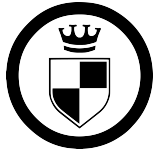


Society Composition

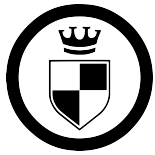
**QUEEN'S
COMMERCE
SOCIETY**





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COMPOSITION OF THE SOCIETY

1.1 Society Executive

1.1.1 The Society Executive shall be as described in section 2.02 of the Constitution.

1.1.2 Duties of the Society Executive shall be as outlined in section 2.03 of the Constitution.

1.2 Society Assembly

1.2.1 The Society Assembly shall be composed as described in section 5.01 of the Constitution.

1.2.2 Duties of elected and voting Assembly members shall be as described in section 5.02 of the Constitution.

1.2.3 Duties of appointed Assembly members shall be as indicated in the subsections below. Assistants or Deputies may be appointed at the discretion of the Human Resources Officer.

1.2.3.1 The duties of the Chief Financial Officer (CFO) shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President Operations;
- ii. to maintain accurate and timely financial records of the Society's activities;
- iii. to prepare the Society annual budget subject to approval by Assembly;
- iv. to manage the accounts and transactions of all internal portfolio committees;
- v. to update Assembly at the final meeting of the fall semester and the Annual General Meeting in the winter semester;
- vi. to prepare cheque disbursements and manage deposits;
- vii. to oversee the affairs of the Treasurer(s); and
- viii. to issue year-end financial statements.

1.2.3.2 The duties of the Treasurer(s) shall include the following but shall not necessarily be limited herein:

- i. to report to the Chief Financial Officer;
- ii. to assist the Chief Financial Officer in preparing cheque disbursements and managing deposits; and
- iii. to manage the electronic book-keeping of the Society.

1.2.3.3 The duties of the Chief Policy & Returning Officer (CPRO) shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President Operations;
- ii. to maintain, update, and make recommendations for all Society policy and the Constitution;
- iii. to act as a resource for Society organizations with respect to Society policy;



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- iv. to act as the Chief Policy & Returning Officer for all Society elections, by-elections, and referenda; and
- v. to coordinate and publicize elections, by-elections, and referenda.

1.2.3.4 The duties of the Human Resources Officer (HRO) shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President Operations;
- ii. to update, make recommendations for, and implement the Hiring Policy;
- iii. to handle all hiring or HR related issues or disputes within the Society;
- iv. to organize and oversee the March hiring period where all appointed Assembly positions and internal portfolio positions are hired;
- v. to oversee the hiring of all Society positions; and
- vi. to ensure that the Society's hiring procedures are accountable and transparent.

1.2.3.5 The duties of the Chief Marketing Officer (CMO) shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President Operations;
- ii. to be responsible for the marketing of the Society; and
- iii. to manage the ComSoc brand; and
- iv. to oversee the Creative Team, the Public Relations Team, and QFLIC, outlined in Section 1.5

1.2.3.6 The duties of the Corporate Relations Officer shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President of Student Affairs;
- ii. to liaise and build relationships with our Corporate Partners;
- iii. to work with co-chairs to maintain a sustainable sponsorship strategy for the Society; and
- iv. to work with the Ombudsman and Advisory Board to determine sustainability and feasibility of new committees and conferences from a corporate partnership and sponsorship perspective

1.2.3.7 The duties of the Chief Technology Marketing Officer (CTMO) shall include the following but shall not necessarily be limited herein:

to report to the Vice President Operations;

- i. Work in conjunction with the Chief Marketing Officers to ensure how ComSoc is presented aligns with organizational brand on its technological platforms
- ii. Attend Officer roundtable with the remainder of the c-suite, in addition to marketing portfolio meetings
- iii. Manage ComSoc's Event Calendar – updating calendar with all events



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- iv. Manage ComSoc Website
 - a) Refreshing to reflect ComSoc brand guidelines
 - b) Updating periodic changes to policies and other documents
 - c) Manage new initiatives and work with Assembly members to implement them
- v. Liaise with SSB IT department, and Queen's ITS
- vi. Attend Monthly Queens IT Meetings
- vii. Create and maintain internal committee sub-domains
- viii. Create and maintain hosting for external committees or conferences

1.2.3.8 The duties of the Business Administrator shall include the following but shall not necessarily be limited herein:

- i. to report to the Vice President Operations;
- ii. to record and distribute accurate minutes of all Assembly meetings;
- iii. to oversee office affairs, including office maintenance, access cards, mail distribution and supplies;
- iv. to manage the relationship with Smith IT to manage room booking privileges of the Commerce Society Offices; and
- v. Making the minutes of Assembly publicly available (i.e. on the ComSoc website) within one week after they approved by Assembly.

1.2.3.9 The Speaker shall be the impartial entity of ComSoc whose duties shall include the following but shall not necessarily be limited herein:

- i. to prepare the agenda, publicize and chair all meetings of the Assembly;
- ii. to enforce the Assembly Policy;
- iii. to uphold and interpret the Society Constitution and Policies;
- iv. to act as the Deputy Returning Officer for all elections, by-elections, and referenda; and to chair the Society Discipline Committee

1.2.3.10 There shall be non-voting Internal Commissioners, who represent the Society's Internal committees and organizations, who are members of the Society Assembly, subject to the hiring guidelines set forth by the ComSoc Hiring Policy

1.2.3.11 The duties of the Academics Officer shall include the following but shall not necessarily be limited herein:

- i. to report to the President;
- ii. to be responsible for all matters of an academic nature affecting members of the Society,
- iii. to develop and make policy recommendations to the Society, the Commerce program, and the School of Business on academic issues



COMPOSITION OF THE SOCIETY

- iv. to serve as a liaison between the Society and the School of Business by sitting on the following committees as a voting member:
 - a) Undergraduate Curriculum Committee
 - b) Renewal, Tenure and Promotion Committee
 - c) Faculty Board
 - d) Faculty Forum
 - e) Academic Progress Committee
 - f) Academic Caucus of the Alma Mater Society of Queen's University
 - g) To serve on other committees of an academic nature within the School of Business and the University as delegated by the President of the Society

1.2.3.12 Each Executive member will hire a first year intern during Frosh Hiring. The duties of the interns shall include the following but shall not be limited herein: i. Attend Commerce Society Assembly ii. Attend meetings with respective Executive member iii. Proxy meetings, Commerce Society Assembly and AMS Assembly on behalf of respective Executive member when necessary iv. Work on an annual project guided by the Executive member v. Only applicable for the intern to the Vice President Operations: Assist with administrative tasks for the Bursary Application Review Committee (BARC)

1.2.3.13 The Ombudsperson is responsible for matters pertaining to individual students and students' needs and the Commerce Society. The goal of the position is to provide students with support and connect them to resources within the Commerce Society. Refer to Section 5.02.02 of the Constitution for a further breakdown of the position.

1.3 Commission Structure

1.3.1.1 As specified in section 6.02 of the Constitution, the Society's Internal Committees shall be separated into distinct portfolios, each of which will be managed by an appointed Commissioner. The Commissioner shall be responsible for the management and operations of all Society committees under their purview, and shall report directly to the Vice President Student Affairs.

1.3.1.2 All commissioners will be hired by the Vice President Student Affairs according to the regulations of the Society Hiring Policy. Commissioners need not manage other Society committees and organizations, but will always report to the Vice President Student Affairs.

1.3.2.1 The Outreach Portfolio

The Outreach Portfolio will be managed by an appointed Officer, and shall be composed of the following positions:

- Marketing Coordinator
- Logistics Coordinator



COMPOSITION OF THE SOCIETY

- Intern

1.3.2.2 The Outreach Portfolio is responsible for all Society-wide philanthropic campaigns. Outreach activities are designed to be events that mobilize Commerce students towards accomplishing Outreach initiatives that serve to better our local and global community. It seeks to offer students opportunities to get involved on a one-off basis.

1.3.2.3 The Outreach Officer is responsible for all Society-wide philanthropic campaigns. Outreach activities are designed to be events that mobilize Commerce students towards accomplishing Outreach initiatives that serve to better our local and global community. It seeks to offer students opportunities to get involved on a one-off basis.

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

- To be responsible for leading the commission in all commission specific campaigns and events;
- To be a voting member of the Outreach Fund Committee;
- To assist all Coordinators in their functions as needed. The Officer will also sit on and participate in the Queen's Centre for Responsible Leadership's Student Advisory Committee;
- To maintain accurate and timely financial records of the Portfolio's activities;
- To lead the Portfolio in preparing the Outreach Funds annual budget; and
- To act as the main contact with the Chief Financial Officer in managing the value of the Fun.

1.3.2.4 The duties of the Outreach Portfolio Marketing Coordinator shall include the following but shall not necessarily be limited herein:

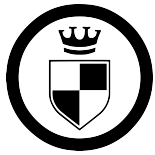
- To report to the Outreach Officer
- To be responsible for the marketing strategy of the Fund
- To act as the main contact with the Chief Marketing Officer in developing campaigns and designs for Portfolio specific initiatives

1.3.2.5 The duties of the Outreach Portfolio Logistics Coordinator shall include the following but shall not necessarily be limited herein:

- To report to the Outreach Officer
- To develop logistics and event plans around Portfolio specific event

1.3.3 The Student Services Commission

The Student Services portfolio is responsible for the administration, management, and operations of all internal committees that provide services exclusive to Commerce students that enhance or develop the Queen's Commerce experience by fostering social cohesion,



COMPOSITION OF THE SOCIETY

academic excellence, professional development or any other specific service related to student life. Committees within this portfolio are identified as those which provide a consistent service to the student body outside the realms of community outreach and specific topical interest groups.

1.3.4 The Industry Associations Commission

The Industry Associations Commission is responsible for providing students with career-related programming that allows them to develop a sound understanding of various industries and functions. Associations are tasked with providing any interested student with industry-related events, programs, and opportunities in order to further networking and professional development opportunities within the Society. The Industry Associations Commissioner shall also be responsible for managing the relationship between the Commerce Society and the Business Career Centre (BCC), and shall be responsible for lobbying the BCC on students' behalf.

1.3.5 The Community Activities Commission

The Community Activities Commission strives to increase the awareness and participation of Commerce students in all aspects of philanthropic and/or community-related activities. It seeks to offer students opportunities to get involved in the Kingston community and beyond. The Community Activities Commission encompasses all philanthropic and community-related committees. The Community Activities Commissioner will be a voting member of the Outreach Fund Committee. The Commissioner will also sit on and participate in the Queen's Centre for Responsible Leadership's Student Advisory Committee.

1.4 Society Committees

1.4.1 As at February 12, 2017, the Society ratified external committees are:

- CEEC – Commerce and Engineering Environmental Conference
- QCBT – Queen's Conference on Business and Technology
- ICBC – Inter-Collegiate Business Competition
- DECA – DECA U Queen's Chapter
- QACE – Queen's Advancing Canadian Entrepreneurship Conference
- QBET – Queen's Conference on the Business Environment Today
- QRF – Queen's Retail Forum
- Q3C – Queen's Commerce Corporate Challenge
- QCIB – Queen's Conference on International Business
- QCLS – Queen's Commerce Leadership Summit
- QEC – Queen's Entrepreneurs' Competition
- QFAC – Queen's Finance Association Conference
- QLEAD – Queen's Leadership, Excellence and Development Conference
- QMA – Queen's Marketing Association

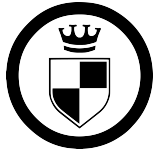


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- QSIC – Queen’s Sports Industry Conference
- Q.WIL – Queen’s Women in Leadership
- QCCU – Queen’s Case Competition Union
- QSELF – Queen’s Self Evaluative Learning Forum
- QCEI – Queen’s Conference on the Entertainment Industry

1.4.2 As at February 12, 2017, the Society ratified internal committees are:

- The Community Activities Commission
- Commerce Kids
- CCC – Cup to Conquer Cancer
- QCSI – Queen’s Commerce Service Initiative
- QS2I – Queen’s Social Investment Initiative
- QNP Gateway – Queen’s Non-Profit Gateway
- The Professional Development Commission
- QGCC – Queen’s Global China Connection
- HSL - High School Liaison
- QCPA – Queen’s Commerce Performing Artists
- QARA – Queen’s Alumni Relations Association
- QTMA – Queen’s Technology and Media Association
- QUBE – Queen’s University Business Engagement Committee
- Out at Smith
- Limestone
- The Industry Commission
- QAA – Queen’s Accounting Association
- QBR – The Queen’s Business Review
- QCA – Queen’s Consulting Association
- QCLA – Queen’s Commerce Law Association
- QGM – Queen’s Global Markets
- QRA – Queen’s Real Estate Association
- QHRA – Queen’s Human Resources Association
- QPCG – Queen’s Private Capital Group
- The Student Life Commission
- AYS - All-Year Social
- BM - Board Meeting
- BrainTrust
- ETC – Exchange and Transfer Committee
- QCAC – Queen’s Commerce Athletics Committee



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1.4.2.1 All internal committees designated as 'Associations,' will set a minimum requirement for membership. Members may be referred to as 'Members' or 'Competitors,' or using a similar term. The minimum requirement should establish significant interest in the Association's industry as demonstrated by active participation, such as by attendance at a minimum number of events. These internal committees may compile resume books including all consenting active members each year. Events will not be restricted to members.

1.4.3 As at February 8th, 2015, the Businesses are:

- Oil Thigh Designs
- CREO Solutions
- QCLEAN

1.4.4 As at April 11, 2010, the Executive Purview Committees is:

- CEO – Commerce Executive on Orientation

1.4.5 Joint Committees are hereby defined as committees jointly ratified under ComSoc and another Queen's University society such as EngSoc or the AMS.

1.5 The Commerce Society Marketing Portfolio

1.5.1 The Marketing Portfolio is composed of two committees: the ComSoc Agency, and QFLIC. The purpose of these committees is to support and publicize the conferences, competitions, events, and activities throughout the Commerce Society. Content will be featured on the Commerce Society website or on YouTube. The ComSoc Agency will focus on providing agency services to the Society at large through graphic design, promotional content, and photo related content creation, while QFLIC will focus on video content and promotion.

1.5.2 The ComSoc Agency Co-Chairs will report directly to the Chief Marketing Officer.

1.5.3 The QFLIC Co-Chairs will report to the Chief Marketing Officer in a strictly information-sharing manner.

1.6 Advisory Board

1.6.1 The Society Advisory Board's primary focus will be to supervise the long-term planning process of the Society and act as an advisory council for special issues and projects. The Board will play a role in the following nine (9) areas:

1. The Annual Report. 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 QSB faculty, the broader Queen's community, and all other stakeholders. It will

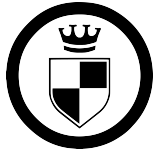


include a summary of each committee's mandate, a qualitative review of activities, key accomplishments for the year, and their value added to the students or other relevant stakeholders. The report serves as an important aspect of the Society's institutional memory and will therefore outline committee's broad objectives from the beginning of the year to assist planning in the upcoming year.

2. **The Executive 360° Review.** The Executive will participate in a 360° review at the beginning of the semester in which they will be evaluated by peers, subordinates, and superiors to provide a balanced assessment of all areas of their performance. The purpose of this review will be to provide useful feedback and give strategic guidance/improvements for the duration of the year.
3. **Advisory and Guidance.** The Board will be responsible for the oversight of special projects and for providing advice to the members of the Executive, Assembly, and the Commerce Student Body as a whole.
4. **The Internal Audit Committee.** The Internal Audit Committee reports directly to the Advisory Board and as such, the Advisory Board is responsible for the financial oversight of all Society audits.
5. **The Discipline Committee.** Issues surrounding the Discipline Committee are confidential and often sensitive in nature. The Chair of the Advisory Board sits on the Discipline Committee.
6. **Bursaries.** The Board will serve a memory role and ensure that all past and current bursary policies are up to date and align with the Society's Mission, Vision, and Values.
7. **The CORE Fund.** Potential CORE Fund proposals should first be brought to the attention of the Board to assess relevancy, viability, and plan implementation.
8. **Memory Retention.** The Advisory Board is charged with maintaining electronic and physical records of important Society documents.
9. **Budgeting and Strategic Planning.** As a result of their long-term outlook, the Board will play an important role in assisting the CFO and Vice President Student Affairs to align the internal committee strategy plans and budgets with the annual objectives, mission, vision and values of the Society.

1.6.2 There must be a minimum of five (5) members of the Board at all times. All members of the Board have one vote in the decisions of the Board, and there should always be an odd number of Board Members.

1.6.3 The President, Vice President Student Affairs, Vice President Operations, and Ombudsperson shall be invited to all meetings of the Advisory Board. The Advisory Board shall retain the option to invite the Chief Financial Officer at their discretion.



COMPOSITION OF THE SOCIETY

1.6.4 The selection procedure and term lengths of the Advisory Board, including the role of Chair, are outlined in the Hiring Policy.

1.6.5 The responsibilities of the Chair of the Board shall include, but not be limited to:

- Prepare an agenda for every meeting and ensure that the agenda and related materials are available to Board Members 24 hours in advance of the meeting.
- Chair the meetings, and direct the discussion.
- Attempt to bring consensus on the Board.
- Work with the Society Executive to prioritize items of business that are dealt with appropriately, and in a timely manner.

1.7 Other Committees & The Alumni Advisory Board

1.7.1 Standing Committees

As defined by subsection 6.03.01 of the Constitution, Standing Committees are established to consider continuing issues. These committees will meet as determined by the Chair of the specific committee, or immediately after an issue arises. As at October 16th, 2011, the Bursary Application Review Committee, the Discipline Committee, and the Academic Issues Committee are Standing Committees of the Society. The Society Alumni Advisory Board's focus will be on providing insight and advice to the current Executive and Advisory Board. This Board has no decision-making power in the Society.

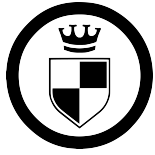
1.7.2 Academics Issues Committee (AIC)

The AICs mission and purpose is to serve as a forum to foster discussion and debate about academic issues facing Commerce students. As well, this committee will allow the Academics Commissioner to more effectively receive information about what is happening in each year of study, to disseminate information, and of the grievances in those years. The committee will meet a minimum of 3 times a year: Once at the beginning of the academic year and halfway through each semester. Additional meetings will be called on an as needed basis.

1.7.2.1 Committee Composition

The AIC shall be composed of:

- Academics Commissioner (Chair)
- One Advisory Board Director
- ComSoc President or either Vice President should the ComSoc President be unavailable
- 4th Year President, or another 4th Year Representative should the 4th Year President be unavailable
- 3rd Year President, or another 3rd Year Representative should the 3rd Year President be unavailable



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- 2nd Year President, or another 2nd Year Representative should the 2nd Year President be unavailable
- 1st Year President, or another 1st Year Representative should the 1st Year President be unavailable

1.7.3 Special Committees

As defined in subsection 6.03.04 of the Constitution, Special committees are established for the purpose of examining issues on an ad hoc basis where no appropriate standing committee exists. Assembly shall be notified of a special committee's terms of reference.

The Chair of this Board will be the previous Society President. If they are unable to fulfill the duties of the Chair, the previous Vice President Student Affairs will take on the Chair responsibilities. The primary responsibility of the Chair is organizing the Summer Meeting.

1.7.4 The Alumni Advisory Board will have two main commitments:

1. Summer Alumni Board Meeting – At some point between academic years, the Board will meet with the Executive. The Executive will present the platform they ran on as well as their goals and initiatives for the year. The Board will have an opportunity to provide insight and advice.
2. Mid-Year Update – In December, the Executive will provide an update to the Alumni Board detailing their major successes and challenges throughout the Fall semester. The Board will again provide insight and advice to the Executive. This process can happen electronically and advice can be given individually by members of the Board.



SOCIETY RATIFICATION

2.1 Overview

2.1.1 To be considered an organization that is a part of the Society, the group must be ratified by a majority vote of the Society Assembly.

2.1.2 There are four distinct streams through which an organization can become a newly ratified member under the Queen's Commerce Society portfolio.

Name of Stream	General Characteristics	Funding	Relationship if Ratified
Internal Committee <i>(as defined by subsection 6.03.01 of the Constitution)</i>	<ul style="list-style-type: none"> Based out of Goodes or started by Commerce students. Participants are primarily Queen's Commerce students. Fulfills a unique niche for the Queen's Commerce student body that has yet to be recognized by another organization. 	<ul style="list-style-type: none"> Sponsorship, self-generated revenue, and Society funding if necessary. 	<ul style="list-style-type: none"> The Society will provide insurance and liability support for all ratified events. ComSoc will provide all benefits offered to ratified members. Will function under the purview of the VPSA. Will be subject to Society Constitution and Policies.
Conference or Competition <i>(as defined by subsection 6.03.02 of the Constitution)</i>	<ul style="list-style-type: none"> Based out of Goodes Hall or started by Commerce students. Has the ability to meet the requirements of 	<ul style="list-style-type: none"> Sponsorship and self-generated revenue including, but not limited to delegate fees. The Society shall not provide funding. 	<ul style="list-style-type: none"> The Society will provide insurance and liability support for all ratified events. ComSoc will provide all



SOCIETY RATIFICATION

	Section 3 of the Operations Policy (Policy on Conference or Competition) with a sufficient market for sustainability.		benefits offered to ratified members. <ul style="list-style-type: none">• Will function under the purview of the VPSA.• Will be subject to Society Constitution and Policies.
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2.1.3 Once a committee has been ratified as described in 2.1.1, the Society Composition Policy will be considered officially amended to reflect the change.

2.2 Process

2.2.1 When an organization decides it would like to be ratified by the Society, it will send an email to the current Society Speaker, the current Society President, and the corresponding Vice President Student Affairs, requesting a meeting to discuss the proposed committee.

2.2.1.2 When the proposed committee falls under classification as a business, correspondence will take place with the Business Manager in place of a Society Vice President. The business plan document for the proposed business must be included in the email.

2.2.2 Ratification applicants may present at any meeting of the Society Assembly and shall be conducted in accordance with the Assembly Policy. In general, the process utilized will be as follows:

1. Assembly shall be reminded of the procedure at the start of the meeting
2. Presentation by applicants
3. Questions and debate in accordance with section 2.4 of the Assembly Policy
4. Assembly members vote in a closed forum on whether the Committee shall become ratified as a part of the Society.

2.2.3 Ratification applicants should address the following questions during their presentation:

- What have been your initiatives to date and what initiatives do you intend to pursue in the future? (i.e., one year plan? Five year plan?)



SOCIETY RATIFICATION

- Why does your organization wish to be ratified under the Society?
- What value does your organization bring to the Society and Commerce students?
- What needs do you have that the Society can fulfill, and currently does not?
- How does the purpose of your committee align with the Society mission, vision and values?
- How does your organization meet the criteria for selection?

2.2.4 Following the presentation and Q&A, the Society Assembly will consider the following criteria:

- Is a strong plan in place with a clear sense of direction?
- What unmet niche does this organization fill?
- Is there student demand for this organization?
- Does the organization align with the Society mission, vision and values?
- Do we have the resources?
 - Physical (office space, phones, storage, etc.)
 - Financial (loans, sponsorship, funding, etc.)
 - Social (ability of President, VPs, Commissioners, to take on additional members)
- Does the organization fit appropriately under the ComSoc structure? Are amendments necessary and desirable?

2.2.5 If the ratification is passed by a majority vote of the Assembly, it will become effective immediately, unless noted otherwise in the motion.

2.2.5.2 At the time of ratification, each business shall negotiate with the Vice President Student Affairs and Business Manager specific terms and conditions that serve as exceptions from the Society Constitution and policies, where the Society Constitution and policies do not best serve the interests of the business for regular and sustainable operations. These terms shall be presented in subsequent items under Section 9.4 of the Operations Policy.

2.2.6 Guiding Principle

An organization seeking ratification may be ratified on a trial year basis by a majority vote of Assembly. The ratification of an organization for a trial year does not add the organization to Society Composition Policy. The trial year will expire on the first day of March during the school year following the school year in which the trial year is initiated. An organization ratified on a trial year basis will function as a ratified organization. The organization will be bound by all Society policies and will have access to the same resources as equivalent ratified organizations.

2.2.6.1 All association between the Society and the organization ratified on a trial year basis will end when the trial year expires, if the organization is not ratified as described in 2.1.1



SOCIETY RATIFICATION

prior to the expiration of the trial year. An organization ratified on a trial year basis will be assigned to an Assembly member for oversight, such as a Commissioner, by the relevant member of the Executive in consultation with the Advisory Board.

2.2.6.2 An organization ratified on a trial year basis will be considered as a newly ratified organization under policy both during the trial year and, if it is subsequently ratified as described in 2.1.1, during its first year of ratification.

2.2.6.3 Assembly will ratify an organization for a trial year only in cases when the proposed organization has potential to exhibit the characteristics described in 2.1.2 and Assembly has material, but not prohibitive, concerns with respect to its ability to realize that potential. In other cases, proposed organizations will either be ratified as described in 2.1.1 or will not be ratified.

2.2.6.4 The commissioner of an internal committee on trial ratification will present a ratification update at the first assembly after the completion of internal review. If internal review is not being completed, this will be presented at the first January Assembly. This will be presented during the discussions portion of assembly. This review will outline for the assembly the strategic objectives of the committee, how they align with ComSoc's vision, any modifications from their strategic documents, and how successful they have been thus far. The presentation will then move immediately to discussion period wherein the commissioner can acquire feedback from the general assembly. In the cases of committees ratified on a trial basis under the external portfolio, the Intern to the Vice-President Student Affairs, or another appropriate senior external representative determined by the Vice-President Student Affairs, will present instead.

2.2.6.5 Proposals that have been ratified under a trial year period, upon the completing of said year, are subject to measurement by the 'Ratification Terms for Trial Year' framework to determine an objective view on the new idea's potential of creating benefits & experiences that are substantial, over and above those that already exist. See Appendix 2.2.6.5

2.2.6.6 An organization may only be ratified once on a trial year basis.

Appendix 2.2.6.5 - Ratification Terms for Trial Year

The purpose of this framework is to measure the potential for a new idea to create benefits that are substantial, over and above those that already exist.

1. Quality & Quantity of Speakers/Sponsors
Are you bringing in valuable ("cool") speakers?



SOCIETY RATIFICATION

Position (Rank 1-5) How many? Number (1-5) From Where? Company (1-5)
Are you bringing in valuable sponsors?
How many? (1-5) New? (1-5) Recruiting? (Y/N) In-kind? (Y/N) Value? (Describe)

2. Financial Stability

Sponsorship – how much?

Delegate Revenue – how much?

ComSoc – how much? How is it being used?

Revenue Goal: Surpassed, Achieved, Almost Met, Didn't meet (1-4)

Ratio: <1:1 (1)

1:1 >x>1:5 (2)

>1:5 (3)

*The expectation is for industry related conferences to attain a larger amount of sponsorship, as their sole purpose is to bring companies in and connect

**For developmental/educational conferences (CEEC, QCLS, QSELF, QLEAD, DECA, Q3C, etc.) sustainable sponsorship is still very relevant, but different expectations for corporate to delegate ratio.

3. Value Proposition

The purpose of this question is to clearly establish what unique value is the new committee providing, and have they done so successfully over their trial year. What unmet need is being satisfied here (as there is a difference between making a product that solves a current problem, and making a product and then trying to sell it).

Define the underlying motivation of the conference:

-Who are they serving, and how are they doing this. (Define)

-Goal of the idea (educate, promote industry, jobs, develop, act as liaison) (Describe)

-Why not AMS (Comment)

4. Demand

4.1 Proven Demand – Attendance at events *this is by far most important*

Insofar as people are showing up, there is clearly a spot for the idea in the Commerce Society. It follows the principle of the free market, wherein we let the students decide what is valuable to them. In a very competitive area of conferences and committees, if a trial year demonstrates the ability to spark the interest of people, and engage them to the point of attendance, that shows that they are meeting a need. Thus, if there is attendance, it would be illogical and even dangerous to argue that the conference is not valuable, as that would be undermining the experiences of all the students who were engaged.

On the other hand, if we're seeing a lack of attendance, this is objectively the worst thing for a trial year in terms of potential indication. The main factors that secure the long-term



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sustainability of a new conference or organization is addressing a clear unmet need with a desirable value proposition. I don't think this point even needs to be belabored; a lack of interest demonstrates that the need is not large enough and/or the value proposition doesn't address it well enough. In this case, it would be difficult to argue that the idea is a good fit within Comsoc.

To clarify, it could be a great idea in and of itself, but potentially one that does not necessitate any entire executive (not for a conference or committee), and doesn't appeal to Commerce students well enough to be under ComSoc specifically (AMS).

Do yearly activities meet the ~80 person threshold? (Y/N)

Key principle in action: Engagement

The reason why a lot of emphasis is being placed here is that attendance not only highlights support for the idea, but it demonstrates genuine interest to the point of engagement. And driving engagement is the core mission ComSoc. If a club is able to engage students, that is the best thing that we as a society could ask for. If people are leaving their homes, spending their evenings, spending their time, and in most cases money, in order to be exposed to an idea, this truly fulfills what is at the core of ComSoc's role as a student society. Thus, an idea that facilitates this is inevitably very aligned with the future growth of the society. However, not being able to accomplish this, despite potentially performing well across other sections, is an unhealthy sign. As failing to generate engagement not only speaks to the inability to provide recognizable value to a relevant amount of students, but I'd argue detracts from the system as a whole, through contributing to empty exec positions, utilization of resources, brand dilution, and unnecessary Society expansion.

Opposition: Aren't these unrealistically high expectations?

Answer: No, for 3 reasons.

A) The successful new conferences and committees have done it before, and will do it again.

B) The claim is that there is demand for the idea already. The proposal got the trial year by claiming they'll be serving an already existing need, thus one should be able to serve it well enough that those with the need will come to the exec to meet it.

C) How large should the existing need be? Approx ~80. There's a reasonable expectation that an executive is able to serve 5% of the student population. If you serve less than that, the question

of exec dilution begins to arise.

Note: Existing execs are also subject to this standard – applied through external & internal review.

Note #2: Yearly trends & cyclicalities will be taken under consideration. ie. 2016 we're seeing generally less engagement across the board.



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4.2 Potential Growth –

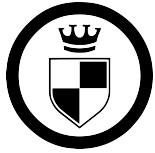
- Feedback from delegates/attendees? (Surveys) How good were the events? (Surveys)
- Feedback from ComSoc attendee at events (Positive, Neutral, Negative)
- Outside perspective, gained from random sample (Positive, Neutral, Negative)
- Do you see interest growing with more marketing/branding? (Y/N)
- Do you see younger generations showing similar/more interest? (Y/N)
- Executive applications (Ave: 1 – 1.5 per spot, 1.5-2 per spot, 2-3 per spot)
- Frosh-Rep applications (10, 20, 30, 40+)
- Co-Chair applications (2, 2+)

5. Dis-synergies

The purpose of this section is to be aware of and manage dis-synergies. ComSoc's growth methodology should be a portfolio approach – wherein the interactions between different clubs committees and conferences are complementary. Brands, sponsorship, speakers, events, etc. should not be dilutive, but should actively be creating more valuable opportunities.

Finding complementarity through an accretive idea is therefore key to full-ratification. Creating opportunity is great, but it needs to be done in a way that avoids overlap, thereby creating real positions and real experiences.

Comment on the potential overlap with other committees, and how this can be addressed in the long-term? (Comment)



SOCIETY DERATIFICATION

3.1 Overview

3.1.1 To no longer be considered an organization that is part of the Society, an organization must be de-ratified by a vote of two-thirds (2/3) of the Society Assembly.

3.1.2 A Commerce Society committee, conference, competition or business may be presented to Assembly for de-ratification for one or more of the following reasons:

1. The operations of the organization do not fall within the mandate of the Society
2. The operations of the organization are contrary to the Queen's University Student Code of Conduct
3. Declining interest from students or external stakeholders make the operations of the organization infeasible for future years
4. Other circumstances require the organization to be presented to Assembly for de-ratification

3.1.3 The appropriate Society members that can bring an organization forward for de-ratification are as follows:

1. The co-chairs of the committee
2. The relevant Executive member, seconded by another member of the Executive
3. A member of Assembly, seconded by another member of Assembly

3.1.4 Co-chairs of an organization must be informed that their organization is being presented for de-ratification at least 7 days prior to Assembly. After the presentation to Assembly, the co-chairs will be able to speak to the de-ratification motion.

3.1.5 Assembly may specify that the de-ratification is effective immediately, at a specific date during the current school year, or after a probation year. A probation year will expire on the first day of March during the school year following the school year in which the probation year is initiated. An organization will continue to function as a ratified organization during its probation year. The organization will be bound by all Society policies and will have access to the same resources it did prior to the probation year. The organization will operate within the Society's organizational structure as it did prior to the probation year.

3.1.5.1 All association between the Society and the organization will end when the probation year expires, if the organization is not ratified as described in 2.1.1 prior to the expiration of the probation year.

3.1.6 Once a committee has been de-ratified as described in 3.1.1, the Society Composition Policy will be considered officially amended to reflect the change on the date determined by Assembly, as described in 3.1.2.