

UNIVERSITY OF OTTAWA

Telfer School of Management

TELFER STUDENT COUNCIL

CONSTITUTION

Revised November 6th 2017

BY-LAW NO. 1A

A by-law relating to the transaction of the affairs of **CONSEIL ÉTUDIANT TELFER STUDENT COUNCIL**.

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SECTION 1

LAW, SEAL, AND FISCAL YEAR

A by-law relating generally to the transaction of business and affairs of the Telfer Student Council–
Conseil étudiant en Telfer (hereinafter, in all By--Laws, the "CÉTSC").

BE IT ENACTED as a By--Law of the CÉTSC as follows.

GOVERNING LAW

1.1 The CÉTSC is a non--profit corporation governed by Part III of the Corporations Act, R.S.O., 1990,
c. C.38.

SEAL OF THE CÉTSC

1.2 The seal, the imprint of which has been impressed in the margin hereof, is the seal of the CÉTSC.

FISCAL YEAR

1.3 The fiscal year of the CÉTSC ends on the last day of April at 24:00 hours.

SECTION 2

MEMBERS

VOTING MEMBERS

- 2.1 There are two types of members of the CÉTSC: voting members and members--at--large.
- 2.2 The voting members of the CÉTSC are members--at-large elected by the members--at--large in accordance with these By--Laws to represent them on Student Council. Only voting members may sit on and vote at Student Council.

LOSS OF VOTING MEMBER STATUS

- 2.3 A voting member loses that status when he/she:
 - a. ceases to be a member--at-large;
 - b. Ceases to be the proper representative of the members---at---large or to be a member--at-- large;
 - c. ceases to be a member of the Student Council.

NUMBER AND ELECTION OF VOTING MEMBERS

- 2.4 There shall be six (6) voting members composed of the elected representatives to the Student Council.

MEMBERS-AT--LARGE

- 2.5 Members--at-large are defined as all fulltime and part--time undergraduate students of the Telfer School of Management that have paid their membership fees at the time of registration at the University of Ottawa. Members--at--large have admittance rights but no voting rights or other rights at Student Council meetings.

LOSS OF MEMBER--AT--LARGE STATUS

- 2.6 Members--at--large lose that status upon any of the following events occurring:
- a. failing to pay his/her membership fees on time
 - b. being suspended or excluded upon a resolution by Student Council on the grounds that the member-at--large has contravened these By--Laws or that his/her conducts or activities may cause prejudice to the TSC;
 - c. ceasing to be an undergraduate student in the Telfer School of Management.

MEMBERSHIP FEES

- 2.7 Membership fees are such as are set by the Student Federation of the University of Ottawa
- 2.8 A levy of nine dollars (\$9) per semester per member--at--large will be collected by the TSC

SECTION 3

FINANCIAL POLICY

ANNUAL BUDGET

- 3.1 There shall be annual budgets prepared by the TSC Vice President of Finances and the Vice Presidents of Finances of every Club.
- 3.2 All Club budgets must be submitted to the TSC Vice President of Finances so that they may be reviewed and submitted to the Student Council. Failure to do so may result in financial penalties.
- 3.3 TSC and its Clubs must submit year end annual budgets to the Finance Committee for review.
- 3.4 The fiscal year begins on April 1st, and ends on March 31st of the following year.
- 3.5 As a not---for---profit organization, TSC as well as its subsidiaries may never act with a profit motivation. They may only generate a surplus for the purposes of covering future expenses, building a contingency fund, saving for capital acquisitions, or ensuring sufficient rollover funds.

POWERS AND CONTROLS

- 3.6 All cheques issued by TSC must have two authorized signatures. The two authorized signatures shall be the TSC President and the TSC Vice President of Finances.
- 3.7 TSC and its Clubs are not permitted to have a credit card in the name of their respective Club or Association.
- 3.8 TSC shall operate on a cheque requisition basis. No requisition shall be approved without matching receipts.
- 3.9 No member of TSC shall be responsible for expenses incurred in the performance of duties required by their position. The TSC Vice President of Finances shall be empowered to determine which expenses are reimbursable.

POLICY MANUAL

3.10 The TSC Vice President of Finances must compile a list of financial policies relating to spending and reimbursement procedures, and make this available to the Student Council no later than June 30th of their term.

3.11 The TSC Vice President of Finances must compile a list of financial policies relating to audit procedures, guidelines, and penalties, and make this available to the Vice President of Finances of each Telfer club no later than June 30th of their term.

SECTION 4

STUDENT ASSEMBLY

DEFINITION

- 4.1 The Student Assembly is composed of the Student Councilors and all the members---at---large, and must be held at least once during the Fall and Winter semester.

PROCEDURE

- 4.2 The chairperson of any meeting of voting members (hereinafter "Student Assembly") shall be the President unless he/she is exempted at his/her own request or/and by a vote of two---thirds of the voting members present at the meeting. In the event the President is so exempted, he/she shall nominate a replacement to act as chairperson upon ratification by a vote of two---thirds of the voting members present. If neither the President nor a proposed replacement is present within fifteen minutes after the time fixed for holding the meeting, the persons present and entitled to vote thereat shall choose one of their members to be chairperson.

QUORUM

- 4.3 Quorum at Student Assembly meetings shall consist of four (4) Student Councilors. All questions put to a vote during a meeting of voting members are decided upon by a majority vote of those present at that meeting unless the By---Laws or an Act state otherwise. Each voting member has one vote during meetings.

VOTING

- 4.4 If 1% of the members---at---large is present at a Student Assembly, as a group they hold a voting right for that meeting. If 1% is not present, only the Student Councilors have voting rights on the matters at hand.

NOTICE

- 4.5 Student Assembly meetings are called in a written notice which must be made available to all members---at---large ten days prior to the meeting.

AGENDA

- 4.6 At least once a year, during a meeting, in addition to such items as the agenda may include the financial statements and the auditor's report shall be presented. An auditor shall be named for the following year.

POWERS

- 4.7 Student Assembly has the power to:
- 4.7.1 ratify By--Laws adopted by Student Council since the last annual Student Assembly;
 - 4.7.2 to propose and adopt other By---Laws;
 - 4.7.3 name auditors and review and/or approve audited financial statements for the TSC.

SECTION 5

THE STUDENT COUNCIL

COMPOSITION

- 5.1 The Executive shall be composed of the President, Vice Presidents, and Directors of the Executive.
- 5.2 The six (6) members at large elected by the members at large of the Telfer School of Management shall be (hereinafter "Student Councilors"):
- a. President
 - b. Vice President of Finances;
 - c. Vice President of Academic Affairs;
 - d. Vice President of Event Coordination;
 - e. Vice President of Internal Affairs;
 - f. Vice President of External Affairs.
- 5.3 The directors are appointed by members of the Executive.

COMPENSATION

- 5.4 All Student Counselors are volunteers and shall not receive any salary or personal benefits for acting in such capacity.
- 5.5 No Student Councilor or any subsidiary committee may benefit financially or otherwise from any transaction that is conducted on behalf or in partnership with TSC or the Telfer School of Management. This includes all directors, Executive Assistants, and volunteer committees set up by TSC.

VACANCIES

5.6 Any Student Counselor who offers his/her resignation in writing to the President of the TSC, or in the case of a resignation by the President, to the Vice President of Finances, shall cease to be a Student Councilor. A letter of resignation must be submitted ten (10) business days prior to the date of resignation. Upon resignation, the member cannot apply for another position within the council for the remainder of the term.

- a. Any remaining student counselors may volunteer to absorb the duties of the vacated position. Should there be more than one student counselor who wishes to absorb the role, a majority vote will decide the outcome.
- b. Should no student counselors volunteer to absorb the duties of the vacated position a majority vote will decide whether a member at large will be appointed or if a special election will be held.

5.7 If a Student Councilor is unable or unwilling to carry out his/her duties on a permanent basis, he/she shall cease to be a Student Councilor. The determination as to whether a student councilor is unwilling or unable to carry out his/her duties on a permanent basis may be determined by a two thirds vote of student counselors.

- a. Any remaining student counselors may volunteer to absorb the duties of the vacated position. Should there be more than one student counselor who wishes to absorb the role, a majority vote will decide the outcome
- b. Should no student counselors volunteer to absorb the duties of the vacated position a majority vote will decide whether a member at large will be appointed or if a special election will be held.

TERM OF OFFICE

5.8 The term of office of Student Councilors begins on the first day of the month of May following their election and ends on the last day of the month of April of the subsequent year. Fifteenth day of the month of May, and fourteenth day of the month of May for the V.P. Finance.

5.9 No person may be a Student Councilor for a period exceeding two (2) mandates.

REMOVAL FROM OFFICE OF STUDENT COUNCILLORS

5.10 Grounds for impeachment of Student Councilors shall be as follows:

- a. Willful mismanagement of a substantial amount of Association funds. There shall be willful "mismanagement" when the "mismanagement" occur without a minimum level of reasonable precautions having been taken. Substantial amount of association funds will be defined as a minimum of one thousand dollars;
- b. failure to carry out constitutional duties without just cause;
- c. failure to undertake specific tasks designated by Student Council without just cause;
- d. wilful misrepresentation of the council;
- e. abuse of power, which includes but is not limited to the definition of use of the office of a Student Councilor for personal gain; the remaining voting members shall determine whether abuse of power has occurred;
- f. disclosure of information deemed confidential;

5.11 Impeachment proceedings shall be initiated by two thirds (2/3) majority vote of the Student Council.

- a. Any motion of Student Council shall specify the following:
 - i. the grounds for which impeachment is sought; and
 - ii. the specific reasons or events justifying impeachment.
- b. If a member is impeached the duties of the vacant position will be fulfilled as outlined in 6.7

POWERS & RESPONSIBILITIES

5.12 The Student Assembly delegates its authority to the Student Council in the following areas:

- a. project studies submitted by the Representatives or any other group of the Telfer School of Management;

- b. preparation, in collaboration with the V.P. Finance, of budgets that must be presented to the Student Council and Student Assembly;
- c. the effective administration and control of the TSC.;
- d. the application of resolutions, projects, and decisions accepted by the Student Assembly;
- e. the establishment of regulations for internal control;
- f. the conduct of business of the TSC.

5.13 The President and each Vice President must present a written report at the end of the year, describing the activities, etc. and future recommendations.

GOALS AND OBJECTIVES

- 5.14 To act as a responsible student government at all times.
- 5.15 To protect students' rights.
- 5.16 To represent all members---at---large in dealings with duly elected and/or appointed authorities of the University, with other student organizations, public or private, and at any convention, manifestation or meeting where it sees fit to be represented.
- 5.17 To create and maintain a high level of school spirit and student morale.
- 5.18 To organize and coordinate activities for the benefit of all undergraduate students. To provide an educational experience in government and business administration for students.
- 5.19 To promote goodwill and better communication between the members---at---large and the surrounding community.
- 5.20 To promote student participation in the academic year and social life of the Telfer School of Management and the University of Ottawa.

- 5.21 To allow students to unite efforts in respect to their rights as members of the Telfer School of Management and as members of the University population.
- 5.22 To promote a professional conscience and a social sense for the students.
- 5.23 To participate fully and actively, within the Telfer School of Management, in the decision-making process concerning student and University life.
- 5.24 To promote bilingualism and good relations between the francophone and Anglophone communities.
- 5.25 To exercise power of control, supervision and sanction over all student activities or manifestations in which its own interests or those of all its members-at-large may be involved.
- 5.26 To create and maintain co-operation and friendship amongst the members-at-large and between members-at-large and the administration, professors, and support staff of the Telfer School of Management.

RESPONSIBILITIES AND DUTIES OF ALL STUDENT COUNCILLORS

- 5.27 To execute all activities in both official languages.
- 5.28 To be the official representative of the members-at-large.
- 5.29 To act in a leading capacity with regard to the Student Council.
- 5.30 To see that all correspondence is dealt with accordingly and efficiently.
- 5.31 To call and conduct meetings of the Student Assembly and Committees as necessary.
- 5.32 To ensure all letters sent out, receipts etc. are photocopied and kept on file as necessary.
- 5.33 Ensure that the constitution is adhered to.
- 5.34 Assist in the transition of his/her successor.

FUNCTIONS OF THE PRESIDENT

5.35 The President shall:

- a chair the Student Council, and see to its proper functioning and operation;
- b call regular meetings of the Student Council;
- c. report to Student Assembly on any concerns or resolutions of the Student Council;
- d. communicate to the Faculty / University and/or to the members---at---large of decisions made by the Student Council;
- e. see to the smooth running of all committees and clubs;
- f. serve as a liaison and public relations officer of the TSC and the Student Federation of the University of Ottawa;
- g. concern him/herself with the relations with other faculties on campus and the Student Federation of the University of Ottawa Inc;
- h. comply with the decisions made by the Student Councilors;
- i. shall have a vote at Student Council, Student Assembly, and in the case of a tied vote. He/she will cast the deciding vote;
- j. organize the work and other elements with the Student Councilors.
- k. conclude agreements engaging members---at---large only after having received the official consent of Student Council.
- l. co---sign all agreements binding on the TSC or other such documents, with the Vice President of Finance.
- m. attend Presidential Round Tables with the SFUO on a regular basis
- n. set a vision and long term strategy;
- o. sit on the Financial Oversight Committee of the Career Center;
- p. sit on the Undergraduate Committee;

- q. must be functional in English and French

FUNCTIONS OF THE VICE PRESIDENT OF FINANCES

5.36 The Vice President of Finances shall:

- a. see to it that the TSC's financial activities are properly managed;
- b. be responsible to the TSC for the bookkeeping, amounts received and incurred expenditures authorized by the Student Council;
- c. present a monthly cash flow statement to the Student Council;
- d. be responsible for the furniture and the premises of the TSC;
- e. make sure that at least \$50, 000.00 be reserved at the end of the year for the operations of the new Student Council;
- f. ensure that a record of income and expenditures greater than \$100.00 are ratified by the Student Council;
- g. carry out the transactions assigned to him/her by Student Council;
- h. be responsible for collecting all monies from Student Council activities;
- i. ensure that financial records are accessible to all members of the Student Council
- j. audit the financial records of clubs and committees who receive funds from the TSC
- k. ensure a statement of assets is prepared and updated yearly;
- m. adhere to auditing practices as stipulated annually by the Student Federation of the University of Ottawa Inc. for transfers of funds;
- n. co---sign all agreements binding on the TSC or other such documents, with the President;
- o. attend Money Round Table meetings with the SFUO.
- p. sit on the Financial Oversight Committee of the Career Center.

FUNCTIONS OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

5.37 The Vice President of Academic Affairs shall:

- a. be the spokesperson and representative for the members---at---large concerning all academic affairs;
- b. present to the Student Council suggestions, projects, and solutions he/she deems useful and necessary for the improvement of the quality of the courses and student life of the Faculty;
- c. act as Election Convener to coordinate and execute the Student Council Elections with assistance from the Director of Undergraduate Programs. If the V.P. of Academic Affairs is a candidate in the election, he/she will appoint another Student Council member to be Convener of the elections;
- d. be an active member of various undergraduate committees organized by the Telfer School of Management. He/she must ensure that the rights and interests of all members---at---large are respected and protected;
- e. oversee events that promote an exchange of ideas between the international students, the Anglophone students and the Francophone students; in an interest to maximize the learning experiences of each individual;
- f. concern him/herself with relations with the Undergraduate Office and disseminating pertinent information to the members---at---large;
- g. see to it that by mid---March a scholarship is awarded to one member---at--- large for each of year one, two and three who demonstrates the highest level volunteerism in the School Management that year (the amount to be determined and ratified in the budget);
- h. attend Academic and External Round Table meetings with the SFUO and, when possible, sit on various university level committees such as the Senate Committee on

Teaching Evaluation and the Academic Integrity Committee of the Student Federation of the University of Ottawa Inc.

- i. promote bilingualism on the council
- j. Coordinate the sale of lockers
- k. Familiarize himself/herself with all aspects of the constitution and ensure the enforcement of constitutional rules.
- l. Manage and promote the External Conference Program
- m. act as a liaison between the Career Centre and the Student Council, the clubs, and the Members at large;
- n. must be functional in English and French

FUNCTIONS OF THE VICE PRESIDENT OF EVENT COORDINATION

5.38 The Vice President of Event Coordination shall:

- a. draw up a program or list of potential social activities to be organized by the TSC at the beginning of the academic year and to have it accepted by the Student Council.
- b. direct and organize the various social activities financed by the TSC.
- c. present event budgets in collaboration with the V.P. of Finance and have them approved by the Student Council before each activity;.
- d. coordinate events to promote communication and cooperation between all clubs in the School;
- e. approve all events in the tentative year plan to be submitted by each club prior to the beginning of the academic year. The date's tentative venues, as well as a brief description of the event. Any deviation from this plan requires a minimum of three weeks' notice in order for it to be approved;
- f. organize a welcome program for the School with assistance from a 101 Week Committee and the Student Council;

- g. be responsible for forming and chairing the TSC 101 Week Committee to assist the Student Council in the organization of 101 Week. Members of the 101 week committee must be selected prior to the end May
- h. be responsible for the organization of the Graduates Ball in collaboration with the Student Council, and an established committee of graduating members at large
- i. Be responsible for the organization of a Winter Formal open to all members at large.
- j. compile the data collected from the clubs into a calendar of events for each month.
- k. represent the Telfer School of Management at the Student Federation of the University of Ottawa's Social Roundtable.

FUNCTIONS OF THE VICE PRESIDENT OF INTERNAL AFFAIRS

5.39 The Vice President of Internal Affairs shall:

- a. act as a liaison between all clubs and between the Clubs and the Student Council and in case of conflict, act as an arbitrator between involved parties;
- b. responsible for the publications committee
- c. be responsible for the publicity concerning all activities of the TSC by means of signs, articles, mass e---mail, social networking;
- d. ensure that all publicity and information is available in both French and English;
- e. Coordinate all hiring and human resources needs of the TSC;
- f. Coordinate all meetings among student counselors and take minutes at all official meetings
- g. Conduct formal evaluations of all TSC members on a semesterly basis and compile adequate records for future reference.
- h. chair meetings of the First Year Representatives on a minimum of a biweekly basis to keep them informed on current events at the Telfer School of Management while helping them work towards the creation of events tailored to the needs of first year students;

- g. communicate information about the current events at the Telfer School of Management and the activities of the clubs;
- h. ensure the maintenance of the TSC website in terms of functionality quality and accuracy of data, the frequency of updates and the transition of web based knowledge;
- i. Ensure all inquiries made by students, directed at TSC, are handled directly and promptly;
- j. Aid the President with the logistics surrounding any general assembly.

FUNCTIONS OF THE VICE PRESIDENT OF EXTERNAL AFFAIRS

5.40 The Vice President of External Affairs shall:

- a. represent the TSC along with the president, at, but not limited to, business conferences, and university conferences organized by CABS and REFAEC; ensure that Telfer School of Management students are represented at international, national and regional conferences.
- b. Procurement of monetary and non monetary sponsorships to support the initiatives of the TSC.
- c. present a budget containing a list of events at which he/she plans to have representation from the University Of Ottawa Telfer School of Management by

mid---September;
- d. act as a liaison between the University of Ottawa Telfer School of Management and the Canadian Association of Business Schools.;
- e. engage in activities designed to brand the name of the University Of Ottawa Telfer School of Management in other universities across Canada.
- f. sit on RAFAEC table;
- g. must be functional in English and French.

MEETINGS

5.41 The Student Council must meet at least three times a month during the school year.

5.42 The Student Council will meet at the request of the President or of three (3) Vice Presidents.

- 5.43 The Student Council will meet at least once a month during the summer months.
- 5.44 If meetings are missed with legitimate reason (as evaluated by the chair), the following steps will be taken:
- a. After 2 misses, the Business Administrator will issue a written warning.
 - b. After 3 misses, the Speaker will be required to forward a motion for the individual in question to write a letter of apology to TSC that the Speaker will read aloud to the Council by the next meeting.
- 5.45 After 5 misses, the individual in question will be required to step down from his/her position based on a majority (2/3) vote by the Council.

QUORUM

- 5.46 At all Student Council meetings, at least three (3) of the six (6) members must be present to ensure quorum. However, four (4) of the six (6) members must be present to vote on issues. Councilors can vote on specific motions prior to a meeting if they will not be present for valid proven circumstances as deemed appropriate by 2/3 majority.
- 5.47 Directors must attend meetings upon request of the Executives. If they chose to attend other council meetings, they must notify the Chair of the Meeting at least 48 hours prior.

PROCEDURE

- 5.48 Each Vice President has the right to vote at meetings of the Student Council unless he holds the position of chairperson of the Student Council.
- 5.49 The President will act as the chairperson of the meetings of the Student Council unless he is exempted, at his own request and by a two-thirds (2/3) majority vote of the members present at the meeting. In such a case, the chairperson must be chosen unanimously amongst the Vice Presidents.

INDEMNITY

- 5.50 Every member of The Student Council, his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times be indemnified and save harmless, out of the funds of the TSC, from and against:

- a. all costs, charges and expenses whatever that such member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against such member, for or in respect of any act, deed, matter or thing whatever made, done or permitted by such member, in or about the execution of the duties of his or her office; and
- b. all other costs, charges and expenses that such director sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses are occasioned by such member' or default.

MINUTES

5.51 The minutes of Student Council or the minutes of all other committees, clubs, and associations, associated with the TSC shall not be available to the members---at--- large but shall be available to the Student Councilors, each of whom shall receive a copy of the minutes. Minutes and agendas must be taken each meeting and stored on file for future reference.

HIRING

5.52 All hiring procedures, dismissals, and performance evaluations will be conducted by the VP Internal

5.53 Should the VP Event Coordination determine that additional assistance will be required in planning 101 week, the VP Internal will proceed to hire a 101 Week Committee by the end of May.

- a. The number of committee positions, and responsibilities to be delegated will be determined by a majority vote of student councilors.
- b. In collaboration with the VP Event Coordination, the VP Internal will compile a list of job descriptions/postings and promote this to members at large
- c. In collaboration with the VP Event Coordination, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews
- d. The VP internal must inform all student counselors of interview times for 101 Week Committee candidates; any student counselor is entitled to be present during an interview

- e. The VP Internal must make all application information, and interview notes available to all student counselors
- f. The final selection of 101 Week Committee members will be determined by a majority vote by student counselors; in the case of a tie the VP Event Coordination will cast the deciding vote.

5.54 The Director of Philanthropy will be responsible for all charitable initiatives of the TSC including but not limited to: Shinerama, Movember, and Relay for Life. The Director of Philanthropy must be located in Ottawa for the Summer, and attend all SFUO VP Philanthropic roundtables throughout the year.

- a. The VP internal will proceed to hire a Director of Philanthropy by no later than the end of May
- b. The length of term of the Director of Philanthropy will be determined by majority vote of Student Counselors.
- c. In collaboration with the executive, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews
- d. The VP internal must inform all student counselors of interview times; any student counselor is entitled to be present during an interview
- e. The VP Internal must make all application information, and interview notes available to all student counselors
- f. The final selection of the Director of Philanthropy s will be determined by a majority vote by student counselors; in the case of a tie the VP Internal will cast the deciding vote.

5.55 The hiring of 101 Week guides and captains will be coordinated by the VP Internal

- a. The hiring process will only consist of applications; the requirements of the standard application will be determined by majority vote of student counselors.
- b. The VP Internal must complete all hiring related to 101 Week guides and captains by no later than the end of May.
- c. The VP Internal must assure that all applications are made available to all student counselors.
- d. Each application will be accepted or rejected by a majority vote of student counselors.

5.56 The hiring of all Directors to Student Counselors will be coordinated by the VP Internal. Directors will assist their respective student counselors in the completion of their mandates.

- a. The number of Directors to be hired under each mandate will be determined by a majority vote of Student Counselors.
- b. The VP Internal will hire all Directors to student counselors by no later than the end of June
- c. In collaboration with other student counselors, the VP Internal will compile a list of job descriptions/postings and promote this to members at large
- d. In collaboration with other student counselors, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews
- e. The VP internal must inform all student counselors of interview times for Director candidates; any student counselor is entitled to be present during an interview
- f. The VP Internal must make all application information, and interview notes available to all student counselors
- g. The final selection of Directors will be determined by a majority vote by student counselors; in the case of a tie the student counselor to whom the Director will be assigned, will cast the deciding vote.
- h. Director positions relating to the management of TSC finances will report to the Vice President of Finances
- i. Director positions relating to the ECP, maintenance of the constitution, or any other academic issues will report to the Vice President of Academic Affairs.
- j. Director positions relating to sponsorship will report to the Vice President of External Affairs.
- k. All Director positions that do not report to the Vice President, Finance, Academic Affairs, or External Affairs, will report to the Vice President Internal.

5.57 The VP Internal will hire at least two year representatives no later than the end of September. First year representatives will not report specifically to any student counselor, but will assist in the day to day operations of the TSC in any way that student counselors deem appropriate.

- a. The number of first year representatives, and responsibilities to be delegated will be determined by a majority vote of student councilors.
- b. In collaboration with student counselors, the VP Internal will compile a job description/posting and promote this to members at large
- c. In collaboration with Student Counselors, the VP Internal must compile a list of standard interview questions to be used consistently across all interviews

- d. The VP internal must inform all student counselors of interview times for candidates; any student counselor is entitled to be present during an interview
 - e. The VP Internal must make all application information, and interview notes available to all student counselors
 - f. The final selection of first year representatives will be determined by a majority vote by student counselors; in the case of a tie the VP Internal will cast the deciding vote.
- 5.58 The Graduation Ball Committee will comprise of the VP Event Coordination and all other student Counselors. The decision to hire additional positions will be decided by a majority vote.

SECTION 6-ELECTION OF STUDENT COUNCIL MEMBERS

GENERAL ELECTION OF STUDENT COUNCIL MEMBERS

- 6.1 The annual general elections will be held prior to January 31st of the academic year by the student council
- 6.2 Advertisements for the election process, and therein the deadline for submission of a nomination must be public via posters, and social media no later than two weeks prior to the date selected in 7.1

6.3 The deadline for submission of a nomination shall be no earlier than five days after the first advertisements for the election process have been posted.

THE ELECTION CONVENOR

6.4 The Election Convenor will be the Vice President of Academic Affairs. If the current Vice President of Academic Affairs is a candidate in the election, or is excused by the Student Council, the Election Convenor shall be the President (if leaving office) or a Vice President leaving office.

FUNCTIONS OF THE ELECTION CONVENOR

6.5 The Election Convenor shall:

- a. Establish five working days for the filing of nominations;
- b. Ensure the necessary advertisements concerning the election process are posted in the Desmarais Building;
- c. Draw up the list of electors;
- d. See to the physical organization of the elections
- e. Vote twenty four hours before the opening of the polls and place his/her special ballot in a sealed envelope; this envelope shall only be opened in the case where a tie exists between leading candidates; on the special ballot, the Election Convenor must list all candidates in order of preference;
- f. Rule on all issues pertaining to the organization and administration of the election in any way they deem fit.
- g. Oversee the counting of all ballots
- h. Ensure that all candidates and scrutinizers are informed of elections procedures
- i. see to it that the voting list is kept strictly confidential and is destroyed within ten (10) business days of the public declaration of the election results, unless the results are contested. If there is a contestation then there will be a recount.

MODALITIES

6.6 The Election Convenor will arrange the date and time of the elections. This will include the deadline for nominations, the candidates debate, campaigning days, and voting days.

6.7 All election must take place in the Desmarais Building

6.8 Each Student Council position must be elected separately, each position may only be filled by a single individual.

6.9 In accordance with the Telfer School of Management, a candidates debate will he held no later than three days after the deadline to submit nominations.

6.10 No candidate shall spend more than \$50 on their campaign, all receipts must be submitted to the elections convenor.

6.11 All candidates will be reimbursed for their respective campaign expenditures upon presentation of the appropriate receipts no later than five working days after the final voting day.

ELIGIBILITY

6.12 Relevant to all positions, any member at large may offer himself as candidate, except:

- a. Members at large who have previously held an elected position on Student Council and were impeached, or resigned due to reasons other than family reasons, health reasons, or other extenuating circumstances.
- b. Members at large who have previously held an appointed director position on Student Council and were dismissed.
- c. Members at large who have previously held an appointed position on a committee or special project of the Student Council and were dismissed.
- d. Members at large who will be going on a foreign exchange for any portion of their mandate

6.13 Members at large offering themselves as candidates for President must also:

- a. Be located in the Ottawa area for at least three of the four Summer months

6.14 Members at large offering themselves as candidates for Vice President Academic Affairs must also:

- a. Be proficient in both verbal and written communication in both English and French

6.15 Members at large offering themselves as candidates for Vice President Finances must also:

- a. Held a position on the Student Council relating to the management of its finances, or
- b. Have verifiable bookkeeping experience and
- c. Be entering the fourth year of accounting studies.
- d. Must be located in the Ottawa area for at least three of the four Summer months

6.16 Members at large offering themselves as candidates for Vice President Social Affairs must also:

- a. Be located in the Ottawa area for at least three of the four Summer months;
- b. Have reached the age of 19

6.17 Members at large offering themselves as candidates for Vice President External Affairs must also:

- a. Be proficient in both verbal and written communication in both English and French

NOMINATIONS

6.18 The Election Convenor must ensure that all nominations:

- a. Specify the position solicited;
- b. Are signed by at least fifty members at large, and one faculty member from the Telfer School of Management.
- c. Are signed by the candidate, and indicate his/her acceptance of the nomination;
- d. Are submitted within the prescribed deadlines;
- e. Comply with all eligibility criteria relevant to the solicited position.

6.19 No member at large may be nominated for more than one position on the Student Council.

SLATES

6.20 No candidate for a position on the Student Council may form a slate with one or more other candidates running for positions on the Student Council. To that effect candidates may not:

- a. Spend money jointly with one or more candidates;
- b. Participate in any way in the campaign of one or more candidates.

ELECTORAL PROCEDURES

6.21 The Electoral campaign must commence on the date on the date of declaration of candidacy, after verification of nominations by the Election Convenor.

6.22 No campaigning is permitted by or on behalf of any candidate on voting days. All promotional material must be taken down by the final day of campaigning.

- a. Social media pages may remain active with no further material posted after the final day of campaigning.

6.23 Upon verification of all candidate nominations the Election Convenor must hold a meeting to disclose the time of the candidates debate, campaign days, voting days, and to outline the regulations of the election before campaigning begins.

CANDIDATES DEBATE

6.24 All candidates must submit their platform points to the Elections Convenor at latest one hour prior the scheduled time of the candidate's debate.

6.25 All candidates must give a speech outlining their platform points

- a. Candidates for all Vice President positions may speak for at most 5 minutes
- b. Candidates for President may speak for at most 10 minutes
- c. All candidate speeches must be live streamed and be made available for the duration of the elections.
- d. Speeches may not refer to another candidate directly or indirectly in any way
- e. Speeches must comply with 7.18

6.26 Immediately following the last speech from candidate of a given position there will be a question period

- a. The Elections Convenor and student council members not running for re election will moderate all questions and verify disputed assertions made by candidates,
- b. Questions deemed to be irrelevant to the discussion will be dismissed by moderator,
- c. Questions deemed to be personal in nature will be dismissed by the moderator,
- d. Member of the audience who disrupt debate proceedings, or are the source of questions outlined in (b) and (c) may be asked to leave at the discretion of the moderators,
- e. Candidates may ask questions to candidates who are running for positions other than their own,

- f. The full question period must be live streamed and be made available for the duration of the election.

METHOD OF VOTING

6.27 The Elections Convenor shall determine the hours of voting ten (10) business days prior to the deadline to submit nominations.

- a. The hours of voting must be disclosed at the candidates meeting
- b. Changes in voting hours made after the candidates meeting must be communicated to all candidates at least twenty four hours prior to the first voting day.

6.28 The Elections Convenor must verify that the ballot box is empty on the first day of voting, in the presence of the president or at least one other Vice President not running for office.

6.29 The ballot box must be stored in a location agreed upon by all candidates and the Elections Convenor at the candidates meeting

- a. The Elections Convenor and at least one other Vice President not re running for office must be present while transporting the ballot box from the voting area to the location at which it is to be stored.

6.30 The area surrounding the voting booth will be off limits to candidates during voting hours

- a. The Elections Convenor must mark the restricted area with tape, and assure all candidates are aware of the restricted space prior to voting days.
- b. An exception to 7.28 is granted to each candidate solely to cast their own vote

6.31 The Elections Convenor must compile a schedule of individuals (hereby referred to as scrutinizers), that will facilitate the running of the voting booths. The schedule must be disclosed at the candidates meeting

- a. Changes to scheduling of scrutinizers must be disclosed to candidates no later than twenty four hours prior to the first voting day.
- b. Scrutinizers will carry out voting by secret ballot and assure each member at large is only issued one ballot
- c. Scrutinizers will assure that members at large present a student card before being issued a ballot.
- d. Scrutinizers will assure that members at large are enrolled in Telfer by checking student cards against the official list of full time Telfer students, before issuing a ballot
- e. Scrutinizers will initial all ballots before they are issued to a member at large
- f. Scrutinizers must remain neutral throughout all aspects of the voting process

6.32 The exact number of ballots to be used must be determined by the Elections Convenor and disclosed at the candidates meeting.

- a. Ballots must be printed no earlier than one hour prior to the beginning of the first voting day
- b. All unused ballots at the end of a voting day must be stored within the ballot box in a separate envelope.

6.33 All candidates may have representation throughout the voting process, upon disclosure to the Elections Convenor. Representation of candidates may:

- a. Be present for the printing of ballots
- b. Be present during the transport of the ballot box to and from the voting booth
- c. Be present at the voting booth
- d. Request the removal of a scrutinizer from the elections process for failure to carry out duties, or remain neutral through a formal complaint submitted in writing to the Elections Convenor

COUNTING OF BALLOTS

6.34 The counting of votes will be carried out by the Elections Convener, assisted by the President or one of the Vice Presidents leaving office, in the presence of the scrutinizers and one representative from each candidate. In doing so, ballots must be rejected if:

- a. Not initialed by scrutinizers
- b. Containing more than one vote for more than one position
- c. Bearing a mark that could identify the voter, or
- d. Not distinctly indicating the choice of the voter

6.35 Each ballot must be counted three times, by the elections convenor and two other student councillors not running for office

- a. The variance between counts must be disclosed to candidates with the final results
- b. The Elections Convenor must assure that all rejected ballots are accounted for during the official count
- c. All existing ballots will be rejected, and the voting process repeated should there exist a discrepancy of twenty or more votes, between the original amount of ballots to be printed and the total number of ballots determined at the official count.

6.36 The official announcement of the results will be made at the end of the official count in the presence of all candidates

- a. The Elections Convenor must communicate the completion of the official count to all candidates
- b. The Elections Convenor will proceed to an immediate recount if twenty votes or less separate the leading candidate from the nearest opponent.
- c. Within twenty four hours following the closing of the polls, any candidate may request a vote recount.
- d. Any request for a recount must be written and presented to the Elections Convenor. Should the Election Convener receive such a request, the convener must advise all other candidates for the disputed position of the request for a recount before the recount takes place.
- e. In the absence of any requests for a recount election results become official twenty four hours after the completion of the official count and must be communicated to the Telfer student body.

DISQUALIFICATION AND APPEAL

6.37 Any candidate may be disqualified by the Elections Convenor for the following violations:

- a. Spending in excess of fifty dollars on their respective campaigns as outlined in 7.10
- b. Any form of slating as outlined in 7.19
- c. Any form of campaigning after the end of the official campaign period as outlined in 7.21
- d. Unprofessional or malicious conduct towards fellow candidates during the candidates debate
- e. Crossing into the restricted space surrounding the voting booth, following one official warning communicated in writing.
- f. Slander or libel against any other candidate at any point during the elections process

6.38 Any disqualified candidate may appeal the decision of the Elections Convenor to the Appeals committee

- a. The disqualified candidate must communicate their request to appeal and their reasoning in writing to the President within twenty four hours of disqualification
- b. The President must inform all other student councillors of the candidate's decision to appeal
- c. The Appeals Committee will consist of the President and at least two other student councillors
- d. The appeals committee must convene within twenty four hours from submission of the appeal request
- e. The decision of the Elections Convenor may be overturned by a majority vote of the Appeals Committee; in the case of a tie the President will cast the deciding vote
- f. The discussion regarding the appeal and subsequent vote of the committee must take place in the presence of the aggrieved candidate.

SECTION 7

LANGUAGES

OFFICIAL LANGUAGES OF THE TSC

- 7.1 The official languages of the TSC are English and French. The TSC must, by its actions, activities and words, represent the official language communities of the TSC.

DOCUMENTS

- 7.2 All documents of the TSC intended for public distribution must be made available in both official languages.
- 7.3 Minutes of meetings of the Student Council, Presidents' Roundtable, Student Levy Committee, Functional Roundtables and other Student Council committees must be made available in both official languages within one month of the meeting.

PUBLICITY

- 7.4 Publicity for events organized by the TSC must be done in both official languages.

SERVICE

- 7.5 At the TSC office and at any social affair, notices must be posted in visible places to inform students that they have the right to be served in the official language of their choice.

SECTION 8

CLUBS

DEFINITIONS

8.1 In this Section:

- a. "Budget" means the list of all revenues and all expenditures incurred in the organization of club activities and all donations from sources other than the TSC;
- b. "Club" means any association with a social, cultural, charitable or political orientation;
- c. "New club" means any group or association requesting recognition for the first time, or one which has not received any funding for at least two (2) years;
- d. "Student Levy Committee" refers to an assembly of students that includes the President, Vice President of Finances and Vice President of Academic Affairs of the TSC, and the president of each club;
- e. "Functional Roundtables" refers to four
- f. "Presidents' Roundtable" refers to an as President of the TSC, and the president of each club;
- g. "Internal Roundtable" includes the Vice TSC, and the representative of internal affairs of each club;
- h. "Financial Roundtable" includes the Vic and the vice president of finance of each club;
- i. "External and Sponsorship Roundtable" Corporate Relations and Vice President of External Affairs of the TSC, and the representative of external relations of each club. j. "IT Roundtable" includes the IT Director of the TSC, and the IT Committee.

LIST OF CLUBS

8.2 The clubs duly recognized by the TSCare:

- a. The Telfer Marketing Association (TMA);
- b. The Telfer Accounting Club;

- c. The University of Ottawa Finance Society;
- d. Les Jeux du Commerce (JDC);
- e. The Entrepreneurs' Club;
- f. The Management Information Systems Association (MISA);
- g. The Association of International Students' Exchange Committee (AIESEC);

- h. Telfer International (TI);
- i. Telfer Human Resources Association (HRA);
- j. Enacts uOttawa;
- k. DECA uOttawa;

- l. Telfer Business Law Association (TBLA)

REGULATIONS APPLICABLE TO ALL CLUBS

- 8.3 At least seventy-five percent (75%) of the club executive board are members-at-large.
- 8.4 Every club must have the following executive positions:
 - a. President;
 - b. Vice-President of Finances;
 - c. Vice-President of External Affairs;
 - d. Vice-President of Internal Affairs.
- 8.5 The President and Vice-President of Finance must be full-time members-at-large from the Telfer School of Management.
- 8.6 The club must be able to provide evidence of the ability to provide and complete an audit to the Vice-President of Finances of the TSC.
- 8.7 The club must accept to submit an audit to the TSC three (3) times a year on deadline dates set by the Vice-President of the TSC.
- 8.8 Club presidents are required to attend all President Roundtable (PRT) meetings.

- a. If meetings are missed by a club President with legitimate reason, he/she must inform the Chairperson minimum two (2) calendar days in advance and must appoint a proxy to attend the meeting in his/her absence.
 - i. The proxy shall not be privy to closed---discussions unless permitted by the Chairperson, and shall not under any circumstances be eligible to vote on any motions during the meeting.
- b. Failure to inform the Chairperson of his/her absence within two days of the meeting can result in a \$50 penalty to be deducted from the Club's audit cheque. The amount of such penalties will be added to the Special Event Fund budget.

CONDITIONS FOR RECOGNITION

8.9 The TSC shall recognize any club which meets the following criteria:

- a. each club submits to the TSC its constitution, or a letter stating its purpose, and the names, addresses, telephone numbers and student numbers of its members (specifying those who are members---at---large), and binds itself to immediately inform the TSC of any changes;
- b. the club must collect and submit to the TSC a minimum of 50 signatures from members-- at---large showing interest and acceptance of the proposed new club.
- c. the club's activities are of a social or cultural nature, open to all students of the University of Ottawa (with the exception of Les Jeux du Commerce) and conducted in both official languages;
- d. the club does not have the same name or the same purposes and goals as another existing club recognized by the TSC;
- e. the club's constitution does not contain any discriminatory clauses or clauses contrary to current laws;
- f. club elections are held according to a democratic procedure. The club must not extend its rights and privileges to any organization that has discriminatory policies or practices;

- g. the Student Council may vote to assume liability in any matter whatsoever for actions of clubs and the Student Council may make rules or By-Laws to provide for the conditions under which Student Council might assume liability for such actions;
- h. abidance of Section 7.

CONDITIONS TO OBTAIN FUNDING

8.10 The TSC will allocate funds to a club if all the following conditions are met:

- a. the club is officially recognized by the TSC;
- b. the financial records of the club are audited and approved by the Vice President of Finances of the TSC;
- c. the club has demonstrated a need for raising money to organize events for its members within the School;
- d. the club has submitted a written report of activities held during the previous year, if not a new club;
- e. the club presents a budget and a list of activities planned for the current year;
- f. the club has raised a significant amount of money on their own or have demonstrated exceptional circumstances to warrant their request;
- g. the club's treasurer attends the information session held by the Vice President of Finances of the TSC within the first two months of his term;
- h. a Vice President of the club attends at least two (2) meetings of the functional roundtables per semester and one (1) during the summer term;

FUNCTIONAL ROUNDTABLES MEETINGS

8.11 At least three (3) times a semester and once (1) during the summer term the President, Vice President of Internal Affairs, Vice President of Finances, and the Vice President of External Affairs, shall convene a meeting of their respective Roundtable by sending all its members a notice stating the date, time, location and agenda of the meeting.

- 8.12 Notice of the meetings and the agenda thereof shall be given at least five (5) business days before the meeting.
- 8.13 Any member of the functional roundtables who wishes to have a particular item placed on the agenda shall inform the Chair of their respective Roundtable at least seven (7) business days before the meeting.

SECTION 9

STUDENT LEVY

MISSION STATEMENT

- 9.1 The Telfer School of Management Student Initiative Funds are intended to promote creativity, innovation, and ambition amongst Telfer School of Management students. Funds are made accessible in order to bring student ideas to life, to provide incentives for the creation of new projects, and to allow a greater number of students to enrich their university experiences outside of the classroom.
- 9.2 The Telfer School of Management Student Levy funds allocated to Student Initiatives are not intended to substitute or complement existing funds allocated by TSC to Student Organization endeavours. The proposed initiative is not to serve any political or propaganda interests.

ALLOCATION OF FUNDS

- 9.3 For the purpose of Internal Promotion, three dollars (\$3) will be allocated.
- 9.4 For the purpose of School Events, three dollars (\$3) will be allocated.
- 9.5 For the purpose of Student Initiatives, three dollars (\$3) will be allocated.

CONTROL OF STUDENT LEVY FUNDS

- 9.6
- a. Presidents of the twelve (12) constitutently recognized Telfer clubs, have the right to attend any levy request meeting throughout the term of their presidency.
 - b. The time and location of the levy meeting must be communicated to the Presidents a minimum of seven (7) days before the meeting date.
 - c. Presidents may ask questions to the members---at---large requesting funding from the levy

at the meeting.

- 9.7 Officially, TSC will have the last word or the power of approval. 10.8

- a. The President and at least two (2) other voting members of Council must be present during the levy request meeting to vote; creating the “Approval Committee”
 - b. All present voting members at the levy request meeting must vote “yes” for funding to be approved; subject to conditions in section 9.10.
 - c. Both the President and Vice President of Finance of TSC have the ability to veto “no” to any levy request even if all other voting members have voted “yes”
- 9.8 The control system will be evaluated at the end of the winter academic term in order to improve on any given initiative or procedure.

EVENT/PROJECT FUNDING REGULATIONS

- 9.9 The following are relevant terms for bidding:
- a. “Student” means Full time and part time students enrolled in undergraduate studies within the University Of Ottawa Telfer School of Management and represented by TSC.
 - b. “Student Organizations” means organizations that include but are not limited to:
 - i. all clubs and associations constitutionally recognized by TSC;
 - ii. student organizations that receive or have received funding from TSC as at May 1, 2003;
 - iii. active organizations whose mandate includes benefiting University of Ottawa Students.
 - c. “Initiative” means either
 - i. an activity or group of activities, event(s), or mandate(s) introduced to benefit Telfer School of Management students or
 - ii. an activity or group of activities, event(s), or mandate(s) continued or furthered to benefit Telfer School of Management students.
 - d. “Application for resources” means an Application form outlining the relevant criteria to be considered for resources from the student initiative pool of funds.
 - e. “Levy coordinator” Chair of the Approval is the Committee– The Presidential Assistant on TSC for the respective year–and has no voting rights.
 - f. “Quorum” exists when seven (7) members present.

APPLICATION AND APPROVAL PROCESS

- 9.10 To apply for funds, students must complete an “Application for Resources” form and submit it to the Levy Coordinator who will evaluate the application for relevance and completeness. The Submission must meet the following criteria:
- a. applications must be submitted electronically over email in either
 - b. Microsoft Word or PDF formats;
 - c. the application must be submitted ONE MONTH prior to the event as at the date of the *Approval Committee* meeting;
 - d. the application must be submitted TWO WEEKS prior to the *Approval Committee* meeting in for it to be reviewed at that meeting;
 - e. the application must not only give an overview of the finances of the event (budget) and a detailed description, but it must also outline clearly where the money that is received from the Levy will be spent;
- 9.11 If the application is complete and meets the requirements as set out in this document, it will be passed on to the *Approval Committee* for an official vote; if the application is deemed incomplete or not applicable to the mission of these funds, the applicant will be informed of this.
- 9.12 Once all the applications have been submitted, the Levy Coordinator will email all the applications to the *Approval Committee* two weeks prior to the meetings. It is the responsibility of the *Approval Committee* to review the applications prior to the meeting and prepare any questions for the applicants who will be present at the meeting.
- 9.13 The applicant will be informed of the meeting of the *Approval Committee* where their application will be evaluated and voted upon. The applicant will have an opportunity to present (5 Minutes) their application and answer any questions that members of the *Approval Commie* may have.
- 9.14 The *Approval Committee* will review, discuss, and vote to determine whether the application is to be approved and how much should be allocated. This will be more easily facilitated with the use of evaluation form for events (Appendix B) the evaluation form for conferences (Appendix

- C). The applicant is asked to remain available for further questions while the *Approval Committee* deliberates, if any issues arise and are unclear the applicant will be called in to clarify.
- 9.15 The only individuals permitted to be present for a vote are the members of the *Approval Committee*. Applicants will be informed of the results of the vote at a subsequent date. Members of the Approval Committee are not permitted to present application to the Levy committee.
- 9.16 Resources allocated to the *Student Initiative* will be provided in the form of reimbursed expenditures. Receipts for approved expenditures must be provided as well as a written report illustrating the benefits of the initiative. If spending is to be altered in any way the applicant must consult with the VP Finance of CETSC as well as the Levy Coordinator prior to spending the money.
- 9.17 If the application is approved and the event is held then the applicant is expected to submit an evaluation of how the event went as well as a revised budget to the Levy Coordinator. The Levy Coordinator will then document this for future years where the same event may choose to apply to the levy for support.
- 9.18 During the evaluation process the Levy Approval Committee will discuss the application and evaluate it using the following criteria:
- a. for Initiatives the criteria are creativity, ambition, innovation, Telfer School of Management image, number of students affected, and a comment section for the budget;
 - b. for conferences and competitions the criteria are Telfer School of Management image, ambition, enrichment, number of students affected, and a comment section for the budget and agenda;
- 9.19 These evaluation criteria are guidelines and must be followed, however the Levy Approval Committee will consider the overall application.

SECTION 10 EXTERNAL CONFERENCE PROGRAM

MISSION STATEMENT

10.1 The External Conference program ("ECP") is an initiative set forth by the TSC in order to further enhance the professional and personal development of Telfer School of Management undergraduate students.

Every year, universities across Canada host conferences each with the intention of providing students with practical education that extends beyond what is taught in the classroom. The benefits gained from participation at these conferences include: networking with top executive guests, fellow university students and faculty; learning and improving important business skills such as leadership, negotiation, strategy, and soft skills; and gaining insight into the real world of

business. The ECP provides Telfer students with the opportunity to attend such conferences hosted by other universities.

PRINCIPLES AND GUIDELINES

10.2 Funding is available to all full-time and part-time Telfer School of Management students

10.3 External conferences only include conferences open and available for all members of CÉTSC to attend

10.4 Both the CÉTSC President and VP Finance must approve conferences. A list of pre-approved conferences will be available once finalized.

10.5 Funding provided by CÉTSC will only cover the conference's delegate fee decided by the conference organizing committee. Food, travel, and accommodations will not be covered unless included in delegate fee

10.6 Students may only apply to funding once a semester.

10.7 The TSC VP External and TSC President will only provide funding for conferences that have been approved.

10.8 Personal expenses are at the student's own expense.

APPLICATION AND SELECTION PROCESS

10.9 Students must apply through the ECP Application Form

10.10 The TSC VP Academic is responsible for setting the respective ECP application deadlines for each conference at least one calendar week before the conference's set external application deadline.

10.11 If a one---calendar---week notice is not feasible, the deadline shall be determined and announced as soon as possible.

10.12 Students must submit their ECP application before the ECP application deadline. It is the student's responsibility to meet the ECP application deadline in order to be eligible for funding.

10.13 Applications will be reviewed by the TSC VP Academic and evaluated according to the following criteria, in no particular order:

- a. Overall quality of the application
- b. Extracurricular involvement and experience
- c. Previous conference attendance (first time delegates will have priority over applicants with previous ECP participation)
- d. Suitability of the conference (undergraduate major and conference theme; ex: marketing students will have priority for marketing---related conferences)

10.14 The TSC shall allocate a minimum of \$10,000 annually for the ECP, with any surplus at the end of the fiscal year rolling over into the following fiscal year.

10.15 The final decisions shall be subject to the TSC VP Academic's discretion in the event of multiple applicants meeting the same criteria.

10.16 If necessary and at the TSC VP Academic's discretion, students will be subject to undergo an interview after having submitted their application.

10.17 If this is the case, interviews shall be held as soon as possible in order to provide delegates with enough time to apply to the conference directly.

DISTRIBUTION OF EXTERNAL CONFERENCE FUNDING

10.18 The delegate fee must first be paid for in full by the student. The delegate must submit the following documents, to be reviewed by the CASA VP External. Upon their review, the TSC VP Finance shall prepare a cheque to refund the delegate for the amount of the delegate fee. The two documents include:

10.19 Original proof of payment of the delegate fee;

10.20 A Confirmation of Attendance form

10.21 The TSC VP External shall provide delegates with a Confirmation of Attendance Form prior to departure that must be signed by a member of the conference organizing committee during the conference.

10.22 If there are not enough ECP applicants for a given conference, the surplus for that conference shall be returned to the ECP budget and shall be reallocated at the discretion of the TSC VP External