

**Smith Commerce General Assembly**

**Thursday, November 16th, 2023**

**Land Acknowledgement**

**Josh Cristofoli**

**Agenda –**

* **Approval of the Agenda**
* **Approval of Minutes**
* **Statements by Members**

1. Mahir Hamid – President
2. Ethan Williams – VPSA
3. Charlotte Alfred – VPOPS
4. Jacob Kranjac – Presidential Intern
5. Joshua Cristofoli – Speaker

* **Motions**

Prem and Charlie: Smith ComSoc Operations Policy

* **Discussion Items**

1. Transition– Prem Mehta-Spooner & Charlie Ward
2. Academic Issue Committee – Charvi Guduru & Adam Dhanji
3. ESG COMSOC – Bree Hawtin

* **Close of Assembly**

**Statements by Members**

# President – Mahir H

Mahir Hamid

* Smith Transparency Project
  + Thank you Jacob and Sanaya for putting this together!
* Academics
* Ombudsperson
  + Spoke with Jillian about trial ratification project
* CPRO
  + Working on policy overhaul project
* Elected members
  + Thanks Spiro, ton of great initiatives coming!
  + Adam has hosted exchange event with the CAC

# VP SA – Ethan W

Ethan Williams

* Met with planning committee for multicultural committee spearhedad by Tara
  + Planning will start next week
* Holiday Hope on Dec. 1
  + In Goodes Commons
  + Working with QCEI for performers. Get excited for intern performance!
  + Looking for more ways for co-chairs and clubs to donate to Tree of Hope, which is a local donation center for gifts for less fortunate families and children.
    - Looking to create a competition, milestones to increase donations
* YGK Boxing next Saturday
  + Looking for volunteers to help with setup and take down

# VP OPS – Charlotte A

Charlotte Alfred

* Finance is going great
  + External clubs are being moved under the purview of the CFOs, they were previously managed by the commerce office
  + Please contact Ashton and Sam if co-chairs are expressing confusion
* Tech/Website is going well, headshots will be up soon
* Merch form
  + Last vote will occur at end of assembly to pick merch item + more affordable hoodie
* Executive met with Dean
  + Love meeting with her
  + Meet monthly
  + Let MEC know if you want anything brought up
  + This week, spoke about the value prop of the Commerce Society
    - Find more formal ways to present the value of Comsoc to the administration
    - Please find Charlotte if you want to express your ideas of how to express this
* Interns doing a great job!!
* Thanks to everyone who has taken the initiative to meet with admin
  + Makes a big impact when other teams meet with admin

# Speaker – Joshua C

Joshua Cristofoli

* Assemblies will be moved to Thursdays
  + Let Josh know if you have any feedback/issues with this
* Rule overview
  + If you want to put something into the Assembly, please submit by 6pm day prior
* Discussion during assembly
  + Please participate, your opinion is valuable!
  + We are representatives of commerce as a whole, so you must express yours and their honest opinion
  + Don’t feel pressured in to vote in any particular direction
* Point of Order
  + Point raised during assembly to address a procedural error. request clarification on meeting rules and order
    - E.g. if the discussion gets off topic
* Point of information/Clarification
  + An opportunity to ask a question or seek clarification during assembly
* How to call it?
  + You can call either points when someone is speaking, and all you have to do is raise your phone with the flashlight on, and the speaker will acknowledge you. No interruptions!

# **Motions**

# OPERATIONS POLICY

**Elaboration – Charlie and Prem**

* Enhancing policy knowledge through policy overhaul, Maintaining continuity and accessibility in governance
* Want to MOVE two sections:
  + Assembly Hiring
  + Advisory Board Hiring
* Brief overview of sections
  + Section 1.01: eligibility
    - Stipulates any student is eligible to apply for any position in the commerce society so long as they meet certain criteria
  + Section 1.02: Timelines
    - Hiring needs to be aligned with one of two time periods
  + Section 1.03: Applications
    - All application questions need to be approved by the talent strategy team
    - Hiring packages need to be released ahead of time
    - Hiring team limited to incoming chairs
  + Section 1.04: Interview Process
    - Rubric
  + Section 1.05: Selection Process
    - No collusion
  + Section 1.06:Ongoing operations
    - Candidate must perform role specified by hiring position
  + Section 1.07: Chair Hiring
    - All comsoc ratified committees must have 1 co chair enrolled in commerce
  + Section 1.08: ComSoc, EngSoc joint hiring
    - Hiring draws through both committees for equitable hiring
  + Section 1.09: Reporting
    - No tolerance for harassment or harm
    - All complaints will be heard and filed in an official report
  + Section 1.10: Removal process
    - In an unlikely event that removal is necessary, a formal meeting with committee and TSO is required
  + Section 1.11: Enforcement
    - For any breach, comsoc disciplinary committee will be notified
* What implications would a move have toward Bylaws?
  + Where is the best fit for this policy?
  + How would this impact AB Hiring?
  + Best practices hiring and address future challenges associated with AB Hiring?
  + What are some policy changes that you see could/need to be addressed so we have this relevant information for future motion development?
  + Sagaana has been consulted – no issues from a HR lens/POV, fairly straight forward

* + By moving it, they can make more relevant future changes
  + Need to move it to increase accessibility to students for ComSoc as an OPPORTUNITY

WHEREAS

The Smith Commerce Society (ComSoc needs to address the organization and placement of hiring policies from the Operations Policy to the Bylaws

AND

In an effort to make hiring policy more accessible to the wider Commerce student body to get involved and interested in assembly and AB position on ComSoc

BIRT

The Smith Commerce Society add sections 1.08 (Assembly Hiring) and 1.09 (Advisory Board Hiring) in the Society’s Bylaws with other sections will be updated accordingly in chronological order.

**Questions directed at Charlie and Prem – 5 min**

**Name:**

**Answer:**

\* Charlie and Prem placed in the hall \*

**Debate – 10 min**

**Charlotte:** Great job and great following of processes

**Sagaana:** Well-consulted everything is above-board and looks thorough

**Voting**

**Motion Passed**

**Discussion Items**

**ESG COMSOC Proposal**

**CEEC – Commerce & Engineering Enviornmental Conference**

**Speakers: Abby & Tara**

* Sustainable Event Certificate Proposal
* 5 Standards
* Plastic Waster & Recyclables
* Food & Beverage Waste
* Accommodations/Venue
* Transportation
* Sponers & Speakers
* Ranking System: scale from 1-3 (1 being the lowest, 3 being the highest)

*ASK:* COMSOC's endorsement and promotion of the CEEC Sustainable Event Certificate

Bridges the commerce and engineering society

CEEC has a niche expertise on environmental sustainability

Attracts sponsorships

Emphasizes COMSOC’s commitment to sustainability

CEEC has already completed extensive research, which will save COMSOC time from creating their own certificate

*Timeline*

COMSOC agrees to endorse the CEEC certificate

March 2024 - CEEC SEC Launch

Summer 2024 – start receiving submissions for certification application

2024-2025 Academic Year - Completes first audits and awards first-ever certification

**Q (Annabelle):** Fears this will be another technically that will be ignored. Lots of clubs already have a lot of sanctions. Mention auditing process, if CEEC goes through a feedback session, unsure of the timeline as feedback and consulting takes a lot of time. What is the standard for buildings to be sustainable?

**A:** viewing it as a pilot program, as this becomes a greater issue, you cannot ignore sustainability. Groups would have to upload photos and information on the forms beforehand, random auditor will hold them accountable. Lead sustainable building which would become the standard.

**Q (Sagaana):** How does CEEC plan to incentive clubs to apply for this certificate? There's a huge cost associated with sustainability and clubs don’t have a lot of money. Are you aware of other clubs that working on sustainability?

**A:** Crucial part of modern industry. The trend is going environmental and big brands might be willing to support organizations that are greener (sponsorships). IT doesn’t have to be expensive to be sustainable. There is something similar in AMS, but this certificate is more geared to conferences and events.

**Q (Charlotte):** How long does it take for a certificate to be processed? Commerce students love incentive and convivence, so how would your incentive non-conference clubs to buy into this certificate? Have you considered executive-wide certification? Certifying every single event might deter some clubs.

**A:** We anticipate summer, but we don’t have the data for that. It would be on a rolling basis. We don’t anticipate that it would take too much time.

**Q (Mahir):** Just to confirm, this is not mandatory? What does an endorsement from COMSOC look like? Without endorsement, will CEEC still go after COMSOC clubs? How is ENGSOC helping?

**A:** Yes, we would still continue to go after Commerce clubs. Your backing would help our credibility. A post on social media and tying this to CEEC’s launch event. Informing co-chairs in commerce. Early conversation with ENGSOC.

**Q (Prem):** There is overlap between the AMS sustainability and CEEC, would you consider partnerships? How do you recognize the overlap with previous programs? In terms of this not being just for conference clubs, will you be targetting non-conference clubs?

**A:** Someone gave a specific document to differentiate CEEC with AMS. AMS is convoluted with a lot of clubs, we might be overwhelming them. Worried that targeting non-conference clubs will lead to greenwashing as they will use the certificate as a onetime thing.

**Q (Jillian):** would this auditing be an ongoing thing? Whoever is conducting that audit, would there be policy in place to mitigate the conflict of interest?

**A:** Ideally there would be a pair auditing, and not just one person. If someone has any worries, they will voice their concerns.

**Q (Jacob):** Have you talked to any co-chairs of conferences? Is there need for this?

**A:** a bit of both. Having a certificate will help with sponsorships.

**Q (Arvin):** In terms of the future years, requiring practices for all clubs, what would that mean because that is a blanket statement and all they need is the bronze level. What does bronze level imply?

**A:** Bronze is pretty attainable. To achieve the bronze standard, you do not need to have bronze for all the categories.

**Q (Amin):** Going forward, how can we ensure that we say here is maintained? How can we implement a system of accountability?

**A:** This would fall under the engagement and strategy coordinators in CEEC. They will instill these values through training into new years of leadership. Making sure there will be communication as the years progress.

**Q (Nanjiba):** How are you planning to discourage clubs from going on the greenwashing route? Also how do you plan to maintain transparency on the audits? How did you determine the weighting of the ranking system?

**A:** The certificate was made to put greenwashing to the end. CEEC recertifies clubs every three years. They will post the recipients of the certificates on their websites and social media. The weighting is dependent on what has the biggest impact on the environment.

**Charlie Ward & Prem Metha-Spooner: ComSoc-Specific Transition meetings**

* Training and Resources
  + Learning how to use the tools like ComSoc Shop and developing skills
  + Navigating policy as a fundamental learning skill
* Maintaing Relationships
  + Understanding the key points of contact in ComSoc
  + Being aware of the larger scope of ComSoc’s operations
* Insights: Challenges and Opportunities
  + What has failed, what has worked?
  + Where did you encounter learning curves?
* Timeline: Predicting Events
  + Anticipate the high-volume of work
  + ComSoc-wide events: Hiring, Winter Break, Elections, Socials
* Proposed amendments to the Smith Commerce Society Bylaws under Section 4.02, *Transitions* 
  + Best Practices Document to apply to 4.02.02, omit 4.02.01
    - Resource Document for the Executive in the Transition Drive
  + Option 1: Move Part 2 into Google Drive. This involves creating a “Resource”
    - Pros:
      * It is centralized drive from an HR perspective
      * It addresses the needs for the current year for the executive to create an assembly that addresses the student needs
    - Cons:
      * Less strict on mandate for critical roles in the Society (ex, CFO, CMO)
      * External students who use operations policy to identify COMSOC members would not be able to look to said policy
  + Option 2: Maintaining the status quo We will create a “Resource” regardless
    - Pros:
      * Mandated roles that are critical to the society’s success are clearly stipulated (continuity)
      * It can stand alone as a policy section in Operations: no fit exists in another policy
    - Cons:
      * Remaining in the Operations Policy document (loose end in internal policy)
      * Neglect to integrate to better enforce the policy (not putting into relevant, enforceable document)
      * If kept, policy must be created around freedom of assembly composition
* Discussion Questions

1. What are your thoughts on the next steps for transitions? What should we do to maintain continuity but take actionable steps to ensure enforceability
2. Can you provide some insights into particular challenges for your role? Is there any information you’d like to share?
3. How does this addition to policy impact the enforceability aspect of Talent Strategy and the role of the Executive to ensure transitions occur?

**Q (Mahir):** What are the elements that have and haven’t been followed in the policy? What is the difference between a resource doc and policy?

**A:** Making something more accessible would encourage more people to follow the policy. The information is not synthesized because it is not black and white. A resource document is the best option because it is an internal option. If it is a resource right in front of someone, they are more likely to follow. Need a vote to move it out of the policy. Copying and pasting into another document (option1) leaving it alone and just filling in gaps in the policy (option2)

**Q (Sagaana):** Having something in policy is not the best way to encourage policy to be followed. A resource is better sometimes to get teams started. It becomes a part of a club’s operations.

Q (Spiro): Having clarification on what roles entail, specifically for class president. Would the resource document act as a job description?

**A:** This is more of a process rather than a move. This is more of a way to make transitions accessible to executive teams. Some roles have running transition documents.

**Q (Mahir):** If the first option removed operations policy, the way people would find their roles would be on the website, so still public? Would the resource document just be for internal use?

**A:** Yes. Website is the place people usually look for roles. Yes.

**Q/S (Sagaana):** For the transition meetings, a potential model that was discussed was dividing transitions by portfolios. (e.g. Charlotte is responsible for ops, Mahir for prez, Ethan for SA). It’s a resource document so it provides flexibility. Meetings could include outgoing position, incoming position, and head of that portfolio.

**A:** For job descriptions, this is more difficult, needs to be built out more. Do co-chairs put job descriptions into practice? This is unclear. Exec has a certain level of autonomy, but where is the fine line between too much autonomy?

**Q (Arvin):** How can we improve the system for reducing unnecessary contacts from external parties with the incorrect ComSoc members.

**A:** There is an internal resource that hasn’t been leveraged that provides question prompts for each role to help alleviate this.

**Q (Charlotte):** Arvin makes a good point. There are a lot of nuances to hiring on ComSoc. For example, certain roles aren’t directly under the purview of the portfolio head, or roles don’t fit into being overseen by executives, like elected members or AB. Would just like to highlight this

**Q (Mahir):** Important that we market our team on social media to help people understand roles. President should be responsible for onboarding elected members

**Q (Reem):** Put out a resource for co-chairs this year of all the people they can reach out to. Placing the outline in a space where it is obvious and easy to understand is important. Introduction of Clubs Commissioner role was very important for this.

**Charvi Guduru and Adam Dhanji: Academics Issues Committee Policy and Institutionalization**

* The Academic Issues Committee (AIC) is a body dedicated to addressing, presenting and solving issues faced by the commerce student body. The AIC will be committed to schedule meetings for academic discussions
* Acadmic Issues Committee Includes AB Chair, Senior AB Director, Year Prezs, Academic Officers, ComSoc Prez
* Role Operations and process:

1. Data collection and student body representation
2. Faculty and administrative mediation

Why?

1. Smaller Composition of Committee Members
   1. Allotted discussion for key issues, roundtable for all perspective from different years and a holistic understanding of the student body to address short and long-term grievances. Easier to incentivize student involvement
2. Data collection and student body representation
   1. Utilize president roles to gage understanding of the student body in terms of acdemic issues, have a crocess for surveys and consolidating long-term student feedback to address patterns in course and curriculum operations
3. Faculty and administrative coordination
   1. Engage and coordinate with the commerce office for an understanding of the administrative and faculty level, maintain relationships with professors and ensure consistent communication of feedback
4. Advancing issues beyond discussion into implementation
   1. Create prioritization, utilize involvement with in key external committees, round table for project ideation and bringing together a perspective within a turbulent academic environment

Policy

* Update a previously archived policy into the appropriate policy document
* Committee members will meet a minimum of 3 times a semester, ad-hoc basis over term
* The committee will be cochaired by both co-chairs

Timeline Focus: Consultations + Discussions, Policu Formation and Institutionalization, Review and Consosidation

* Next Steps
  + Completed: bring forward preliminary discussion item in assembly
* Upcoming
  + Updated discussion item of pregression with policy and academic consultation (Nov. 23rd)
  + Policy consultations and motion formulation process (Nov. 30th)
  + Special General Meeting: Bring forward finalized motion for the academic issues committee (AIC) (Dec. 7th)

Discussion Questions

1. What should be included in the best practices, general operations

**Q (Mahir):** Why did you choose to have 2 AB members? Are you making decisions or gaging feedback

**A:** Having a 2 would ensure that there will always be someone to show up. We wanted an odd number of members to ensure that decision making is easier. Thought it would be easier if there was discussion.

**Q (Charlotte):** Moving complaints forward. Having presidents is so important. There are members who sit on the faculty board. Have you considered incorporating that into your meetings? They have a strong voice with professors.

**A:** The first thing we considered was the faculty board. Recognize that faculty board are strong voices.

**A (Mahir):** The most practical way to describe faculty board is establishing the program and staffing, not as much about academics.

**Q (Charlotte):** What is your existing funnel to administration?

**A:** Undergraduate administration

**Q (Prem):** Maybe a person that should be consulted is Amin. In terms of policy, within COMSOC bylaws, there is a student venture fund committee, and the bylaw goes into depth about it. In terms of policy, you should consider adding another section after the bylaws as the bylaws are heavily finance focused.

**Q (Mahir):** Finding a system for year presidents to collect data. How can we support year presidents to get feedback?

**A:** We have roughly outlined how this would go. AIC wants to make sure that their surveys will address short-term and long-term grievances. Have a survey that stays open for the year and one for midterms and finals.

**Q (Amin):** Don’t want to make an enemy out of a professor. The issue is when we voice our grievances, what can we expect for the timelines? How long will the student input take to get to the professor? How can we make this process quicker?

**A:** Hope that putting it into policy will streamline the process. The unfortunate part about working with processfors and feedback process is that you can't do anything about the time. Making sure that it is anonymous for students.

**Q (Spiro):** Year presidents do have the initiative to make surveys, having this committee would be really beneficial. With a committee to make a standardized survey. Would having three meetings per semester make a more cohesive survey for each year? The surveys wouldn’t have to have the same content, but individually making surveys can cause discrepancies with formatting. Would you consider making a platform where associated presidents could use the platform?

**A:** Hopefully that is addressed with our process. There are a ton of differences between years. Having a platform with all year presidents should be implemented. This would help us have a clear timeline. Having a committee level would make us more accessible for students.

**Q (Sagaana):** We don’t want to replicate work that’s already been done. There is a lot of overlap. Perhaps a comparison between this proposition and faculty board and QSet? Seeing it visually will help us get on the same page.

**Q (Mahir):** The committee should be responsible for making the template.

**Assembly called to a close**