

Operations Policy

**QUEEN'S**  
**COMMERCE**  
**SOCIETY**





# INDEX

- 1 Responsibilities of the Society Office**
- 2 Website and Technology Use**
- 3 Policy of Performance Review and Feedback**
- 4 Policy on External Portfolio Conferences and Competitions**
- 5 Policy on Branding**
- 6 Executive Review**
- 7 Annual Report**
- 8 Strategic Planning**
- 9 Policy on Business Enterprise**
- 10 Storage Usage**
- 11 FIPPA Privacy Compliance**



# RESPONSIBILITIES OF SOCIETY OFFICE

## 1.1 Appreciation

The Executive is responsible for organizing at least one appreciation night per year in order to recognize the efforts of all members of the Society. The anticipated costs for both of these events must be reflected in the Chief Financial Officer's budget at the beginning of the year in order to be incurred. Funding for the Society appreciation night should not be attained through the CORE Fund, except under exceptional circumstances.

## 1.2 Access Cards

Any Society member who occupies a chair or executive position on a Society committee has the right to request a Goodes Hall access card from the Business Administrator who is charged with obtaining access cards from Queen's School of Business. This access card shall strictly be for use by the individual and is subject to the Goodes Hall Building Policy.



# WEBSITE AND TECHNOLOGY USE

## 2.1 FTP Sites

All passwords for internal FTP sites shall be kept confidential at all times and shall be managed by the CIO.

## 2.2 Printing

Printing may be done by any means. Society committees or Assembly members may retain print accounts at the Techplex and expense these funds to the Society.



# PERFORMANCE REVIEW AND FEEDBACK

3.1 All Commerce Society committees and businesses shall adhere to any feedback or performance review programs set in place by the HRO and Assembly.

## 3.2.1 Internal Review

Each internal committee will participate in both a mid-year and end of year review, administered by the Advisory Board and Vice President Student Affairs, in which they will be evaluated based on the following evaluative criteria:

Evaluative Criteria	Green	Yellow	Red
Value to ComSoc <sub>1</sub>			
Delegate Experience <sub>2</sub>			
Sponsorship Reach <sub>3</sub>			
Future Viability <sub>4</sub>			

<sub>1</sub>Value to ComSoc: Defined as the magnitude of impact on each student involved (whether on the executive or a participant in events etc.

<sub>2</sub>Delegate Experience: Defined as the overall value derived by the delegate before, during, and after the external committee weekend.

<sub>3</sub>Event Reach: The number, mix, and focus of financial sponsors to the external committee.

<sub>4</sub>Future Viability: Pertaining to whether the nature of the external committee is sustainable within ComSoc

## Mid-Year Review

The purpose is to update and inform the Advisory Board and Executive on the committee's performance thus far, including events held, events being planned, as well as performance with respect to goals set. The mid-year review gives the Advisory Board an opportunity to give feedback, both positive and negative, to each committee and to give the committee time to perform should there be the possibility of probation.

## End of Year Review

The purpose is to update and inform the Advisory Board and Executive on the committee's performance at end of year. At this point the Advisory Board will determine whether a committee should be placed on probation.

## 3.2.2 Administration

### Mid-Year Review

The mid-year review will be conducted in mid-November and will be administered by the Advisory Board Chair. Feedback will be provided before the start of the winter semester. Any committees identified as "red" in more than one evaluative area will meet with their respective commissioner and the Vice President Internal before the upcoming semester.

### End of Year Review



# PERFORMANCE REVIEW AND FEEDBACK

The end of year review will be conducted in mid-March and will be administered by the Advisory Board Chair. Any committee that is still defined as “red” in more than one evaluative area from the mid-year review, or in any other areas, will meet with their respective Commissioner and the VPSA to discuss the probation year.

## Probation Year

If, by the end of year review, substantial improvement have not been made, the Vice President Student Affairs or Commissioner of the respective committee will present to assembly the proposal for probation. Before coming before assembly, the VPSA and/or Commissioner will meet with both the outgoing and incoming Co-Chairs. Probation year should only be put into effect if a committee has substantially failed in one or more evaluative areas.

### 3.2.3 Participants

- All Internal Commissioners
- Advisory Board
- Vice President Student Affairs
- Co-Chairs of Internal Committees

### 3.3.1 External Review

Each external committee will participate in a post committee weekend review, administered by the Advisory Board and Vice President External, in which they will be evaluated based on the following evaluative criteria:

Evaluative Criteria	Green	Yellow	Red
Value to ComSoc <sub>1</sub>			
Delegate Experience <sub>2</sub>			
Sponsorship Reach <sub>3</sub>			
Future Viability <sub>4</sub>			

<sub>1</sub> Value to ComSoc: Defined as the magnitude of impact on each student involved (whether on the executive or a participant in events etc.

<sub>2</sub> Delegate Experience: Defined as the overall value derived by the delegate before, during, and after the external committee weekend.

<sub>3</sub> Event Reach: The number, mix, and focus of financial sponsors to the external committee.

<sub>4</sub> Future Viability: Pertaining to whether the nature of the external committee is sustainable within ComSoc

## Review Mandate

The purpose of the External Review is to update and inform the Advisory Board and Executive on the external committee’s performance thus far, including committee weekend events and other events throughout the year, as well as performance with respect to the mission and



# PERFORMANCE REVIEW AND FEEDBACK

goals set by the external committee. The external review gives the Advisory Board an opportunity to give feedback, both positive and negative, to each external committee and to provide guidance on improvement areas identified.

## End of Year Review

The purpose is to update and inform the Advisory Board, CRO and Executive on the external committee's performance at end of year. At this point the Advisory Board will determine whether an external committee should be placed on probation.

### 3.3.2 Administration

#### End of Weekend Review

The external review will be conducted in the week following the external committee weekend event and will be administered by the Advisory Board Chair. Any external committee that is defined as "red" in more than one evaluative area will meet with the VPEX to discuss the probation year.

#### Probation Year

If an external committee has substantially failed in one or more evaluative area Vice President External or Commissioner of the respective committee will present to assembly, the proposal for probation. Before coming to assembly, the VPEX will meet with both the president and the outgoing and incoming Co-Chairs. The terms of probation will be specified and communicated to the incoming co-chairs by both the VPEX and the Advisory Board.

### 3.3.3 Participants

- Corporate Relations Officer(s)
- Advisory Board
- Vice President Student Affairs
- Co-Chairs of External Committees



# EXTERNAL PORTFOLIO ON CONFERENCES

4.0 The following subsections only pertain to Commerce Society conferences and competitions within the External Portfolio. It does not pertain to Businesses or Executive Purview committees.

## 4.1 Financial Standing

4.1.1 An external committee may not prepare, or knowingly operate under a negative budget for the year.

4.1.2 Committees are required to build appropriate reserves to guard against potential financial losses, while balancing the responsibility of spending the funds afforded to them through sponsorship, registration and other revenue sources in a given year for a given year's conference or competition. Committees should strive for a goal of 5% of current year revenue.

4.1.3 An external committee must have control measures, to supplement the control measures outlined in the policy, in place such as internal rules or policies to ensure that spending is fully controlled and on target.

4.1.4 The committee has an obligation to comply with requests by the Vice-President Student Affairs to reduce costs and expenditures if he/she feels that the committee will not be able to break even or make a profit, or that there is not enough sufficient safety margin.

4.1.5 An external committee must have its financial standings reviewed by the VP Student Affairs and the CFO after the completion of its conference/competition during the school year.

## 4.2 Bank Accounts

4.2.1 The use of any and all external bank accounts by any Society External Committee shall be prohibited.

4.2.2 All External Committees shall be issued a Queen's University Account, if one does not already exist.

4.2.3 In the case of bank accounts for PayPal purposes, the VP Operations and CFO shall approve the bank account and reconcile the balance of the account to the corresponding transfer to the Queen's University Account of the specific External Committee.

4.2.4 The expenses and revenues for these external accounts shall be processed by the Queen's School of Business Finance Office in accordance with Queen's University Policy and Procedures.



# EXTERNAL PORTFOLIO ON CONFERENCES

## 4.3 Budgets

4.3.1 All competitions and conferences in the Society's External portfolio shall be required to prepare budgets to be presented to the Vice President Student Affairs at his/her discretion.

4.3.2 The budgets shall reflect an optimistic, realistic and pessimistic scenario.

4.3.3 Budgets shall have detailed revenue sources including funds from attendees, corporate sponsorship (listed by returning sponsors, expected sponsors, and new sponsorship with targets listed) and other sponsorship. In addition, it must include a breakdown of costs generated from any sources for the External Committee.

4.3.4 Budgets shall be reviewed and approved by the Vice President Student Affairs.

4.3.5 Budget submissions shall be accompanied by a current Accounts Receivable and Accounts Payable listing.

## 4.4 Loans

An external committee may only apply for a loan if it can reasonably assure the Vice President Student Affairs and the Chief Financial Officer that the loan is secured and will be paid back within two months of the event. The purpose of the loan is for temporary cash flow only.

## 4.5 Bankruptcy

4.5.1 Should a committee run into bankruptcy, the financial policy above would be violated and the committee will automatically be motioned to be de-ratified. An example of a bankruptcy situation is when a committee has no available funds to pay its creditors and requires funding to help it pay its creditors. The conference executives must make a statement to defend their committee to prevent de-ratification.

4.5.2 Arrangements must be made to pay the creditors within a reasonable amount of time so that it will not affect the reputation of the School of Business, Commerce Society and any one of its student organizations.

4.5.3 In event that the debt needs to be paid and absorbed by Society, Society will take control of the committee's remaining assets and the creditors will be paid by Society. Disciplinary action will be taken against the executive members and proceed as per the guidelines of the Discipline Policy.

## 4.6 Signing Authority



# EXTERNAL PORTFOLIO ON CONFERENCES

4.6.1 All invoices and expense claims will require at least two signatures, from the committee's Finance Officer or the external committee Co-Chairs.

4.6.2 Invoices over \$10,000 made by the Finance Officer, Chair or Co-Chair will require approval from the Vice President Operations or Vice President Student Affairs.

## 4.7 Conference and Competition Weekend Booking

4.7.1 All conferences and competitions must book their weekends with the Vice President Student Affairs in the academic year prior to the conference or competition. All conference and competition booking shall be completed by the later of September 30th or the release of the academic calendar.

4.7.2 There shall be no more than 1 conference and/or competition booked per weekend without the consent of the Vice President Student Affairs.

4.7.3 Any newly ratified conference or competition shall be scheduled with the Vice President Student Affairs around the calendar set in September.

4.7.4 In the event that a scheduling conflict arises between two or more conferences and/or competitions, the Vice President Student Affairs shall facilitate a group discussion with the relevant co-chairs. If a resolution cannot be reached, the Vice President Student Affairs shall decide the schedule in the overall interest of the society and its members.

4.7.5 The co-chairs of any of the conferences or competitions in question may appeal the decision of the Vice President Student Affairs within 72 hours. In the event of an appeal, the decision will be made by a majority vote of the Executive, to be made within one week of the appeal. All relevant co-chairs will have the opportunity to present their position to the Executive prior to the decision.

## 4.8 Donations: Operations

4.8.1 Executive members of external committees are permitted to contact previous executive members of their conferences and competitions for donations.

4.8.2 External committees shall solicit a donation from an alumnus no more than one time per year.

## 4.9 Transition

4.9.1 Transitioning for all external committees must occur.

4.9.2 The transitioning process will be facilitated by the Outgoing Executive.



# EXTERNAL PORTFOLIO ON CONFERENCES

4.9.3 All outgoing executives must prepare a transition report for the incoming executives, which must at minimum include:

- All contacts that have been used (e.g. contacts of sponsors, speakers, vendors, ITs, and any related parties, if applicable).
- Descriptions of all the issues and events that have occurred throughout the year.
- Descriptions of the timelines and chronology of position responsibilities.
- Descriptions of all urgent issues that need to be attended to, if any.

4.9.4 The co-chair has the responsibility to keep transition reports from prior years and ensure that all transition reports are passed on to his/her successors.

4.9.5 Within one month of the new executive's recruitment, the following steps must be taken:

- Transition reports must be submitted electronically to the individual's successor, the committee's incoming co-chair, and to the Transition Portal on the Society webpage.
- All outgoing executives must transfer all electronic files pertaining to the position to the incoming executive and the incoming co-chair at the time of the transition report submission.
- All outgoing executives and incoming executives must be involved in a transition meeting.
- Further transition meetings must be held if any party feels the need for a further meeting.
- All outgoing executives must make their contact information available to the incoming executives.

4.9.6 The Society has the obligation to provide or arrange for adequate data storage capabilities, where requested.

## 4.10 Training Sessions

4.10.1 The Vice President Student Affairs shall organize training sessions for external committees.

4.10.2 Each committee shall send at least two representatives to each training session.

## 4.11 Conduct

4.11.1 External committees and its individual members are required to conduct themselves professionally in front of speakers, sponsors, recruiters, vendors, the School of Business, the Alma Mater Society, Student Constables and any other organizations external to the Society.



# EXTERNAL PORTFOLIO ON CONFERENCES

4.11.2 Phone-calls, faxes, letters and email messages must be responded and attended to in the shortest time possible.

4.11.3 Invoice payments must be made within time that is within reasonable limits to the vendor. The inability to pay an invoice must be communicated to the Vice President Student Affairs immediately.

4.11.4 Acts of sabotage, or any related actions, including stealing, ruining materials, blatant copying, and making negative comments about another committee are absolutely not permitted.

## 4.12 Confidentiality

4.12.1 The Society Executive, Chief Financial Officer, Queen's School of Business Finance Office, and Commerce Office shall be the only parties with access to the information attained through the steps outlined in this policy and shall keep all information confidential.

4.12.2 The Vice President Student Affairs and President may release information to other parties if it is deemed necessary.

## 4.13 Authority

4.13.1 In the absence of the Vice President Student Affairs, the President may fulfill all duties of the Vice President Student Affairs. The Vice President Student Affairs and President may authorize steps that are contrary to those outlined in this policy for valid reason and at their discretion.



# BRANDING

## 5.1 Logo Usage

The following publications used by internal and external committees must include the Commerce Society logo: main page of the all websites, posters put up in Goodes Hall, and the front cover, inside cover, first page, or back cover of the delegate manuals, sponsorship packages, and speaker packages.

## 5.2 Availability of Logos

The Chief Marketing Officer will manage a selection of Society logos on a protected area of the Society website.

## 5.3 Exemptions

Exemption from the policy will be granted on an individual basis by the Chief Marketing Officer.

## 5.4 Monitoring & Enforcement

Monitoring and enforcement will be under the purview of the Chief Marketing Officer. In the first instance where a committee is found not following this policy, the Co-Chairs will be provided with written notification. On the second incidence, the Co-Chairs will be required to have a meeting with the Chief Marketing Officer and an executive member to discuss the situation.



# EXECUTIVE REVIEW

## 6.1 Overview

The executive will participate in a 360 degree review, administered by the Advisory Board, in which they will be evaluated by peers, subordinates, and superiors to provide a balanced assessment of all areas of their performance.

## 6.2 Administration

6.2.1 Questionnaires will be distributed at the beginning of the winter semester and collected at the end of January. The questionnaires will be compiled by the Advisory Board and individual comments will be made anonymous.

6.2.2 The Advisory Board will draft a brief summary of the feedback received before sending the results of the review to the executive. The brief summary will be included in the annual report.

## 6.3 Participants

Each member of the executive will be reviewed by:

- Other Executive members
- The Chief Financial Officer
- No less than two commissioners
- The Executives' respective intern
- Any assembly member willing to contribute (not less than two)
- The director of the Commerce Program (optional)



# ANNUAL REPORT

## 7.1 Purpose

The Annual Report's primary purpose is to provide an accurate, objective representation of the performance of each commission, committee, conference, and Executive in the Society. The report is for the benefit of students and Queen's School of Business faculty, the broader Queen's community, and all other stakeholders. It will include a summary of each committee's mandate, a qualitative review of activities, key accomplishments for the year, and their value added to the students or other relevant stakeholders. The report serves as an important aspect of the Society's institutional memory and will therefore outline committee's broad objectives from the beginning of the year to assist planning in the upcoming year.

## 7.2 Composition

7.2.1 The Annual Report Editorial Board will be composed of:

- The Chair of the Editorial Board who will act as Editor-in-Chief, and must be a Member of the Advisory Board
- Up to three Society Members at Large, preferably with in-depth Society experience
- Other persons who the Chair of the Advisory Board deems fit to contribute knowledge and expertise

7.2.2 The individuals composing the Editorial Board will be determined by the Advisory Board through a vote.

7.2.3 The Annual Report will be drafted by the Society Executive, who will then present it to the Editorial Board for review. The Editorial Board will work with the Society Executive to make necessary changes before the Report is publicly released.

## 7.3 Completion

The Annual Report shall be publicly released no later than April 30th on the ComSoc portal as well as other channels deemed appropriate by the Society Executive and the Editorial Board.

## 7.4 Dispute Resolution

Throughout the production process where disagreements of content and/or form arise, the Editor-in-Chief is empowered to make the final determination.

## 7.5 Financing

The costs for the production, printing, and distribution of the Annual Report will be provided for in the Advisory Board's annual budget.

## 7.6 Content

The Annual Report should include enough information so as to best deliver on the philosophy outlined in 7.1. The Report shall provide a sufficient number of report sections to ensure this goal is achieved including, but not limited to, the following:



# ANNUAL REPORT

- a) Committee Review
- b) Conference Review
  - i. Internal
  - ii. External
- c) Executive Reviews
- d) Society budgetary information



# STRATEGIC PLANNING

## 8.1 Responsibility

8.1.1 The Vice President Student Affairs shall facilitate the strategic planning and review process for all internal committees.

8.1.2 In accordance with the Monetary Policy, the Chief Financial Officer shall collect accompanying internal committee budget information in conjunction with the strategic planning process.

8.1.2 Due to the long-term and strategic nature of this process, the Advisory Board shall work with the Vice President Student Affairs and Chief Financial Officer on the strategic planning, budgeting, and review processes.

## 8.2 Strategic Plans

8.2.1 The strategic plan should include the general intended direction of the committee including the following information:

- Current committee contact information
- Committee vision, mission, and plans including goals and challenges
- Events for the upcoming year including a description

## 8.3 Review Process

8.3.1 Following submission of strategic plans and budgets, the Vice President Student Affairs, Chief Financial Officer and Advisory Board shall review the plans and budgets for appropriateness, feasibility, and to ensure they correlate with each other.

8.3.2 Should the Vice President Student Affairs, Chief Financial Officer, and Advisory Board find that a strategic plan or budget requires adjustments prior to approval, it shall be the responsibility of the Vice President Student Affairs to liaise with the committee and assist in developing a strategic plan and budget that is deemed acceptable.

## 8.4 Timing

8.4.1 The strategic planning, budgeting, and review processes shall occur in the summer of the given term and prior to the commencement of the academic year. In accordance with the budgetary discussions outlined in the Monetary Policy, strategic plan submissions should be received for discussion at the summer Advisory Board's meeting, which includes the Chief Financial Officer and Executive.

8.4.2 The Vice President Student Affairs, Chief Financial Officer, and Advisory Board shall ensure that the submission and review process occurs in a timely manner so committees can begin implementation promptly.



# BUSINESS ENTERPRISE

## 9.1 Classification

9.1.1 This section of the Operations Policy shall apply to any for-profit or not-for-profit business that the Society shall ratify or establish.

9.1.2 This business shall be noted in subsection 1.4.3 of the Society Composition Policy under the Business Category.

## 9.2 Oversight

9.2.1 The business Head Managers/Directors shall retain final authority and decision rights over the internal strategic direction of the business. The business Head Managers/Directors are encouraged to consult the Vice President Student Affairs and Business Manager. The Vice President Student Affairs and Business Manager's advice must be taken under strong consideration, but will be non-binding.

9.2.2 Prior to the beginning of each academic year, the businesses shall present detailed pro forma budgets and strategic plans for the fiscal year (marketing, sales, risk management) to the Vice President Student Affairs, Chief Financial Officer, and Business Manager.

9.2.3 The business shall present a mid-year review document to the Business Manager. This document will form the basis of discussion in a meeting between the Business Manager and the business Head Managers/Directors at the end of first semester in each academic year.

9.2.4 The business shall continually maintain an accurate and up-to date record of financial statements and position, which may be requested by the Vice President Student Affairs, Chief Financial Officer, or Business Manager at any time. This request must be satisfied within three (3) business days.

9.2.5 A year-to-date financial overview will be presented to Assembly as an addendum to the presentation by the Chief Financial Officer at the Annual General Meeting. The Chief Financial Officer shall consult business Head Managers/Directors before this presentation to ensure no confidential information will be released while attesting to the financial health of the business.

## 9.3 Operations

9.3.1 The business shall be authorized to hold an external bank account, with the Chief Financial Officer retaining access to this account.

9.3.2 The business shall appropriate profits to the CFOs, who will in turn allocate these funds at the discretion of the voting committee – as voted on during the



# BUSINESS ENTERPRISE

last assembly of each academic year.

9.3.3 The business shall consult with the Society President and/or the Business Manager prior to undertaking any activity that could harm the reputation of the business or the Society. In the event where there has been no consultation and the Society President or Business Manager deems an activity to be harmful to the reputation of the business or the Society, the Society President or Business Manager has the right to halt and overturn the activity.

9.3.4 The business shall be subject to the Society Constitution and all policies, including but not limited to the Hiring Policy, Discipline Policy and Monetary Policy, with the exception of business-specific operational considerations outlined in Section 9.4 of this document.

9.3.5 The business shall be subject to an annual audit by the Audit Committee. This process will be controlled by the Advisory Board, and businesses shall be subject to all existing Society policies on audit requirements.

## 9.4 Business-Specific Operational Considerations

9.4.1 Due to the flexible and client-facing nature of the business portfolio, it may be necessary to conduct “Quick Hires” in accordance to operational needs. The Quick Hire process is NOT intended to replace the Fall and March hiring processes. The Quick Hire process is an accelerated hiring program that allows the business the ability to choose to hire any individual in the Queen’s Commerce program at any time, subject to the following conditions:

- The HRO must be notified forty-eight (48) hours before the business initiates a quick hire process.
- The standard application shall be posted on the Commerce Portal after notifying the HRO and must remain posted for forty-eight (48) hours.
- Interviews must be conducted immediately after the forty-eight (48) hour portal posting. All applicants are eligible for an interview within a reasonable timeframe as determined by the business (and outlined on the application).
- The individual is interviewed by the Head Managers/Directors. The Business Manager, HRO, or a member of the Society Executive must be present at this interview. The interview will otherwise be conducted in full accordance with ComSoc Hiring Policy.

9.4.2 The following exceptions will be made from the Hiring Policy.

- The business shall be exempt from point 1.2.1.3
- 1.2.2 In place of the Vice President Student Affairs, the Business Manager may support the application of a student enrolled in a faculty other than Business, provided said applicant presents particular qualification for the applicable position.
- 1.2.2 Employees are permitted to hold the same position over multiple years, with the exception of the Head Managers/Directors position.



# BUSINESS ENTERPRISE

- 1.2.2 Business Head Managers/Directors may rejoin the business following their term under a “Strategic Advisor” role.

## 9.4.3 Oil Thigh Designs (OTD)

- All assets of OTD belong exclusively to OTD, with no obligation to allow any other Society organization to use assets of OTD
- For competition and branding purposes, OTD retains the right to selectively use the Society’s logo on OTD material (whether on Facebook, website, posters, etc.)
- The positions of Sales Consultant and Graphic Designer shall not count towards any member’s maximum number of Society positions

## 9.4.4 Creo Solutions (Creo)

Due to the continuous nature of Creo's operations, the importance of building hands-on consulting experience for members, and year-to-year growth, extended personal development is emphasized via the following practices:

- Any student hired in her/his first year of studies may remain a part of the business for the following operational year without the need to re-apply to the committee
- In any subsequent year, Creo will have an internal application process for staff which will consist of a statement of intent to extend her/his involvement by the employee and a meeting between the employee and the Head Directors

9.4.5 The business shall not be allowed to allocate or spend any revenue generated through the business towards internal socials.

## 9.5 Bankruptcy

9.5.1 In the event the business enters financial difficulties that threaten regular operations, a business may apply for a loan from the Society. The business may apply for a loan only if it can reasonably assure the Vice President Student Affairs, Chief Financial Officer, and Business Manager that the loan is secured and will be paid back within an agreed upon period of time. The purpose of the loan should be for temporary cash flow only and will be subject to the approval of Assembly.

9.5.2 Should a business run into bankruptcy, the business will automatically be motioned to be de-ratified. An example of a bankruptcy situation is when a business has no available funds to pay its creditors and requires funding to help it pay its creditors. The managers must make a statement to defend their business to prevent de-ratification.

9.5.3 Arrangements must be made to pay the creditors within a reasonable amount of time so that it will not affect the reputation of the School of Business, Commerce Society or any one of its student organizations.



# BUSINESS ENTERPRISE

9.5.4 In the event that the debt needs to be paid and absorbed by Society, Society will take control of the business' remaining assets and the creditors will be paid by Society. The Discipline Committee will convene to discuss the situation and action may be taken as per guidelines of the Discipline Policy.

9.5.5 Assembly shall have the option to approve a loan package for the business, should it decide not to de-ratify the business.

## 9.6 Confidentiality

All financial, strategic, and competitively sensitive information will be strictly confidential among the Society Executive, Chief Financial Officer, Business Manager, and the Audit Committee.



# STORAGE USAGE

## 10.1 Storage Space

All committees and conferences will be responsible for maintaining the organization of their belongings in both the storage room and ComSoc boardrooms.

### 10.2.1 Storage Space – ComSoc Storage Room

- Every ComSoc committee and conference will have a designated space in the storage rooms for their belongings. This storage room will be kept locked at all times, with a key available for access at the Executive Office.
- All belongings in storage room must be labeled, and placed orderly on their respective conference's/committee's shelf
- Anything that does not fit in the storage room is the responsibility of the Co-Chairs to find storage room for and does not belong in the boardrooms

### 10.2.2 Storage Space – ComSoc Boardroom

- Only during the weekend of a conference or event may a conference/committee use a boardroom for storage. All belongings can stay 48 hours prior to the event and must be cleared within 48 hours of the end of the event
- Anything left in the boardrooms or misplaced in the storage room will be at risk of being removed by the Business Administrator and disposed of
- Conferences and Committees who ignore requests by the Business Administrator (via email) to clean up their belongings will lose storage privileges for a semester (or period of four months)



# FIPPA PRIVACY COMPLIANCE

## 11.1 Personal and Privacy Information

The Queen's Commerce Society (ComSoc) collects personal information in partnership with Queen's University, the Office of the University Registrar, and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). The information collected and stored by the Queen's Commerce Society only collects and stores personal information which is necessary for it to administer its programs and functions. The personal information is used by the employees of the Queen's Commerce Society to carry out their duties for the purposes for which it was collected or for a consistent purpose. Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it is collected. The Queen's Commerce Society has in place mechanisms and practices to protect the security of the personal information it collects.

## 11.2 What is personal information?

"Personal Information" is defined in FIPPA as recorded information about an identifiable individual. An individual's personal information includes information regarding his or her race, gender, home address, medical history, education history, identifying numbers (e.g. SIN, employee number, student number, etc.), financial or employment information, personal opinions, completed assignments and exams, and grades, comments and evaluations provided by an instructor.

If you have a concern about the collection, use or disclosure of your personal information at the Queen's Commerce Society, please contact the ComSoc President at [president@comsoc.queensu.ca](mailto:president@comsoc.queensu.ca).

## 11.3 Why collect information?

The most common purpose for collecting information is to administer ComSoc elections. Essential to the effective organization and legitimacy of these elections is a Commerce master list that includes the name, student number, email address and academic program of all students in the Faculty. These lists are cross-referenced to ensure that students who sign nomination packages and vote in elections are eligible to do so. Monthly emails sent to the entire Society also utilize the information collected. Other information may be infrequently requested on an ad hoc basis from time to time. The standard mode by which we collect information from the Office of the University Registrar (OUR) is via encrypted data files sent by email.

## 11.4 Who has access?

Collected information is limited to the access of four people within the Society: The President, Vice-President Operations, Vice-President Student Affairs and the Chief Policy and Returning Officer. Chief Policy and Returning Officer is responsible for the oversight of all ASUS elections and referenda, while the Vice-President Student Affairs oversees all of ComSoc's sub-groups. The President and both Vice-Presidents play an advisory and support role



# FIPPA PRIVACY COMPLIANCE

throughout the entirety of the elections process, hence the need for them to have access to data. Furthermore, the President and both Vice-Presidents will have access to the information when it is needed to send out emails to members of the Society.

## 11.5 How is it stored?

To ensure the information is secured effectively, it will always be downloaded directly from the email account of the recipient to be stored on the Mac desktops of the four authorized individuals. The Excel file will be encrypted with a password. By only distributing the password of the drive to the four authorized position holders, access will be consistently maintained and not shared with anyone else. Moreover, the password for the file will be changed every three months to prevent unauthorized access.

Information received from the OUR will only be retained so long as the data remains necessary for the purpose that it was originally requested for, up to a maximum of one academic year. Once that purpose has elapsed, the information will be securely destroyed by deleting it from the email account, computer and any backups (if applicable). Notification of completion of secure deletion will be sent from the ComSoc President to the OUR.