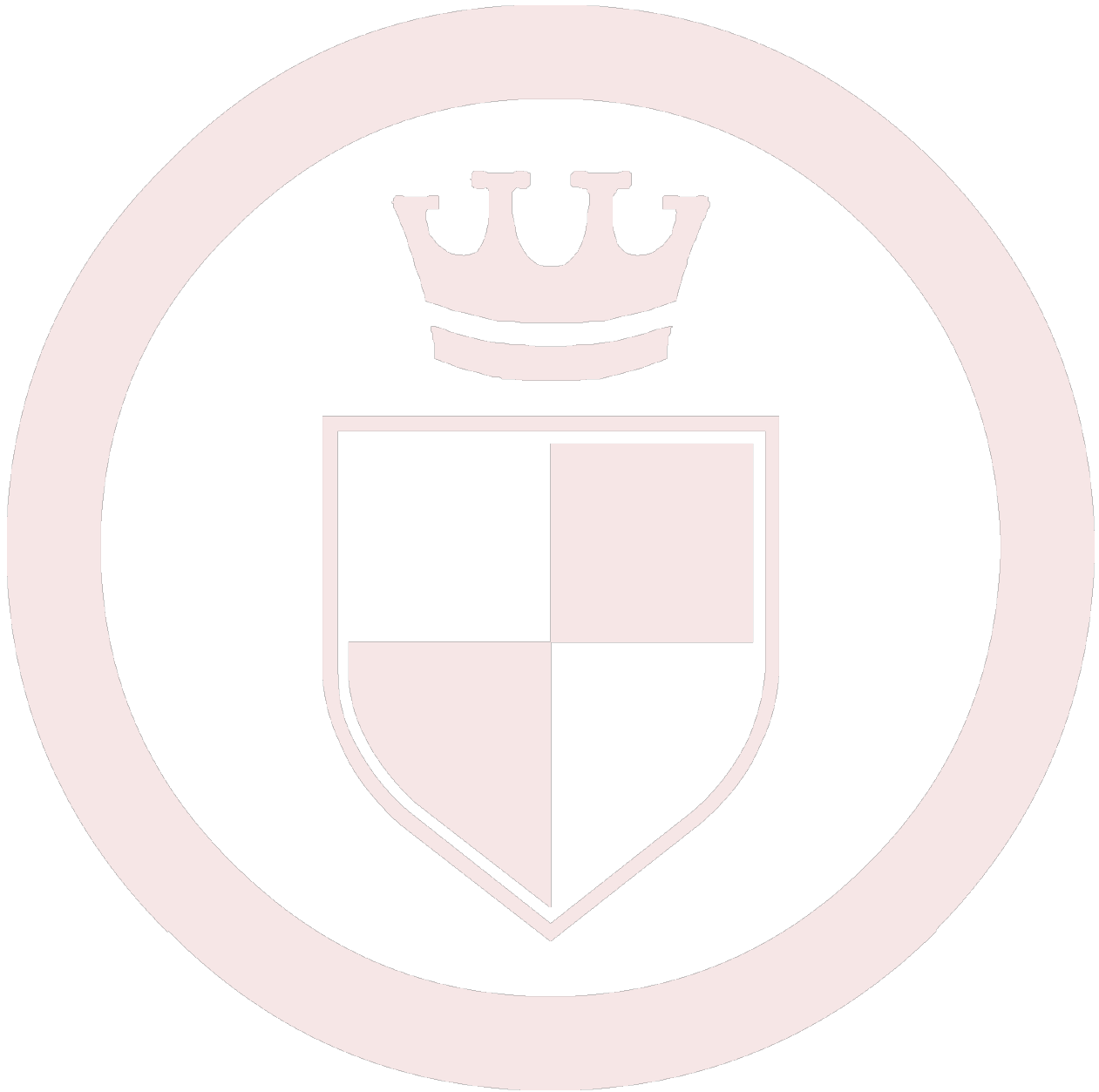
Best,

Filip

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? The rebrand of QUBE and Out at Smith.

DISCUSSION ITEMS TO RAISE? N/A





Name: Jordan Flanigan
Position: Human Resources Officer
Reporting Date: September 10th, 2017

ITEMS TO REPORT?

Frosh Hiring has officially begun with a few committees that have advanced timelines releasing applications today. Majority of committees will be starting in the coming weeks, so if we could all make an effort to share posts and remind our first year friends to apply, that would be much appreciated!

Other than that, the motion(s) presented today have been a work in progress over the summer alongside Jess Campbell, DK and FMS to change some of the inefficiencies we saw over the last hiring period.

INCLUDED IN STATEMENT BY MEMBERS? Yes

MOTIONS TO PRESENT? Yes

DISCUSSION ITEMS TO RAISE? No



Name: Shirley Lin
Position: 4th Year President
Reporting Date: Wednesday September 6th

ITEMS TO REPORT?

COMM '18 events year-round.

- We had a summer social in Toronto in late August
- We will be having our first welcome back social at the Underground as our next event
- Grad ring sales
- COMMitent; Year Gift
- CommProm

INCLUDED IN STATEMENT BY MEMBERS?

N/A

MOTIONS TO PRESENT?

N/A

DISCUSSION ITEMS TO RAISE?

Not yet



Queen's Commerce Society

ASSEMBLY REPORT

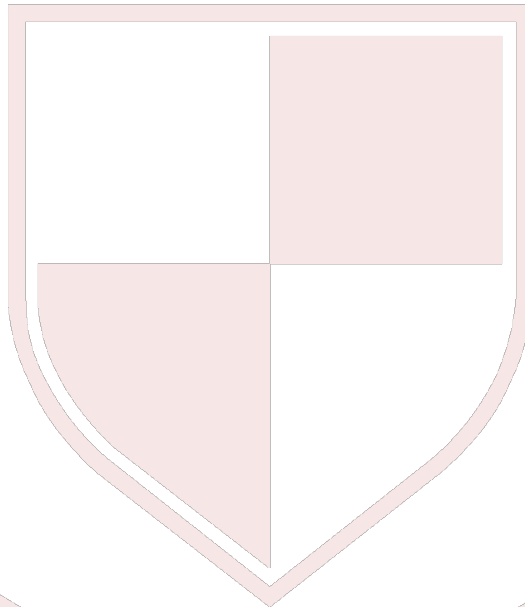
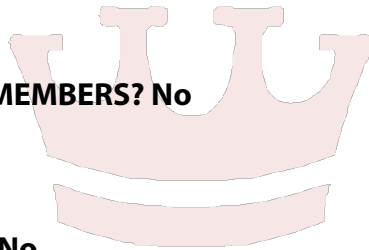
Name: Ethan Laniado
Position: Third Year President - FALL
Reporting Date: Sept 7 2017

ITEMS TO REPORT? No

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No





Queen's Commerce Society

ASSEMBLY REPORT

Name: Caroline Witzel

Position: 2020 President

Reporting Date: Wednesday September 6, 2017

ITEMS TO REPORT?

Comm 2020 barbecue social being planned for next weekend – TBD

INCLUDED IN STATEMENT BY MEMBERS?

n/a

MOTIONS TO PRESENT?

n/a

DISCUSSION ITEMS TO RAISE?

n/a



Queen's Commerce Society

ASSEMBLY REPORT

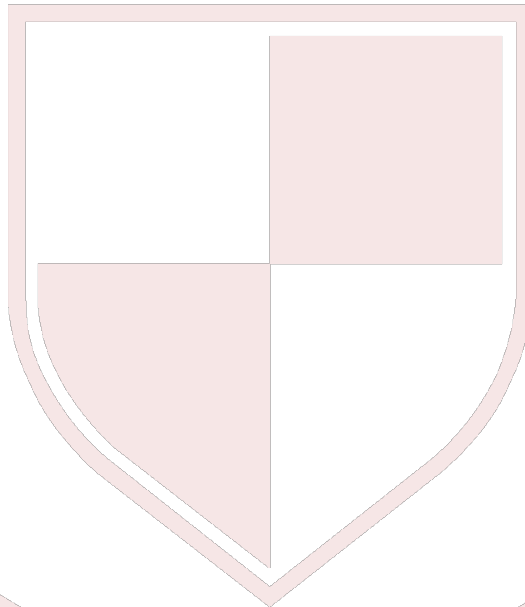
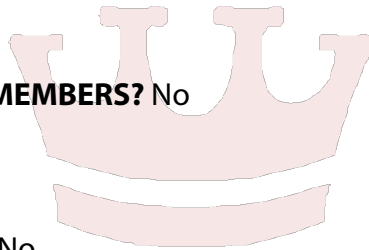
Name: Addie Robertson
Position: Upper AMS Representative
Reporting Date: Wednesday, September 6

ITEMS TO REPORT? No

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No





Name: Elaine Gao

Position: Senator

Reporting Date: Tuesday, Sept 5th

ITEMS TO REPORT?

During the summer my only duty was to attend faculty board meetings where the various Commerce faculty chairs keep each other informed about their own departments. Unfortunately I was unable to attend, but I did vote for motions online when the opportunity was given. The first was a vote to approve a scholarship for Canadian Olympic Team athletes completing the Certificate in Business, which I voted to pass, and the second was a vote to approve changes to the GDA Program Sessional dates. Since I could not find information on the new dates, I did not find it appropriate to cast my vote so I abstained. I will be attending my first faculty board meeting on September 12th.

INCLUDED IN STATEMENT BY MEMBERS?

Nope!

MOTIONS TO PRESENT?

None.

DISCUSSION ITEMS TO RAISE?

Not this time!



Name: Kyle Tymoszewicz

Position: Senator

Reporting Date: September 10th, 2017

ITEMS TO REPORT?

As I'm sure many of us are, I'd like to mention how excited I am to be kicking off the start of the 2017/2018 academic year and the first of many productive meetings together. A piece of advice I've taken to heart is to always surround oneself with highly intelligent people, moreso than oneself, and I can confidently say that serving on this assembly achieves such a goal. It will be great working with everyone here.

As Senator I will be attending both our meetings together as well as Queen's Senate meetings, with the intention of relaying information concisely to each governing body. Consequently, I will be representing ComSoc's interests to the greater Queen's population. I do not take this task lightly, and will continually strive to represent the society well.

The Queen's Senate is holding their first meeting on October 3rd, followed by a reception hosted by our University's Principal Daniel Woolf. I look forward to reporting back on the results of both engagements.

Let's have a great year together.

INCLUDED IN STATEMENT BY MEMBERS? No

MOTIONS TO PRESENT? No

DISCUSSION ITEMS TO RAISE? No



Being put forth by: Taryn Mason

Being put forth on: Sunday, September 10, 2017

WHEREAS the name "Out at Smith" implied one had to identify as LGBTQ+ to be a part of the committee

AND that one had to be LGBTQ+ AND one had to be out, cutting out a portion of the community that is vulnerable and in the process of identifying who they are

BIRT Section 1.4.2 of Society Composition Policy be amended to read Q+ as opposed to "Out at Smith"

John: Out at Smith seemed exclusive to people that were just LGBTQ, whereas Q+ promotes inclusion of people who aren't publically out as well as allies etc. Q+ promotes a more inclusive environment

Questions:

Shirley: Q+ might not explain completely what the club is, might want to discuss further brand implications.

John: Q+ is at the end of LGBTQ+, so it is a recognizable symbol

PASSED



Being put forth by: Taryn Mason

Being put forth on: Sunday, September 10, 2017

WHEREAS the name "Queen's University Business Engagement Committee (QUBE)" did not achieve sufficient brand recognition with first year students

AND the name "First-Year Integration Committee (FIC)" implies the committee will work to help first year students adjust to the Smith environment and register better with incoming students

BIRT Section 1.4.2 of Society Composition Policy be amended to read "First-Year Integration Committee (FIC)" as opposed to "Queen's University Business Engagement Committee (QUBE)"

Want to align a lot more with first years, the new name and new brand will be a lot more helpful with that. The fundamental mission of the committee hasn't changed, it's just for branding purposes.

Discussion: NONE

PASSED



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs Chief Financial Officers to oversee all of its financial operations for the year;

AND Elliot Hall and Jess Zhu have proven their qualifications for this role through the interview process;

BIRT the Commerce Society Assembly ratifies Elliot Hall and Jess Zhu as the Commerce Society Chief Financial Officers (CFOs) for the 2017-2018 school year.

PASSED



Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

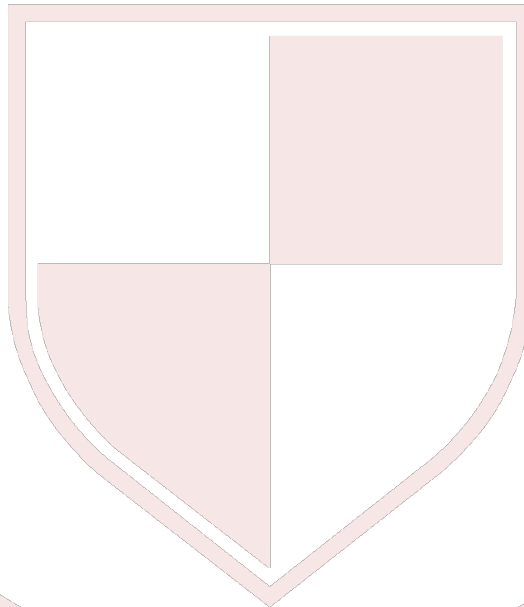
Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs a Chief Policy and Returning Officer to champion policy and ensure the success of elections;

AND Laura Wu has proven his credentials through the Commerce Society interview process and is well-versed in policy, making her highly qualified for this role;

BIRT the Commerce Society Assembly ratifies Laura Wu as the Commerce Society Chief Policy and Returning Officer (CPRO) of Assembly for the 2017-2018 school year.

PASSED





Queen's Commerce Society

ASSEMBLY MOTION

Being put forth by: Emlyn Folkes

Being put forth on: September 6th, 2017

WHEREAS the Commerce Society needs a Speaker to run Assembly while being a neutral actor

AND Sophie Baremberg has a year of experience on Assembly and is well versed in policy, making her highly qualified for the role;

BIRT the Commerce Society Assembly ratifies Sophie Baremberg as the Commerce Society Speaker of Assembly for the 2017-2018 school year.

PASSED



Being put forth by: **Jordan Flanigan, Human Resources Officer**

Being put forth on: September 10th, 2017

WHEREAS the current practices are impractical and require unnecessary work from all parties

AND the current repercussions are not enforced

BIRT the following sections of policy be amended as 1.10 and 1.11 and section 1.13 be stricken from policy.

1.10 Hiring Probation

1.10.1 All Commerce Society committees, conferences, competitions and businesses will undergo a hiring review, administered by the Human Resources Officer, VP Student Affairs and the Human Resources Coordinators, where they will be evaluated based on the following criteria:

- Adherence to all Commerce Society Hiring Policy procedures
- Quality of feedback from applicants, both successful and unsuccessful
- Quality of notes submitted to the Human Resources Officer after interviews (content and observation based notes)
- Professionalism demonstrated throughout the hiring process

1.10.2 Should committees not meet the hiring performance standards as determined by the above parties, the committee will be placed on hiring probation. The terms of hiring probation are the following:

- Two-year probationary period
- All interviews will be supported by a Commerce Society Assembly Representative (that is not an existing or previous member of the committee in question)
- Selected applicants must be approved by the Human Resources Officer, VP Student Affairs, the applicable commissioner and the Human Resources Coordinator prior to notifying applicants

1.10.3 Should a committee, after their two-year probationary period have fulfilled the criteria as set out by the Human Resources Officer and VP Student Affairs to fix the identified issues, the committee will be taken off probation. The criteria to be removed from Hiring Probation will be determined on a case by case basis by the Human Resources Officer and VP Student Affairs depending on the infractions and the circumstances of each committee. Should the committee not fulfill these requirements, these issues will be dealt with by the Advisory Board and Commerce Society Executive through Discipline Committee.

1.11 Breach of Hiring Policy

1.11.1 If any article within this Hiring Policy is breached, the applicable hiring decision made by the Hiring Team is immediately referred to the Human Resources Officer, who will decide alongside the Advisory Board Chair and Vice President of Student Affairs to determine if the infraction has been verified and if so, if it is a minor or major offense to determine the appropriate remedy, **which can include but are not limited to:**

- Hiring Probation
- Loss in room booking privileges
- Loss in ability to use Goodes Spaces for events and meetings
- Financial repercussions (loss in operating budget)
- Removed access from the Core Fund
- Removal of co-chair(s)

1.13 Hiring Audits

1.13.1 The Commerce Society will conduct hiring audits of each committee. This audit only applies to committees that are not considered high risk or are not dually ratified.

~~1.13.2 There will be two hiring audit cycles: regular executive hiring and frosh hiring.~~

~~1.13.2.1 As the majority of hiring occurs in March, the Hiring Audit Committee will audit the committees that are up for review during the May and June and present issues to the Hiring Decision Makers. For the committees that do not hire during the March Hiring Period, if they are up for review, their audit will happen immediately following the end of their hiring period and all issues will be presented to the Decision Markers. 20% of individuals within the committee will be reviewed, rounded up. Committees will be audited on a minimum of a three year rotation Refer to 1.8.1 for escalation process.~~

~~1.13.2.2 After the frosh hiring results have been released, the Hiring Audit Committee will review all of the hiring decisions. 50% of the frosh representatives will be audited, rounded up.~~

~~1.13.3 For every individual that received the position that was audited, an individual that did not receive that position is audited to ensure that they were less qualified.~~

~~1.13.4 The Hiring Audit Committee will review the interview notes and compare the delegates answers to the marking scheme created by the co-chair(s) to ensure that their schemes were followed.~~

~~1.13.5 The Hiring Audit Committee consists of:~~

- ~~• Audit Committee~~
- ~~• Human Resources Officer~~
- ~~• Human Resources Coordinator~~

Jordan: Interviews should be taking adequate notes, asking questions, and fairly interviewing. If clubs meet these requirements they continue as is. If not, they are applicable for probation,

consequences, or go through the discipline committee. Specific repercussions were added such as 1) hiring probation 2) limiting use of space in Goodes 3) unable to book rooms etc.

Questions:

Ethan: 2 years of probation seems a little excessive, because it could potentially punish co-chairs of future years.

Jordan: 1 year probation is solving the initial issue, but the main problems with the clubs is more of a cultural issue that extends past small, immediate issues. Certain committees have had consistent problems, and in the past the 1 year probation has not been enough.

Taryn: Extending past 1 year allows the club to experience multiple "touch points", rather than just one interview process (such as frosh hiring, or march hiring)

Jordan: we want to start again as a clean slate, and then have an oversight to see which clubs are actually having issues and which clubs actually require a representative

Fil: If we are starting on a clean slate how are we going to have conversations with high-risk clubs in the past

Jordan: We are going to have a sit-down conversation that outlines what mistakes were made in the past, and give them the opportunity to start fresh

Maclen: What's the process for putting clubs on probation?

Jordan: We look over notes and any past mistaken practices, and will assign repercussions based on what we evaluate to be necessary. The first repercussion might be that they are not able to book certain rooms, and from there it continues up.

Elliott: Can you clarify the difference between hiring probation and general probation

Jordan: Its totally separate, we run hiring probation which could potentially lead to general probation

John: Restricting room booking capabilities might limit the clubs ability to achieve their mission, would we ever actually want to implement these consequences?

Jordan: Having the punishments in place acts as a warning, and we will not go to the most drastic one first.

Jessica: Probations and repercussions will be carried by a case-by-case basis, and each case will be treated independently. The repercussions will be something that will affect them, but not something that will restrict them from achieving their goals.

Debate:

Emlyn: This is not concrete and locked in, we can try it for frosh rep hiring and if it doesn't work we can scrap it

Elliott: Would like to ask if it's a friendly amendment, and we offer that the 2-year probationary period is a maximum rather than a concrete policy for everyone.

(friendly amendment was approved and changes were made)

Fil: This solution is definitely better than the current state, because it provides incentive for clubs to behave appropriately.

PASSED

WHEREAS the current hiring team outlines are vague and do not reflect best practices

AND recommending applicants to other executives is not practical and is not done

AND there is no longer a need for a rubric during the hiring process

BIRT the following policy changes be made to section 1.6 of Hiring Policy

1.6 Interview Process

1.6.1 The hiring team of any committee not on probation (excluding dually ratified committees) shall have:

- All relevant parties with decision making power (eg. incoming co-chairs)

1.6.2 Should no party with decision making power be present at the time of interviews (ie. in the case of all parties on exchange), an outgoing co-chair or senior executive member not returning to the committee may be included in the hiring team to facilitate the interview.

1.6.3 The hiring team for any committee on probation (refer to section 1.10) shall include:

- All relevant parties with decision making power (eg. incoming co-chairs)
- One Commerce Society Representative (see section 1.2.8)

Should no relevant party with decision making power be present at the time of interviews (ie. in the case of exchange), the Commerce Society Representative will facilitate the interview.

1.6.4 The hiring team for any Commerce Society Assembly Position shall consist of:

- The applicable incoming executive member (President, VP Operations or VP Student Affairs)
- Human Resources Officer or the applicable outgoing position holder, whenever possible

Should the applicable incoming executive member not be present at the time of interviews (ie. in the case of exchange), and the outgoing position member and the Human Resources Officer are unable to facilitate the interview, the executive member and the Human Resources Officer will work together to designate an appropriate member of the hiring team.

1.6.5 The hiring team of the Commerce Executive on Orientation will consist of a panel interview including the President, Advisory Board Chair, Outgoing Chair(s) of the CEO, and the incoming Chair(s) of the CEO. If President or Advisory Board Chair is unable to attend the interviews, they may appoint a member of Advisory Board, or either Vice President to sit in on their behalf.

1.6.6 If the affected hiring team is experiencing difficulty meeting the requirements set out in subsection 1.5.1, it may contact the Human Resources Officer and appropriate Society Vice President for assistance and/or to override a particular requirement. The Guiding Principles outlined in section 1 will not, however, be compromised. **All members of the hiring team must be members of the Commerce Society.**

1.6.7 A maximum of 50% of the hiring team (rounded up) may use a laptop during interviews, strictly for taking notes and reading out interview questions. If a Commerce Society Representative is present they reserve the right to limit further laptop usage at their discretion.

- 1.6.8 If an applicant is unable to attend an interview during the hiring team's proposed interview schedule, the hiring team may decide whether to allow the applicant an alternate interview time at its discretion.
- ~~1.6.9 During the hiring process, a member of the hiring team has the option to recommend applicants to other committees, who may also interview them at their discretion~~
- 1.6.10 All questions posed throughout an interview must be relevant to an available position on the interviewing committee. Every candidate for a specific position must be asked the same core set of questions. Questions must be approved by the Human Resources Team. ~~Co-chair(s) must submit a rubric of varying levels/grades of responses along with the questions. Both the questions and the sample answers must be submitted a minimum of two weeks prior to interviews beginning, in order for the Human Resources Team to have sufficient time to review the questions and answers. Should the committee deviate from these questions without permission, the HRO has the discretion to reverse any hiring decisions made. Should the need for technical questions arise the committee can request approval for the right to vary the question from a shortlist.~~

Jordan: The hiring terms in current policy are not very clear. We want to clarify who exactly is in the room.

Questions:

Shirley: How are we monitoring that there are just the co-chairs in the room.

Jordan: In some cases it is benefit of the doubt, but we have reps showing up to random interviews for spot checks

Debate:

Taryn: this is all benefit of the candidate, and I support it

Fil: If we just limit it to cochairs then how can we bring in prospects to train them for the future

Jess: On ICBC we had our future spons team sit in on certain interviews. I suggest we implement an appeal for case by case.

Emlyn: One hesitation would be bringing in a lot more people in for frosh-rep hiring, and it seems a little unnecessary.

Fil: We could implement only co-chairs for frosh rep hiring, and then amend it in future use.

Jessica: Agreeing with Taryn, we should cap it at just Co-chairs, rather than a specific number.

Julia: If a specific number is required, we can discuss that further as necessary.

PASSED

WHEREAS the note-taking process does not reflect best practices

AND can result in important parts of the interview process are being excluded

BIRT the following policy changes be added as section 1.6.11 of Hiring Policy

1.6.11 During all interviews, a minimum of one (1) member of the hiring team will be responsible for taking notes during all interviews. These notes must be submitted to the Human Resources Officer at the end of the hiring period, and will be reviewed for both quality and content. Proper notes entail the following:

- Denoting each question asked to the applicant (if questions differ between positions)
- Denoting the applicant's response to each question (content notes)

Members of the hiring team also have the option to note other relevant aspects of the candidate's application and interview (observational/behavioral notes), which can include conveyed enthusiasm, past involvement with the committee, energy, eye-contact and can be positive or negative in nature. However, these must be taken in good taste with the intention of being transparent through the interview process, and must be directly relevant to the applicant's application and/or interview. Abuse of this privilege will result in being immediately placed on Hiring Probation (see section 1.10).

Jordan: In a recent change, we switched to only content based notes. However, in an interview it's not what you say it's how you say it. At some point we have to put some trust into our co chairs and hope their notes are appropriate. However, we know that Cochairs take notes and then delete them before sending them to me. This is a disadvantage for co-chairs who actually do take only content-based notes.

Questions: none

Debate:

Taryn: One thing I want to add about the benefit of this, is that it adds better feedback to the students

PASSED



Being put forth by: Jordan Flanigan, Human Resources Officer

Being put forth on: September 10th. 2017

WHEREAS the current policy is outdated

AND hiring timelines are not currently reflected in policy

AND eligible Commerce Society Assembly Representatives are not clearly outlined

BIRT the following policy amendments be made to Hiring Policy sections 1.1 through 1.5

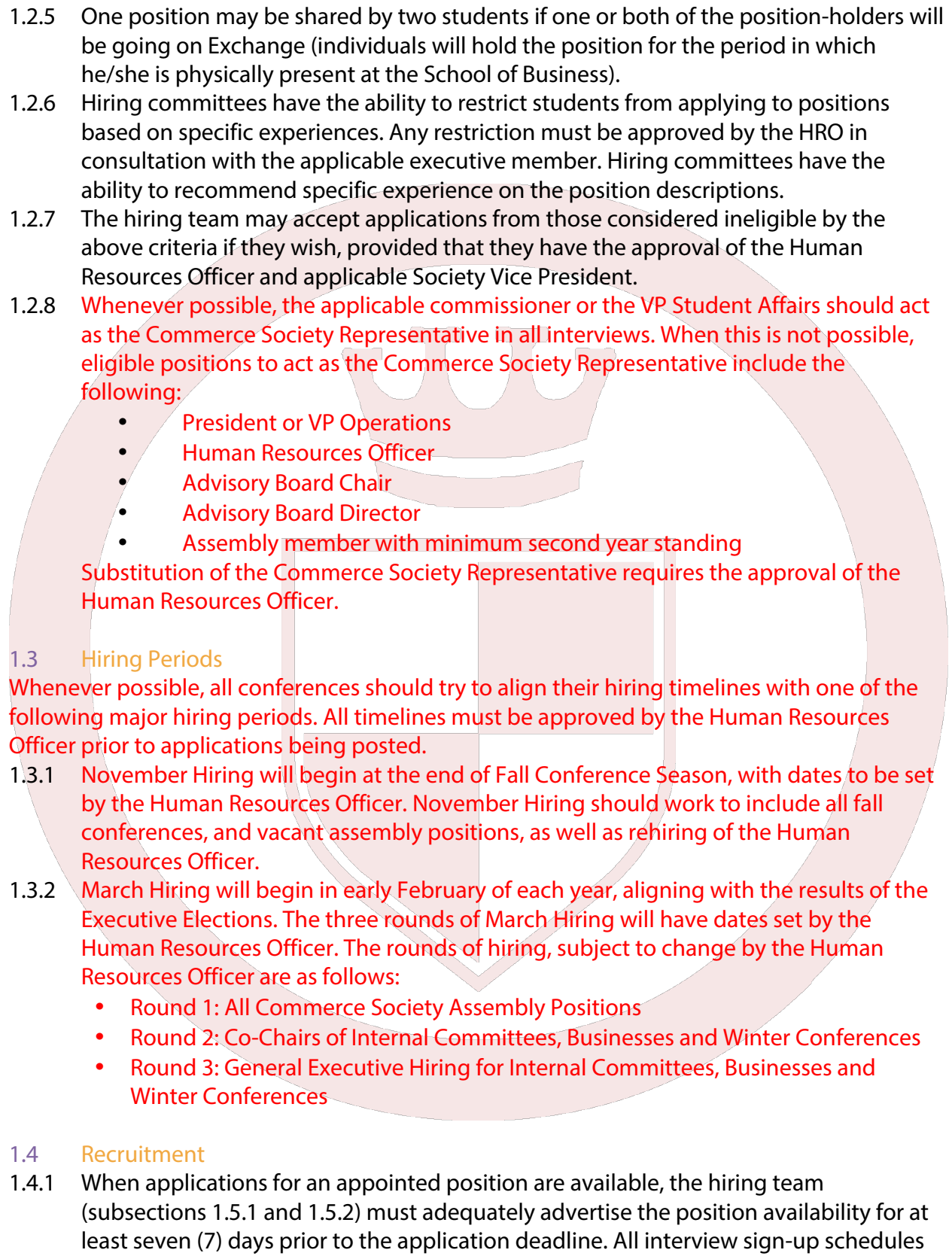
1.1 Guiding Principle

- 1.1.1 Any member of the Society in good academic standing as determined by the School of Business may submit themselves as a candidate for any elected positions. ~~With the exception of Society Executive roles and Senators, members on exchange or otherwise not on campus during any portion of the full academic year in which they hold office may run in tandem with students who will be off campus in the opposite semester~~
- 1.1.2 ComSoc shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, gender identity, socioeconomic status, and physical ability.
- 1.1.3 All applicants have the right to be accommodated so that they the same opportunities as everyone else, short of undue hardship.
- 1.1.4 ComSoc shall seek to offer opportunities to as many different Commerce students as possible while not compromising the general welfare or integrity of its operations. ComSoc values individual differences, respects individual needs, and supports accessibility, diversity, and fairness in its treatment of all students and volunteers.
- 1.1.5 ComSoc shall strive to maintain a positive, inclusive, and safe working environment. All matters expressed in confidence shall remain in confidence indefinitely.

1.2 Eligibility of Applications

- 1.2.1 Members of the society must be on campus for the full year and have a minimum third year standing to be eligible for the positions of Ombudsperson or Academics Officer.
- 1.2.2 Any Queen's student is eligible to apply for, and be appointed to, any position offered by the Society if he/she meets all of the following criteria:

- The student is enrolled in the Commerce program, as corroborated by the Commerce office, the exception being an Engineering student applying to CEEC, QCBT or QECA, committees jointly ratified under EngSoc or an AMS member applying to DECA which is ratified under AMS committees jointly ratified under EngSoc or AMS;
 - The student has completed all application materials and requirements as dictated by the 'hiring team';
 - The student has not held the position previously, unless that position is a general committee member;
 - The student has not chaired the executive previously;
 - The student has not already accepted two positions during the Frosh Rep hiring period and the desired position is a Frosh Representative position (Policy on Frosh Representative Limited Position Acceptance);
 - The student, should they accept the position, would not be holding more than three positions within the Society. This includes, but is not limited to: all internal and external committee positions, all year executive positions, and seats on Assembly; this excludes volunteer and frosh leader positions as well as memberships of Industry Association committees;
- 1.2.3 If the student is enrolled in a faculty other than Business, hiring outside of the Commerce program for the particular position has been approved by the Human Resources Officer and Vice President Student Affairs.
- 1.2.4 Any Queen's student is eligible to apply for, and be appointed to, any position offered by the Society if he/she meets all of the following criteria:
- The student is enrolled in the Commerce program, as corroborated by the Commerce office, the exception being an Engineering student applying to CEEC, QCBT or QECA, committees jointly ratified under EngSoc or an AMS member applying to DECA which is ratified under AMS committees jointly ratified under EngSoc or AMS;
 - The student has completed all application materials and requirements as dictated by the 'hiring team';
 - The student has not held the position previously, unless that position is a general committee member;
 - The student has not chaired the executive previously;
 - The student has not already accepted two positions during the Frosh Rep hiring period and the desired position is a Frosh Representative position (Policy on Frosh Representative Limited Position Acceptance);
 - The student, should they accept the position, would not be holding more than three positions within the Society. This includes, but is not limited to: all internal and external committee positions, all year executive positions, and seats on Assembly; this excludes volunteer and frosh leader positions as well as memberships of Industry Association committees;
 - If the student is enrolled in a faculty other than Business, hiring outside of the Commerce program for the particular position has been approved by the Human Resources Officer and Vice President Student Affairs.

- 
- 1.2.5 One position may be shared by two students if one or both of the position-holders will be going on Exchange (individuals will hold the position for the period in which he/she is physically present at the School of Business).
- 1.2.6 Hiring committees have the ability to restrict students from applying to positions based on specific experiences. Any restriction must be approved by the HRO in consultation with the applicable executive member. Hiring committees have the ability to recommend specific experience on the position descriptions.
- 1.2.7 The hiring team may accept applications from those considered ineligible by the above criteria if they wish, provided that they have the approval of the Human Resources Officer and applicable Society Vice President.
- 1.2.8 Whenever possible, the applicable commissioner or the VP Student Affairs should act as the Commerce Society Representative in all interviews. When this is not possible, eligible positions to act as the Commerce Society Representative include the following:
- President or VP Operations
 - Human Resources Officer
 - Advisory Board Chair
 - Advisory Board Director
 - Assembly member with minimum second year standing
- Substitution of the Commerce Society Representative requires the approval of the Human Resources Officer.

1.3 Hiring Periods

Whenever possible, all conferences should try to align their hiring timelines with one of the following major hiring periods. All timelines must be approved by the Human Resources Officer prior to applications being posted.

- 1.3.1 November Hiring will begin at the end of Fall Conference Season, with dates to be set by the Human Resources Officer. November Hiring should work to include all fall conferences, and vacant assembly positions, as well as rehiring of the Human Resources Officer.
- 1.3.2 March Hiring will begin in early February of each year, aligning with the results of the Executive Elections. The three rounds of March Hiring will have dates set by the Human Resources Officer. The rounds of hiring, subject to change by the Human Resources Officer are as follows:
- Round 1: All Commerce Society Assembly Positions
 - Round 2: Co-Chairs of Internal Committees, Businesses and Winter Conferences
 - Round 3: General Executive Hiring for Internal Committees, Businesses and Winter Conferences

1.4 Recruitment

- 1.4.1 When applications for an appointed position are available, the hiring team (subsections 1.5.1 and 1.5.2) must adequately advertise the position availability for at least seven (7) days prior to the application deadline. All interview sign-up schedules

shall be available at least 48 hours prior to the start of interviews, unless otherwise approved by the HRO

1.5 Application Process

- 1.5.1 An application form must be available for a minimum of seven (7) days before the application is due and every effort should be made to advertise on all possible media outlets. If a hiring team wishes to extend or shorten the deadline of its application, it must inform the Human Resources Officer of the new deadline and the reason for its extension. ~~The applicable Society Vice President~~ **The Human Resources Officer** has the right to accept or reject all deadline extension proposals.
- 1.5.2 **If a hiring team receives an application within 24 hours after the deadline, it is up to the discretion of the hiring team to decide whether or not to accept applications. If an application is received more than 24 hours after the deadline, the hiring team must consult the Human Resources Officer before accepting the application.**
- 1.5.3 The information disclosed within the applications and interviews are not to be discussed with anyone outside of the Hiring Team, the Human Resource Officer, Human Resources Coordinators, Audit Team Members, Advisory Board Chair, the applicable Commissioner, the Vice President Student Affairs, and the President. Should a breach of confidentiality occur, all members of the Hiring Team can be put through the Discipline Committee, as outlined in Discipline Policy for a breach of Society policy.
- 1.5.4 The hiring team **must be held** accountable for the positions that they post on the Commerce Society website. (i.e. co-chairs cannot create a new position after interviewing that was not originally posted, or hire more executive members to a specific position than they originally posted.) After interviewing, if co-chairs feel like a position needs to be changed, or an extra executive member needs to be hired, it must be approved by both the **Human Resources Officer and VP Student Affairs.**

PASSED

WHEREAS the selection process is now outdated and reflects incorrect information

AND the use of academic and sensitive information is not reflected in policy to best protect confidential information disclosed by applicants

BIRT the following changes be made to section 1.7, 1.8 and 1.9

1.7 Selection

- 1.7.1 Selection of any candidate shall be made on the basis of all application materials. ~~Only individuals that were present during interviews shall be able to speak on the merits of all candidates.~~ Input on applicants shall be taken from all members of the hiring team.
- 1.7.2 The heads of the hiring teams shall be:
- The Vice President Operations will be the head of the hiring team for the CFO, CTMO, CMO, CPRO, HRO, Business Administrator, Special Events Officer, and Outreach Officer.
 - The Vice President Student Affairs will be the head of the hiring team for all Commissioners, and CRO.
 - The President will be the head of the hiring team for the ESRO, Speaker, Academics Officer, and Diversity & Inclusion Officer.
 - ~~The Vice President Operations will be the head of the hiring team for the business portfolio~~
 - The Chair(s) will be the head(s) of the hiring team for their executive member positions.
- 1.7.3 If the direct superior is unable to be the member of the hiring team, the Human Resources Officer will determine the head of the hiring team.
- 1.7.4 Collusion between co-chairs of different committees on hiring decisions is strictly prohibited. The candidate should have a fair decision between extracurricular opportunities.

1.8 Notification of Applicants

- 1.8.1 **All applicants, both successful and unsuccessful, shall be notified of the hiring team's selection decision promptly after the interview finish, by either private e-mail or phone.** All acceptances and rejections must be first attempted to be contacted in the same manner.
- 1.8.2 If an applicant requests written feedback, it must be provided within 72 hours. Feedback templates can be received from the HRO.

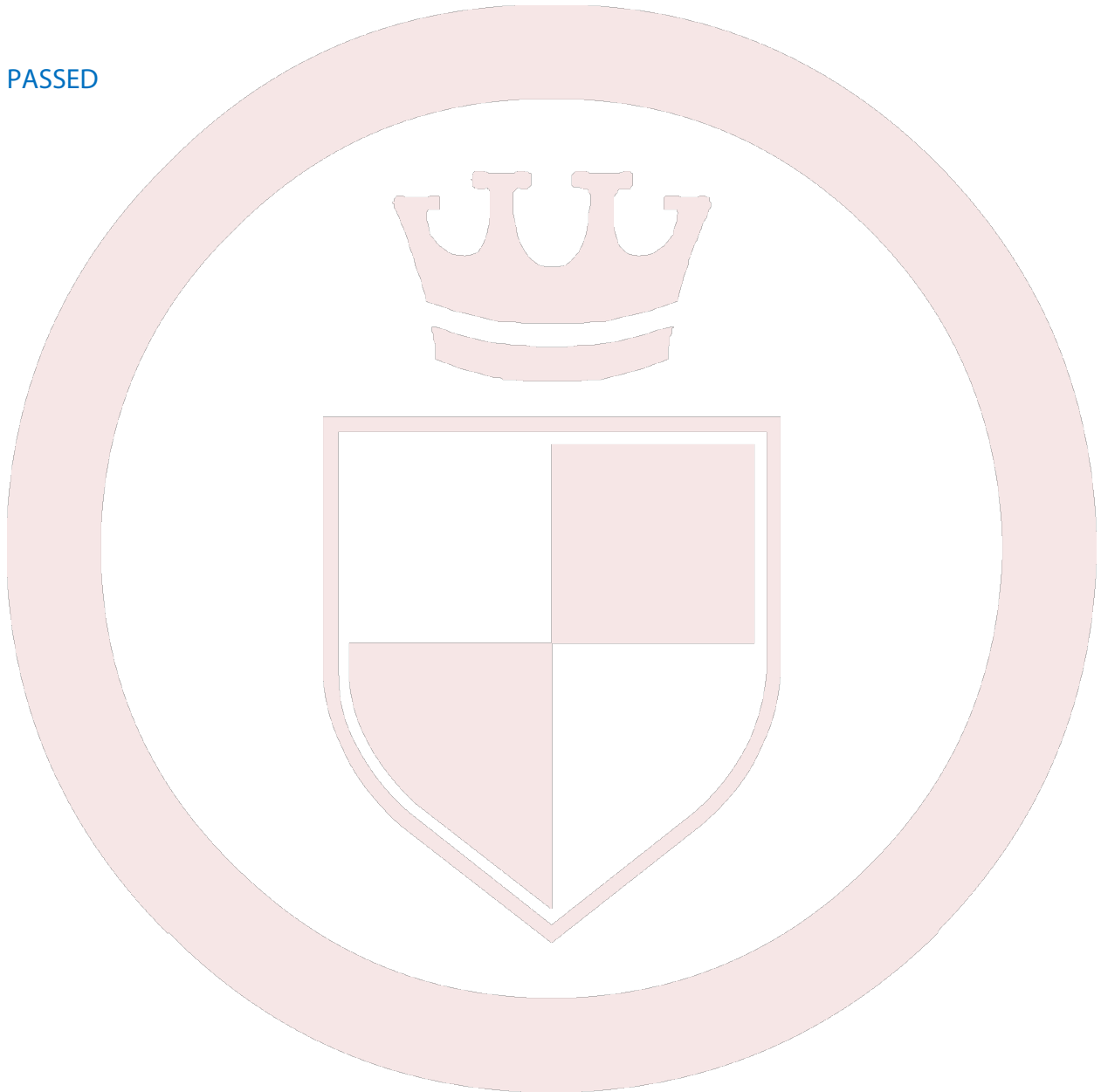
1.9 Use of Academic or Sensitive Information

- 1.9.1 **Should the hiring team require GPA information or any other form of information deemed sensitive per the Human Resources Officer from the applicant, it must receive permission from the Society's Academics Commissioner and Human Resources Officer to inform them of the purpose for acquiring academic information.**
- 1.9.2 **The academic information disclosed on an event application must be encrypted in a secured data file, accessible to only one relevant member of the hiring team and the Society's Academics Commissioner. Should a breach of confidentiality occur, all**

members of the Hiring Team can be put through the Discipline Committee, as outlined in the Discipline Policy for a breach of Society policy.

- 1.9.3 Hiring teams requiring sensitive academic information for internal and external events must disclose on the event application itself the committee members that have access to the application information and the purpose of obtaining the relevant information, as well as obtain permission from the HRO

PASSED



WHEREAS the breach of Hiring Policy section does not currently outline processes for applicants to dispute hiring decisions

AND this is necessary in order to maintain fair and equitable processes

BIRT the following changes be added as 1.11.4 of Hiring Policy

1.11.4 Should an applicant feel that there was a breach of Hiring Policy that resulted in an unjust decision by a member of the Hiring Team, they can bring this forward to the Human Resources Officer in confidence, who will:

- Read through the hiring team's notes from the interview period in question.
- Speak to the co-chairs and the Commerce Society representative, if one was present at the time to determine whether there was just cause for the decision
- Have both sides present their opinion and rationale, and decide whether to reverse the hiring decision, allow the decision to stand, place the committee on Hiring Probation, or take further action through the Discipline Committee.

Jordan: This is a new addition illustrates that students who feel as though they were treated unfairly during hiring processes have a procedure they can follow

PASSED

WHEREAS co-chair hiring has not been explicitly identified in policy

AND the process differs from typical committee hiring and should be outlined as such

BIRT the following policy amendments be made to section 2 – Co-Chair Hiring

2.2 Interview Process

- 2.2.1 Whenever possible, hiring should align with one of the major hiring periods (see section 1.3). Hiring timelines must be approved by the Human Resources Officer prior to the start of hiring.
- 2.2.2 The outgoing chair(s) and the Commerce Society Representative (which must be the same for all interviews) for each internal committee must reach a unanimous consensus with respect to the incoming chair(s) of the committee. If a consensus cannot be reached, the final decision will be made by the Vice-President Student Affairs after a meeting with both sides in which each party will have the opportunity to present their opinion.
- 2.2.3 The outgoing chair(s) and the Commerce Society Representative (which must be the same for all interviews) for each external committee and business must reach a unanimous consensus with respect to the incoming chair(s) of the committee. If a consensus cannot be reached, the final decision will be made by the Vice-President Student Affairs after a meeting with both sides in which each party will have the opportunity to present their opinion.
- 2.2.4 The hiring team of Chair/Co-Chair of the Commerce Executive on Orientation (CEO) will consist of the President, outgoing CEO Chair(s), Executive Director of the Commerce Program, the AMS Campus Activities Commissioner, and any other individual(s) invited by the President.
- 2.2.5 **The format for the application and interview will be determined by the outgoing position holders, but should at a minimum address their interest in being co-chair or equivalent of the committee, thoughts for the strategic direction and the future of the committee, and ideas and goals during their time as co-chair (or equivalent). Some committees may have these presented through a PowerPoint presentation.**

During all interviews, the outgoing position holders are responsible for taking notes, following the restrictions outlined in section 1.5.11. These notes must be submitted to the Human Resources Officer at the end of all interviews. The Commerce Society Representative will also take notes and submit them to the Human Resources Officer.

Jordan: Co-chair interviews have been moved to their own section.

PASSED

WHEREAS Current Frosh Representative Hiring Policy is incomplete

BIRT the following changes be made to the Frosh Representative Hiring Policy Section 3.

3.1 Guidelines

- 3.1.1 Unless specifically outlined in the following section, all Frosh Representative Procedures will follow the Committee & Executive Procedures outlined in Section (1).
- 3.1.2 The Frosh Representative Limited Position Acceptance Policy states that during the Frosh Representative hiring period, a first-year student may apply for any number of positions, but may only accept a maximum of two (2) positions.

3.2 Procedure

- 3.2.1 Frosh Representative Hiring will take place on a timeline set by the Human Resources Officer one (1) month before the hiring period begins. Whenever possible, all committees will hire on this timeline, with all exceptions being approved by the Human Resources Officer in advance.
- 3.2.2 Only co-chairs are permitted to be present for interviews, unless otherwise approved by the Human Resources Officer. For details on the hiring team, see section 1.6.
- 3.2.3 Within twenty-four hours after the completion of all Frosh Representative hiring interviews, all hiring teams are permitted to inform their successful and unsuccessful applicant(s) of their selection decisions;
- 3.2.4 Upon informing a successful applicant of its selection decision, a hiring team must:
 - Remind the individual that he/she is limited to accepting two positions during the Frosh Representative hiring period and confirm the applicant has not already accepted two positions.
 - Inform the applicant of his/her right to withhold his/her decision until he/she has received results from all the positions he applied to;
- 3.2.5 If an applicant chooses to exercise this right, the affected hiring team(s) must hold the position(s) for the applicant until after the applicant has received notice of all his/her results. If, after waiting, an applicant does not select a particular position, the affected hiring team is free to offer the position to the next most qualified applicant

PASSED

WHEREAS The Advisory Board Chair policy is unclear

BIRT the following changes be made to the Advisory Board Hiring Section 4.

4.1 Chair Selection

- 4.1.1 Preference for the Chair position should be given to members who have already completed one (1) year on the Board. **Should two (or more) candidates apply with the same qualifications apply for the position of Chair, preference for the position should be given to members who have already completed one (1) year on the Board.**
- 4.1.2 The Chair of the Board shall be selected before the summer meeting of the Board, preferably during the March Hiring period of the current academic year. The outgoing Society President, VPSA, VPO, the outgoing Chair of the Board and the incoming President shall each cast one (1) vote in this election. ~~In the event of a tie, the outgoing Chair of the Board shall cast the deciding votes.~~

Jordan: This project is a bigger can of worms, and this would just be an immediate solution

PASSED

