

**THE HONOURS BUSINESS ADMINISTRATION ASSOCIATION (HBAA)  
CONSTITUTION**

**Ratified November 13, 2018**

## **Table of Contents**

ARTICLE 1: PREAMBLE AND CODE OF ETHICS	3
ARTICLE 2: INTERPRETATION AND DEFINITIONS	4
ARTICLE 3: STRUCTURE OF COUNCIL AND COMMITTEES	5
ARTICLE 4: DUTIES AND POWERS	6
ARTICLE 5: ELECTIONS PROCEDURE AND BYLAWS	16
ARTICLE 6: AMENDMENTS	19
ARTICLE 7: APPOINTMENTS	21
ARTICLE 8: VACANCIES AND SUCCESSION	21
ARTICLE 9: IMPEACHMENT PROCEDURES	22
ARTICLE 10: APPROPRIATION OF FUNDS	23
ARTICLE 11: NULLIFICATION	23
ARTICLE 12: CLUBS POLICY	24
ARTICLE 13: CONFERENCE & CASE COMPETITION SUBSIDY POLICY	27

## **ARTICLE 1: Preamble and Code of Ethics**

---

The Honours Business Administration Association (HBAA) is the representative body of the students in the HBA program at the Richard Ivey School of Business. The HBA Association derives its duties, responsibilities, and powers from this Constitution. It is the purpose and duty of the HBAA to secure and promote the interests and welfare of the HBA students.

The HBAA will carry out its duties in a responsible manner in accordance with the Ivey Code of Conduct, Academic Integrity Policy, and Career Management Code of Conduct. Members shall:

1. Conduct themselves in a manner that is consistent with Richard Ivey School of Business' Student Code of Conduct as well as Western University's Code of Conduct
2. Refrain from any theft or vandalism against the HBAA or the Richard Ivey School of Business
3. Avoid any type of assault against members of the Ivey community
4. Avoid any insidious actions against the council that does not serve the interests of the HBA student population

Any individual that displays conduct that goes against the HBAA Code of Ethics will result in immediate removal of said individual through the formal proceedings outlined in this Constitution.

### **Mission Statement**

---

The HBAA stands to aid in the development of the goals of the Mission Statement of the Richard Ivey School of Business, foster the pride and character of the HBA student body, facilitate the premiere student experience, and serve to communicate, interact, and cooperate with HBA students and undergraduate business students across Canada and around the world. The HBAA strives to provide academic, philanthropic, and social programming for all HBA students, and to foster an inclusive environment that caters to the diverse needs of our program.

## **ARTICLE 2: Interpretation and Definitions**

---

The following definitions will be used in the interpretation and definition of this Constitution:

**CONSTITUENCY** refers to all students currently enrolled in the Honours Business Administration Program.

**DIRECTOR** refers to all Honours Business Administration Year Two or above members of the Honours Business Administration Association who are not members of the Executive, and have a yearlong commitment to the HBAA

**COORDINATOR** refers to all Honours Business Administration Year Two or above members of the Honours Business Administration Association who are not members of the Executive, and not require a yearlong commitment to the HBAA. HBAA coordinators fulfill specific, time sensitive requirements for their roles.

**COUNCIL** refers to the Honours Business Administration Association

**EXECUTIVE** means the Officers of the Honours Business Administration Association, which includes the President and each of the Vice-Presidents.

**HBA** refers to the Honours Business Administration Program at the Richard Ivey School of Business.

**HBA1** refers to Honours Business Administration Year One students.

**HBA2** refers to Honours Business Administration Year Two students.

**HBAA** or **THE ASSOCIATION** refers to the Honours Business Administration Association at the Richard Ivey School of Business.

**IVEY** refers to the Richard Ivey School of Business.

**CRO/CHIEF RETURNING OFFICER** Ex-officio member of council responsible to the president

**REPRESENTATIVE** refers to elected or chosen individuals that act as a liaison between HBA1 sections and the relevant portfolio.

**STUDENT** refers any student in the Honours Business Administration program at Ivey who is enrolled in either the Honours Business Administration program or any of the concurrent Honours Business Administration programs with other faculties.

**UNIVERSITY** refers to Western University.

**USC** refers to the University Students' Council of the Western University.

**VOTING MEMBER** refers to any member of the HBAA, limited to one vote per position.

## **ARTICLE 3: Structure of Council and Committees**

---

(Refer to Appendix A to see a formal outline of Council Structure)

### **Composition of Council**

---

#### **Voting Members**

All members of the HBAA will be entitled to voice their opinion through vote. Positions with more than one coordinator or director will have to unanimously agree on which way to vote. For example, if there are two Ivey Connects Directors, they will have to agree on whether to vote for or against. This will prevent portfolios with more members from swaying votes to fit specific agendas.

The following members of council will not have voting power:

1. Chief Returning Officer
2. Administrative Officer
3. Independent Accountability Officer

Unless mentioned otherwise, non-voting members of council will not be allowed to vote to pass any amendments or motions brought before the HBAA.

### **Meeting Procedures**

---

#### **Chief Returning Officer (CRO)**

All HBAA meeting times will be set by the Chief Returning Officer. They are responsible for contacting council members and arranging the time and place of HBAA Council Meetings.

All HBAA meetings will be chaired by the Chief Returning Officer. They will set the meeting agenda and post it at least 24 hours in advance of a scheduled meeting. Any revisions to the agenda after that point will be made during the meeting.

#### **Agenda**

The Chief Returning Officer has the choice of following agenda approach or creating his/her own agenda code:

1. Call to Order
2. Roll Call
3. Adoption of Past Minutes Adoption of Agenda
4. CRO's Note
5. Motions
6. Executive Announcements
7. Other Member / Non--- Member Announcements
8. Questions
9. New Business
10. Meeting Adjournment

## ARTICLE 4: Duties and Powers

---

### All Members

---

#### Every member of the HBAA will:

1. perform their duties as specified in this Constitution
2. perform any other reasonable duties not explicitly stated in (1) above,
3. attend all meetings as specified in this Constitution with two excused absences-if more than two meetings are missed there will be further discussions with the President and CRO,
4. represent and advocate on behalf of their constituency,
5. seek areas in which their portfolios can be enhanced, and take appropriate action to improve their effectiveness as a Member,
6. if required, explicitly request assistance from within and from outside the Association,
7. be responsible for training their successor,
8. represent the Richard Ivey School of Business to the students at-large, the University community and the local community,
9. be responsible for the security of the HBAA office.

### Executive

---

#### President

The President shall:

1. be the Chief Executive Officer and the official spokesperson of the HBAA,
2. oversee the daily operational activities of the HBAA,
3. be a liaison with the Vice Presidents of The Association,
4. be a voting member of the Business School Council,
5. sign all legal documents pertaining to the HBAA,
6. co-sign all cheques written by the HBAA,
7. act as a liaison with the Administration of the Richard Ivey School of Business,
8. be responsible for the activities of all other members,
9. be a liaison with the HBA1 Section Presidents,
10. be a liaison with the Dean of the Richard Ivey School of Business,
11. be responsible for fulfilling all directives received from the Executive,
12. train and advise the HBAA President-Elect for a period of one month during the HBAA turnover process,
13. work alongside VP University Affairs and the Director of Council Affairs to stay updated with the dealings of the USC,
14. attend Alumni Board meetings as scheduled,
15. be responsible for any other duties as assigned by the HBA Program Office and the Dean's Office,
16. be responsible for overseeing the portfolios of: Chief Returning Officer, Section Presidents, Administrative Officer, and the Independent Accountability Officer,
17. be responsible for collecting all mid-year and year-end reports from members of the Presidential portfolio,
18. be responsible for conducting weekly Executive meetings and monthly meetings with the HBA1 Section Presidents.

### **Vice President Finance**

The Vice-President Finance shall:

1. oversee the general financial management of the HBAA,
2. co-sign all cheques written by the HBAA, when ordering cheques, do not include personal information of the VP Finance on the cheque. This reduces the need for the Finance portfolio to order new cheques each year.
3. be responsible for the collection and review of all budget materials,
4. review and decide whether to approve all cheque requisitions,
5. publish budget materials to the University Students' Council VP Finance, or as requested by any HBA student,
6. prepare and present the budget to the HBAA at the first full council HBAA meeting in October,
7. distribute all HBAA cheques, as reviewed through cheque requisitions,
8. ensure that all financial policies and procedures are adhered to by members and provide a written report to the Executive should these policies be breached, within 30 days of the breach,
9. train and advise the HBAA Vice President Finance Elect for a period of one month during the HBAA turnover process,
10. be responsible for collecting student fees from the USC,
11. be responsible for overseeing that financial controls are followed for all Ivey Club finances as referred to in Article 14,
12. be responsible for overseeing the portfolios of: Merchandising Coordinator, and Club Bank Account Coordinator,
13. be responsible for collecting all mid-year and year-end reports from members of the Finance portfolio,
14. Work with HBA1 President's to fulfill finance duties as per the VP Finance's discretion,
15. Work alongside the Club Bank Account Coordinator to ensure that clubs are reimbursed quickly, and club spending is within the guidelines,
16. Ensure locker sales, business card distributions, and sweater sales are completed promptly and are delivered to all students who ordered (i.e. completed the necessary forms and paid for set item),
17. be responsible for all financial controls and security of the HBAA office.

### **Vice President Academic**

The Vice-President Academic shall:

1. act as a liaison between the HBAA, Faculty and the Administration in all academic matters,
2. coordinate all academic and professionally oriented extracurricular activities,
3. be responsible for organizing convocation events in cooperation with the Ivey administration,
4. train and advise the HBAA Vice President Academic Elect for a period of one month during the HBAA turnover process,
5. be responsible for overseeing the portfolios of: The Exchange Coordinators, Clubs Coordinator, the Conferences Coordinator, the Exchange Gurus, and the Dual Degree Coordinators,
6. be responsible for collecting all mid-year and year-end reports from members of the Academic portfolio,
7. appoint HBAA Academic Section representatives for HBA1,
8. manage HBA1 Academic representatives to ensure they communicate to their respective classes and conform to the standards laid out by the Ivey Code of Conduct,
9. be responsible for holding monthly meetings with academic section representatives.

### **Vice President Student Events**

The Vice-President Student Events shall:

1. organize events and activities of social or athletic nature,
2. oversee the Orientation Director (Head Guru) in their organization of the HBA Orientation Week,
3. oversee the organizing and planning performed for all banquets, formals, and all HBAA social events,
4. train and advise the HBAA Vice President Student Events Elect for a period of one month during the HBAA turnover process,
5. be responsible for overseeing the portfolios of: Ivey Cup Coordinators, Sports Coordinators, and Orientation Director,
6. be responsible for coordinating HBA1 Social reps.

### **Vice President Communications**

The Vice-President Communications shall:

1. be responsible for all Communications of the HBAA,
2. ensure that material contained in all publications conforms to Ivey's standards,
3. ensure that the HBAA does not violate any copyright laws through its publications,
4. be responsible for the creation and distribution of the HBAA section of the Ivey Handbook to the incoming HBA1 class during the summer,
5. ensure that all Richard Ivey School of Business guidelines pertaining to external communications are adhered to,
6. prepare and communicate the HBA1 and HBA2 weekly email newsletter,
7. train and advise the HBAA Vice President Communications Elect for a period of one month during the HBAA turnover process,
8. be responsible for all marketing correspondence related to the HBAA, both internally and externally,
9. be responsible for overseeing the portfolios of: The Yearbook Coordinator, Website Coordinator, and Graduation Coordinator,
10. be responsible for liaising with Communications Department at Richard Ivey School of Business on behalf of matters relating to HBAA,
11. be responsible for liaising with IT and communications department of Richard Ivey School of Business on behalf of matters relating to HBAA,
12. be responsible for putting and updating relevant HBAA schedules on LEARN,
13. manage HBAA representatives to ensure they communicate to their respective classes and conform to the standards laid out by the Ivey Code of Conduct.

### **Vice President University Affairs**

The Vice President University Affairs shall:

1. act as the HBAA representative on the USC, and relay information back from the USC to the HBAA,
2. be responsible for liaising with the local London community, the media, and other educational and professional organizations,
3. adhere to and enforce all USC rules and regulations within the HBAA,
4. attend every meeting of council and any committee of the USC that they sit on,
5. Manage the three portfolios of Ivey Connects, Ally@Ivey, and myHBA and all members that serve within them,
6. train and advise the HBAA Vice President University Affairs Elect for a period of one month during the HBAA turnover process,
7. be responsible for overseeing the Director of Council affairs and work alongside this

member to hear larger-scale concerns of the student body.

## **HBA2 Members**

---

### **President's Portfolio**

#### **Chief Returning Officer**

The Chief Returning Officer (1) shall:

1. be responsible and report only to the Executive,
2. remain independent from the HBAA and any of its members,
3. remain neutral throughout their term,
4. oversee and conduct all elections as outlined in Article 5,
5. be responsible for the administration of all meetings, including the setting of agendas, speaker lists, and other related duties,
6. be responsible for all internal council communications,
7. enforce USC rules when required,
8. be responsible for the facilitation of HBA Student and Teacher awards,

#### **Independent Accountability Officer**

The Independent Accountability Officer (1) shall:

1. bring accountability to elected and appointed Council Members,
2. establish goals with each Executive Member and Section President,
3. evaluate and benchmark council's performance each year,
4. be responsible for administering a feedback session at the end of first term as well as assisting new executive in organizing a feedback session at the end of the second term,
5. collect and file mid-year and year end reports from Executive members,
6. publish mid-year and yearend report for release to all HBA's,
7. be an objective feedback mechanism for all Council Members,
8. objectively bring HBA concerns, regarding council decisions, to council,
9. ensure that the HBAA's actions are aligned with this constitution and provide necessary feedback if not, including dismissal,
10. follow up on any security issues with the HBAA office.

#### **Administrative Officer**

The Administrative Officer (1) shall:

1. maintain a filing system for all HBAA documents,
2. record, type, and make available online the minutes of all Association meetings,
3. be responsible for taking attendance at all HBAA meetings,
4. be responsible for identifying council members that miss more than two meetings in conjunction with the CRO and report this to the President and Independent Accountability Officer,
5. assist the President as required.

#### **Alumni Representative**

The Alumni Representative Officer (1) shall:

1. oversee all communications with Ivey's Alumni community,
2. act as a liaison with the Ivey Alumni Network and with the Alumni Director associated with program services,
3. coordinate with the President to attend IAN Board Meetings as needed,
4. gauge student interest in speakers that can be invited to Ivey on behalf of the HBAA,

5. work alongside program services in the planning and promotion of Global Ivey Day.

## **Vice President Finance Portfolio**

### **Merchandising Director**

The Merchandising Coordinator (1) shall:

1. handle all aspects of merchandise sales by the HBAA,
2. be responsible for assigning and collecting locker, business card, and sweater revenue from HBA students, maintain a master list of lockers which will track locker numbers with the associated student names and phone numbers,
3. be responsible for inspecting lockers monthly to see that those in use are paid for,
4. post notices on lockers when they are being used not by the authorized student and remove the lock and the contents of set locker if it is not done so by the unauthorized user in a timely fashion,
5. be responsible for distributing business cards to HBA1's alongside the gurus,
6. assist Vice President Finance as required.

### **Clubs Bank Account Coordinator**

The Clubs Bank Account Coordinator (1) shall:

1. handle all aspects of all Ivey affiliated clubs' bank accounts,
2. be responsible for collecting club sign-up revenue from HBA students,
3. be responsible for diligently updating each club's bank account,
4. providing clubs their current balance when requested by one of the respective club's executives,
5. take part in the bi-annual auditing process of clubs account,
6. have reasonable office hours, making themselves accessible for club executives to retrieve reimbursement cheques,
7. be knowledgeable about the club spending limits and other restrictions (set in place the Vice President Academic and Club Coordinators), and enforce those spending restrictions,
8. report to the Vice President Finance and/or the Vice President Academic/Club Directors if any issue may arise.

## **Vice President Academic**

### **Exchange Directors**

The Exchange Coordinators (3) shall:

1. in conjunction with the Manager of the Exchange Program Services, organize social events for the incoming exchange students,
2. inform and encourage all HBA exchange students to attend HBAA events,
3. be a liaison between the HBAA and the international students,
4. organize a HBA2 exchange welcome event in September and January to welcome all international students,
5. train a HBA1 representative during the HBAA transition period,
6. assist Vice President Academic as required,
7. be responsible for selection and training of the exchange gurus.

### **Conferences Director**

The Conferences Coordinator (2) shall:

1. maintain a calendar that lists all conferences and competitions of interest and relevance to the Student Body,
2. encourage and assist the development of conferences to promote outside education

- opportunities,
3. assist the Vice-President Academic as required,
  4. must provide quarterly budget updates to the VP Finance to ensure that the conference budget is being allocated appropriately and properly to HBA students.

### **Clubs Directors**

The Clubs Directors (2) shall:

1. liaise between the different clubs and the HBAA,
2. organize Club Days and follow-up sign up booths,
3. review each Club's events and financial position each term, or as needed,
4. maintain and update a master membership list for administering the HBAA subsidies,
5. conduct satisfaction surveys or solicit some other form of feedback from randomly-selected club members regarding the performance of the clubs and quality of programming,
6. ensure proper turnover of clubs from year to year,
7. find new presidents for clubs that fail to turn over,
8. de-ratify or replace presidents of clubs through a formal process at HBAA meetings if a club has failed to meet the obligations outlined in the constitution,
9. provide a list to the VP Academic prior to the start of the school year that contains a detailed event list and programming schedule for Clubs Week,
10. oversee the club review committee to evaluate subsidy proposals and grant subsidies,
11. Ensure Club Directors are well informed in terms of the cheque requisition process and work alongside the Club Accounts Coordinator to ensure that funds are returned to them quickly,

### **Dual Degree Directors**

The Dual Degree Coordinators (2-5) shall:

1. act as a liaison between dual degree students and HBA program services,
2. oversee planning orientation events for new dual degree students,
3. organize social gatherings to ensure that dual degree student continue to feel incorporated in to Ivey's culture,
4. work with HBA program services to smooth out the dual degree process,
5. plan initiatives to make an impact on future dual-degree offerings.

## **VP Student Events Portfolio**

### **Head Guru**

The Head Guru (1) shall:

1. promote and recruit the new head guru and executive gurus in conjunction with the VP Student Events,
2. promote and recruit the guru team in conjunction with the VP Student Events,
3. hold preliminary planning meetings and discussions with executive, present initial ideas to HBAA President and VP Finance,
4. coordinate Guru Social and Fall Training in tandem with the VP UA,
5. generate event and non-event related sponsorship,
6. map out orientation programming and theme involving all major divisions of Ivey. Present plan to Program Office and President to ensure various divisions are on board and aware of their responsibilities,
7. divide events among team, and assign appropriate gurus for each event,
8. ensure constant communication between gurus, guru exec, program office, HBAA President, and all involved divisions of Ivey,
9. coordinate guru scheduling for o-week (classes, etc.) with program office,

10. create year-long mentorship calendar to maintain guru-HBA1 connections throughout year,
11. send Thank Yous for O-week and debrief,
12. be responsible for submitting all receipts from O-Week to the VP finance each year,
13. attend all HBAA meetings,
14. assist the Vice President Student Events as required.

### **Sports Director**

The Sports Coordinators (2) shall:

1. budget for, advertise, and distribute intramural subsidies to HBA students,
2. be responsible for the organization, promotion and overseeing of all HBA athletic events (i.e. Intra-Faculty games and Campus Recreation intramural teams),
3. coordinate recreational activities for the HBAA,
4. promote wellness programs such as the gym-sign in Ivey Cup bonus,
5. Work alongside the Ivey Cup Directors to promote athletic-based events,
6. assist the Vice-President Student Events as required.

### **Ivey Cup Director**

The Ivey Cup Coordinators (2) shall:

1. be responsible for the organization of all Ivey Cup events,
2. maintain records of all the Ivey Cup points accumulated and inform HBA1 students of their standings,
3. work in coordination with Social and Sports Coordinators,
4. assist the Vice President Student Events as required.

## **VP Communications Portfolio**

### **Yearbook Director**

The Yearbook Director (1) shall:

1. be responsible for the creation and publication of the HBA yearbook,
2. prepare a budget that covers all costs related to the production of the yearbook,
3. be aware of any legal or regulation related issues (i.e. usage of the Ivey logo, receipt of confidential student information [i.e. mailing addresses for yearbooks]),
4. keeping a record of all expenditures relating to the yearbook portfolio,
5. assist the Vice President of Communications as required,
6. be responsible for generating sponsorship up to a certain cost determined by the VP Communications,
7. lead and oversee the HBA1 communications reps.

### **Creative Director**

The Creative Director (1) shall:

1. serve as the visuals / branding lead for the Communications portfolio,
2. assist in designing and maintaining the website,
3. assist in managing the HBAA social media accounts,
4. serve as a lead designer for the yearbook,
5. assist with the brainstorming, filming, and editing of HBAA TV
6. assist the Vice President of Communications as required,
7. lead and oversee the HBA1 communications reps.

### **Graduation Director**

The Graduation Director (1) shall:

1. be responsible for matters pertaining to HBA2 and Alumni communities,
2. be responsible for coordinating graduation rings for HBA graduating students,
3. be responsible for coordinating the annual HBA2 Class gift,
4. assist the Vice President of Communications as required,
5. lead and oversee the HBA1 communications reps.

### **HBAA TV Director**

The HBAA TV Directors (3) shall:

1. be responsible for producing HBAA TV, the council's monthly variety show,
2. be responsible for brainstorming new segments for HBAA TV,
3. assist in all areas of production -- coordinating, filming, editing, hosting, and acting if needed,
4. ensure that HBAA TV does not harm the reputation of the Ivey Business School in any way,
5. assist the Vice President of Communications as required,
6. lead and oversee the HBA1 communications reps.

## **VP University Affairs Portfolio**

### **Director of Council Affairs**

\*The President and Vice President University Affairs can act as the USC liaison.

1. Should the President elect not to maintain their position on the USC, this position will be appointed. If the VP UA holds another voting seat on the USC from a position independent of the HBAA, they may appoint a voting designate,

The Director of Council Affairs (1) shall:

1. bring USC programming to Ivey,
2. attend all USC meetings and participate in USC committees,
3. communicate with Vice President University Affairs and the President on all USC related activities,
4. Gauge the larger scale university issues and bring them forward to the HBAA.

### **Ivey Connects Directors**

The Directors of Ivey Connects shall:

1. provide Ivey Connects report at HBAA meetings,
2. actively promote the HBA Program to the London Community,
3. manage elected HBA1 Ivey Connects representatives,
4. liaise with the VP University Affairs as required.

### **myHBA Directors**

The Peer Support Coordinator shall:

1. be responsible for educating HBA students on support services available to them through the HBAA and USC,
2. manage an anonymous email and peer support group,
3. work with the HBAA and HBA Program office to address student issues that are being exacerbated by the program,
4. conduct awareness sessions in the HBA classrooms with the HBA program office.

### **Ally@Ivey Directors**

The Ally@Ivey Directors shall:

1. Advocate for inclusivity and educate on matters of diversity to the HBA student body,
2. hold events to educate all HBA students on matters of diversity and inclusivity,
3. research and write policy on behalf of HBA students and present/advocate to the HBA Programs Office,
4. provide Ally@Ivey report at HBAA meetings,
5. help underrepresented students reach their professional and personal goals by connecting them with resources and facilitating supportive communities,
6. empower all HBAs to become allies and business leaders who will create inclusive, supportive communities within their organizations.

## **HBA1 Members**

---

### **HBA1 Section Presidents**

The HBA1 Presidents (1 per section) shall:

1. represent the views of their class to the Association and to the Faculty,
2. be the main source of communication between the HBAA and HBA1 students,
3. be required to bring forth comments, questions, and motions presented to them by their constituents to the appropriate parties,
4. ensure that an appropriate level of balanced programming is taking place within the section to enrich their fellow classmates' learning experience,
5. organize intersection events along with social representatives,
6. hold monthly meetings with all their respective section representatives,
7. assist the President as required,
8. oversee and budget the finances for the section,
9. meet regularly with the section heads to ensure that all students' concerns are being addressed.

### **Social Representatives**

The Social Representatives (1 per section) shall:

1. organize section wide and inter-section social and sport activities,
2. ensure both "wet" and "dry" events are made available to all students,
3. promote and encourage section participation in Sports and Social events,
4. assist student event coordinators as required,
5. assist Vice President Student Events as required.

### **Academic Representatives**

The Academic Representatives (1 per section) shall:

1. inform their section of events and activities organized by Career Management,
2. inform sections of conferences and clubs week,
3. post reminders about exam times and locations to ensure all members are aware,
4. assist the Vice President Academic and related portfolios as required.

### **Ivey Connects Representatives**

The Ivey Connects Representatives (1) shall:

1. attend all HBAA meetings on behalf of their section,
2. organize and promote fundraising initiatives within the section, maintain in contact with the chosen charity to facilitate volunteering initiatives if applicable or provide updates on fundraising,

3. liaise with the Ivey Connects Directors and Vice President University Affairs as required.

### **myHBA Representative**

The myHBA Representatives (1) shall:

1. attend all HBAA meetings on behalf of their section,
2. provide continuous support to all section peers through maintaining a positive and inclusive demeanor as much as possible,
3. connect peers to resources available and escalate any concerns to section head or HBA Programs Office,
4. plan wellness events within section and with the myHBA team
5. attend holistic health training and uphold myHBA values

### **Ally@Ivey Representative**

The Ally@Ivey Representatives (1) shall:

1. attend all HBAA meetings on behalf of their section,
2. act as an Ally to all section peers which includes but is not limited to:
3. ensuring everyone feels included in section socials and events,
4. ensuring no one feels discriminated against in the classroom, on social media, and at events, initiatives or functions within the scope of Ivey,
5. bringing forth any concerns regarding inclusivity and diversity within their section to the Ally team and/or Programs Office,
6. plan educational events on the topics of diversity and inclusivity within the section,
7. support Ally team in planning and executing events, or through supporting advocacy initiatives.

### **Ivey Cup Representative**

The Ivey Cup Representatives (1) shall:

1. Promote and encourage section participation in Ivey Cup events,
2. Inform the section of Ivey Cup events,
3. Attend all Ivey Cup events,
4. assist Vice President Student Events and Ivey Cup Directors as required.

## **Powers**

---

### **Executive**

The Executive shall:

1. meet at least once a week as needed for Executive meetings,
2. ratify or defeat motions and appointments brought forward by the HBAA,
3. issue directives to the HBAA concerning any aspect of its operation,
4. have the power to impeach any member subject to the impeachment rules,
5. approve any significant budgetary changes throughout the year,
6. ratify and approve the HBAA Budget for the upcoming year, and interpret and enforce all articles of the constitution,
7. perform all operations as they see fit so long as they are within the guidelines set by this Constitution,
8. have discretionary spending power within the budget so long as the purpose is to benefit the HBA student experience and proper financial procedures are followed,
9. be responsible for coordinating the appointment of HBA2 members in the spring,
10. be responsible for coordinating the appointment of HBA1 members in the fall,
11. have the authority to create and eliminate new coordinator positions as required with

approval of the majority of the executive.

## **ARTICLE 5: Elections Procedure and Bylaws**

---

### **Generally**

---

1. The Chief Returning Officer (CRO) will oversee the running of elections.
2. All election proceedings must be publicized to HBA1 and HBA2 Dual Degree students to encourage participation.
3. All elections will be administered using a preferential ranked ballot with a single transferable vote system.
4. The HBAA will hold both Spring and Fall elections.
5. The following positions will be elected during Spring elections:
  - a. HBAA President
  - b. Vice President Finance
  - c. Vice President Communications
  - d. Vice President Academic
  - e. Vice President Student Events
  - f. Vice President University Affairs
6. The following positions will be elected during the Fall elections:
  - a. Section President - All Sections
  - b. Social Representatives – All Sections
  - c. Ivey Cup Representatives – All Sections
7. The following positions will be interviewed and appointed during the Fall elections:
  - a. Academic Representative
  - b. Communications Representative
  - c. myHBA Representative
  - d. Ally@Ivey Representative
  - e. Ivey Connects Representative
8. Voting will take place electronically in coordination with the CRO.

### **Eligibility to Run**

1. All HBA1 students are eligible to run for a position in Fall elections.
2. All HBA1 and HBA2 Dual Degree students are eligible to run in Spring elections.
3. No person may run for a position for which they are not eligible to vote for.
4. All candidate applications are subject to approval and review by the HBAA Executive.

### **Eligibility to Vote**

---

1. All HBA1 and HBA2/3 students are eligible to vote in any by-election.
2. Only HBA1 and returning HBA2 students are eligible to vote in HBAA spring elections
3. Only students in a particular section are eligible to vote for positions which solely represent that section.

## **Elections Rules**

---

1. It is the responsibility of the CRO to prepare the rules and corresponding penalties for the Fall and Spring Elections.
2. The elections rules must be agreed upon by a simple majority vote of the HBAA Executive prior to the start of any elections nominations period.
3. It is the responsibility of the CRO to communicate the Elections rules to candidates.
4. The CRO with the backing of the Independent Accountability Officer will be responsible for enforcing Elections rules and penalties.

The decisions of the CRO may be overturned by a simple majority vote of executive members including the IAO, not participating in the election.

## **Spring Elections**

---

1. All elections must be completed a month prior to the end of HBA2 classes (March 1),
2. Prior to the elections and after applications have closed, an Open Candidates Forum will be held.
  - a. During the Forum, the candidates for all positions will be given the opportunity to speak and answer all candidate questions.
  - b. The rules for speeches and the Question & Answer Period will be determined by the Chief Returning Officer.
  - c. The rules for speeches and the Question & Answer Period must be made available to all candidates no later than 48 hours prior to the Open Candidates Forum.
3. It is the responsibility of the CRO to actively encourage a maximum attendance at the Open Candidates Forum.
4. Official election results will be posted no later than 48 hours following the closing of balloting unless a re-vote is required to break a tie.
5. It is the responsibility of the CRO to actively encourage a maximum number of students to run in the elections.
6. If 6 or more candidates (for a single position) stand for election a run-off election is mandatory with the top 2 candidates advancing,
7. In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not possible, the election shall be resolved by re-vote between the tied candidates. The re-vote shall be subject to the following procedures:
  - a. The votes shall be counted in accordance with rules as set out in Article 5.
  - b. Should the re-vote result in a tie between two candidates, the election shall be resolved by way of a coin toss.

## **Fall Elections**

---

1. All elections must be completed by the third Friday following the start of classes.

2. The elections will be held no later than one week following the close of nominations as determined by the Chief Returning Officer.
3. Prior to the elections and after nominations have closed, an Open Candidates Forum will be held.
  - a. During the Forum, the candidates for all positions will be given the opportunity to speak.
  - b. The rules for speeches will be determined by the Chief Returning Officer.
  - c. The rules for speeches must be made available to all candidates no later than 48 hours prior to the Open Candidates Forum.
1. Official election results will be posted no later than 48 hours following the closing of balloting.

## **Campaign Expenditures**

---

1. Campaign expenditures will be determined and announced by the CRO.
2. Original receipts must be submitted to the Chief Returning Officer if requested.
3. The Chief Returning Officer shall determine valid campaign expenditures.

## **Appeals**

---

1. Written submissions appealing an election result shall contain the applicant's name and Ivey e-mail address, and a detailed explanation of the reasons for challenging the results.
2. Decisions of the CRO may be appealed to the Executive and will be heard within 48 hours. Only Executive members not running in the election may participate in the meeting to hear the appeal.
3. There must be a minimum of 4 Executive members to hear an appeal with Program Services overseeing the process.
4. Of the remaining eligible Executive members, a simple majority is required to approve the appeal.

## **Campaign Reimbursements**

---

1. Candidates in the fall and spring elections will be eligible to be reimbursed for their campaign expenditures to the lesser of:
  - a. Their campaign expenditures approved by the CRO.
  - b. The amount budgeted by the VP Finance at the beginning of the year to be split equally amongst those eligible for reimbursement.
2. It is mandatory for original receipts to be submitted to the VP finance for reimbursement approval.

## **Term of Office**

---

1. The term of office for members elected in the Spring is April 1 to April 30 of the following year.
2. Duties to train incoming Executive members shall continue until April 30.
3. Notwithstanding subsection (1) above, the term of office for members elected in the Fall is the Date of Election to April 30.

## **ARTICLE 6: Amendments**

---

### **Periodic Amendments**

---

The HBAA may amend this Constitution as it is deemed necessary. To make an amendment, a voting member of the HBAA must either:

1. post a motion 48 hours prior to an HBAA meeting, or
2. present a motion during the New Business section of an HBAA meeting

A motion to amend this Constitution must secure the support of at least two thirds of the voting members at an HBAA meeting.

### **Constitutional Review Committee**

---

1. The Constitutional Review Committee shall consist of:
  - a. Independent Accountability Officer
  - b. All current executives
  - c. All incoming executives
2. The Constitutional Review Committee shall:
  - a. Be chaired by the Independent Accountability Officer,
  - b. Be chaired by the President of the HBAA if the Independent Accountability Officer is not present,
  - c. Allocate voting powers to all members of the Constitutional Review Committee except for the Chair of the Meeting,
  - d. Be created every year to review and recommend changes to the Constitution and shall meet a minimum of once per school year,
  - e. Encourage feedback and recommendations from the students who currently hold HBAA positions,
  - f. Allow meetings to be open to any student currently enrolled in the HBA program,
  - g. Report any recommendations to the Executive of the HBAA through the Chair of the Constitutional Review Committee.

## **Constitutional Review Committee Meeting Procedure**

---

The CRO can structure the meeting to suit whatever structure they please but must include the following segments:

1. Introduction of Committee Members (Executive team alongside Independent Accountability Officer)
2. Introduction of Proposed Amendments to make to the Constitution
3. Debate on Proposed Amendments
4. Voting
5. Adjournment of the Meeting

Notice of meetings must be given to all voting members by the Chair at least 48 hours prior to the meeting.

Proposed Amendments must be made by a member of the association and must be seconded by another member. If students who do not sit on the association wish to propose an amendment, they must recommend the proposed amendment to a member of the committee.

Debate should not exceed more than 10 minutes on any proposed amendment. The Committee can vote on whether or not to extend the debate when the 10 minutes have elapsed.

Voting can only occur when quorum is met. If quorum is not met, any votes on amendments cannot proceed.

For a proposed amendment to pass to recommended amendment, it requires 50%+1 vote of the committee. In case of a tie, the Chair will vote to break the stalemate.

### **Recommended Amendments to Council**

---

Once the Constitutional Review Committee has passed proposed amendments, they become recommended amendments to Council. Council will hold a special meeting to pass that year's constitution. This meeting will be chaired by the Chief Returning Officer, who is non-voting.

The structure of the meeting will go as follows:

1. Introduction of the Constitutional Review Committee Members
2. Opening Remarks by the Chair of the Constitutional Review Committee
3. Committee Member Remarks
4. General Council Comments about Recommended Amendments to Council
5. Proposed Changes to Recommended Amendments
6. Debate
7. Vote on Passing of Recommended Amendments
8. Adjournment of Meeting

Those members of the HBAA who have voting power and show up to the meeting have right to vote on the recommended amendments.

Only members of the Constitutional Review Committee with voting power on the HBAA can vote during the council vote.

Recommended Amendments are passed with a simple 50% + 1 vote.

Once Recommended Amendments are passed, they must be immediately changed in by the HBAA Secretary.

## **ARTICLE 7: Appointments**

---

### **Generally**

---

Nominating Committees for HBAA positions shall be composed of:

1. The incoming Executive of the respective portfolio
  - a. The outgoing Executive of the respective portfolio
  - b. All applicants for one position must be interviewed by the same nominating committee.

### **Appointed Positions**

---

1. Application for appointments will open following the elections and will remain open as determined by the HBAA President-Elect.
2. If there is a determined need for a new position, the HBAA Executive will develop and outline the portfolio and vote to create the portfolio. Approval of the new position requires 50% + 1 of the HBAA Executives and in case of a tie the Chief Returning Officer will be required to break the tie. In the creation of the new position, the Executives must also determine if this position is to be elected or appointed.
3. If there is a determined need the elimination of a position, the HBAA Executive will vote to eliminate the position. Elimination of a position requires 50% + 1 of the HBAA Executives and in case of a tie the Chief Returning Officer will be required to break the tie.
4. If the need comes to make an appointed position into an elected one, it will fall upon the discretion of the HBAA Executive. A vote of 50% + 1 of the HBAA Executives will be needed to switch the status of the position and in case of a tie the Chief Returning Officer will be required to break the tie.

## **ARTICLE 8: Vacancies and Succession**

---

### **Generally**

---

1. The office of a member will become vacant after the resignation, impeachment, incapacitation, or death of a member.
2. Due to timing and/or logistical difficulties, the Executive may decide not to fill any vacant position.

### **Office of the HBAA President**

---

1. Should the Office of the HBAA President become vacant, due to the aforementioned reasons, the remaining Executive members alongside the Independent Accountability Officer will cast a vote to determine which member of the existing council will take the spot in their leave.

### **Other Elected Positions**

---

1. The vacant position will be filled through a bi-election.
2. Nominations for the position will be open as soon as possible but no later than two weeks following the creation of the vacancy.
3. All bi-elections will follow in accordance with Article 5 under the direction of the Chief Returning Officer.

### **Appointed Positions**

---

1. The vacant position will be filled by appointment.
2. Applications for the position will be open within two weeks of the creation of the vacancy.
3. The appointment will be made after the close of the application period in accordance with Article 7.

## **ARTICLE 9: Impeachment Procedures**

---

### **Reason**

---

1. An elected member may be impeached for financial irresponsibility, misappropriation of funds, lack of commitment to position, failure to perform duties, failure to follow proper procedures, failure to adhere to the Ivey Student Code of Conduct, or any other infraction

deemed as a serious offence by either the Executive, on the recommendation by the HBAA Independent Accountability Officer, and/or by student petition.

## **Method**

---

2. Once an infraction has been brought to the attention of the Executive through the above-mentioned processes, the Executive must hear a petition for impeachment signed by an Executive Member that will maintain the following structure:

“I, (name of the petitioner), who holds the position of HBAA (position), requests that the HBAA proceed with impeachment hearings on (name of the accused) for the infractions of (list infractions) by the wishes of (Executive, IAO recommendation and/or Student petition)

3. Once the petition has been delivered to the Executive, they must contact the accused individual and proceed in the following procedure:
  - a. Investigate the validity of the petition and if the accusations are true
  - b. Ask if the individual wishes to defend themselves from the accusation
  - c. Ask the individual to resign

## **ARTICLE 10: Appropriation of Funds**

---

### **Revenue**

---

The HBAA shall derive its revenue from:

1. an HBA Association fee collected from each Student.
2. It is mandatory for all HBA students to pay the HBAA fee.
3. any grants or subsidies received from the USC and/or the Richard Ivey School of Business,
4. any other sources, as set from time to time, by the HBAA,
5. any external funding, through corporate sponsorships.

### **Expenditures**

---

The HBAA shall expend money to:

1. execute its duties as outlined in this Constitution,
2. execute any other activity, as set from time to time by the HBAA,
3. executive, as a single body, may act upon its own authority provided that the action is of an urgent and pressing nature, yielding a positive impact to a significant proportion of HBA students and further provided that such action is ratified by the HBAA as soon as possible.

## **ARTICLE 11: Nullification**

---

## Constitution

---

1. Except for Articles 2, 3, 4, 11, any part of this constitution may be temporarily overridden by two thirds of the HBAA Executive.
2. Nullification of Articles 2, 3, 4, and 11 will require 100% approval of quorum and the unanimous approval of Executive voting members
3. Any nullification of the constitution must be informed to all HBA students.

## Executive Decisions

---

1. Any Executive decisions may be overturned through a signed petition of the students.
2. Each page of the petition must begin with: "We wish to OVERTURN the following decision made by the Executive:", and continue to include the decision and rationale
3. The CRO must cooperate by providing the information required regarding the subject of the petition to any student that requests it
4. The petition must contain the name, section, email address and signature of at least 51% of the total student body
5. The executive reserves the right to verify every name on the petition prior to overturning its decision.

## ARTICLE 12: Clubs Policy

### Club Finances

---

#### Banking

1. Clubs will bank through the HBAA bank account
2. Clubs are required to use e-banking, so that they are able to access up-to-date statements from any location
3. Signing authorities for club bank accounts will be determined by the clubs, but it is recommended for the Club President and Club VP Finance to have joint signing authority

#### Membership Fees

Before membership fees can be released to the club accounts, they are required to submit the following materials:

1. a full year budget,
2. an executive contact list,
3. a full-year event plan,
4. an updated constitution
5. If there is a second round of membership payments, clubs may not change the original price of joining the club

Subsidies will be available for clubs on the basis of

1. Financial need

2. Overall club performance  
The Clubs Subsidy Committee shall consist of:

1. Vice President Academic
2. Vice President Finance
3. Clubs Director

### **Club Budgets**

1. The Club system operates with a flexible budgeting system--clubs can continue updating the budget throughout the year as they get a better idea of expenses
2. It is recommended that Club's VP Finance compares actual expenses to budgeted expenses in the form of a cash budget and income statement
3. Updated budgets must be sent and approved by the Clubs Director with an accompanying description of changes
4. Certain restrictions are set on some budget items; please see Discretionary Expenses and Executive Meals section

### **Financial Review Process**

1. Financial reviews will be conducted by the CRC twice a year, or as required
2. The first audit will occur before winter break or in first week of January
3. The second audit will occur before the academic year-end
4. Reviews will be conducted with the CRC, Club President, and Club VP Finance present, using the most recent approved budget
5. Club VP Finance is required to maintain proper documentation for the financial review; they are required to provide materials such as:
  - a. an updated cash budget with both budgeted and actual expense information
  - b. receipts, contracts, or any materials that were used to reimburse club executives, and
  - c. bank statements that are reconciled, with cheque stubs or a list of cheques outstanding
6. Clubs are allowed to have up to three strikes per year in their financial reviews
7. Additional strikes will result in an unsuccessful financial review
8. In the case of an unsuccessful financial review, clubs will be required to change their event plan or budget, as well as any other actions deemed necessary by the Clubs Coordinator
9. For disagreements regarding the result of a financial review, please see the Non-Compliance section

### **Strikes**

1. Excess spending, especially pertaining to restricted line items (Executive Meals and Discretionary Expenses)
2. Missing receipts for significant (to be evaluated within context of each club) expenses and sponsorships
3. Not holding more than 50% of planned events compared to the event plan submitted at the beginning of the term
4. Poor management of planning and promoting events to member base, as determined by a club member survey
5. Survey will only be conducted on members who opt-in and within guidelines set together by the Clubs Director and the Club Presidents
6. Presence of new, expensive events that were not previously disclosed to Clubs Director
7. Any other indication of irresponsible management of club funds as determined by the Clubs Director and VP Academic

### **Sponsorships**

1. The amount, source, and obligations from corporate sponsorships must be disclosed clearly

in the club budget

2. Clubs are also required to liaise with the Corporate Relations coordinators or with Ivey Advancement to ensure proper solicitation and management of sponsorships

### **Discretionary Expenses**

1. Each club is allowed to designate the lesser of 10% of their membership fees (before subsidies) or \$300 to be used for unexpected expenses, such as parking, printing, signage etc.
2. Clubs Directors will determine if other expenses qualify to be within this category
3. Disagreements will be decided upon by the VP Finance and VP Academic

### **Executive Meals**

1. Money for executive meals will be capped at a yearly maximum of the lesser of 15% of total membership fees (before subsidies) or \$350 of total membership fees (before subsidies), to be spent at the president's discretion and the Club Coordinator's approval
2. Executive meals include all dinners, food for meetings, etc.

## **Club Administration**

---

The HBAA Clubs Director will be responsible for all contact with the clubs regarding administrative matters. The club's president or other designated member will be responsible for maintaining contact with the HBAA Clubs Director to keep them informed of all events that take place to avoid conflicts between student organizations.

Before April 30th, the HBAA Clubs Director will conduct exit interviews with the club presidents with the incoming club president(s). This information will then be written up into a "Year-End Report" that will be given to the incoming Club's Director and other related parties within the HBAA.

### **Club Turnover Process**

1. All clubs must select the incoming club president before March 14th
2. Allows for at least two weeks of turnover and knowledge transfer
3. Provides adequate time for new Club Presidents to select their council
4. The Clubs Director has the option of sitting in the presidential selection interviews to ensure a fair selection process
5. Clubs Directors are responsible for selecting a new president in the event of a failed turnover
6. Clubs must leave an acceptable level of residual funds ("slush") for next year's council, for administrative costs and for HBA2 events
7. Minimum 10% of membership fees (before subsidies), to be adjusted for sponsorship financial conditions
8. Slush must be budgeted for without considering the second instalment of subsidies
9. Issues with meeting the slush requirement must be brought up with the Clubs Director and VP Finance

### **Non-Compliance**

1. Any non-compliance with these policies will result in a case-by-case evaluation with a committee consisting of:
2. the club presidents or related club executives
  - a. the HBAA VP Finance
  - b. the HBAA VP Academic

- c. the HBAA Independent Accountability Officer
  - d. the Clubs Director and,
  - e. the HBAA President (if necessary)
3. Club presidents may also elect to present their case at the HBAA meetings and have the entire executive vote on the issue
  4. If issues are not resolved, further action will be determined by the HBA Program Office. The HBA Program Office will have the final say as to what action will be taken against the club in question.

## **Starting a Club**

---

Applications to start a new club must be submitted by two Ivey students by March 14th, who, in the event of ratification, must serve as co-presidents. If for whatever reason one individual cannot serve in this position after ratification, the Clubs Director(s), VP Academic and remaining president will hold an interview process to fill the position.

The following information is required for application:

1. a proposed constitution
2. a list of 30 Ivey students (complete with name, email and section) who are interested in being members of the proposed club
3. a proposal outlining the following: the objective of the club, club composition, planned initiatives for the first year of operation, information regarding membership fee (i.e. how much it is proposed to be and what it will be used for) and a draft year 1 budget.

The proposal will be presented to the Clubs Director(s) and the VP Academic, who will then determine the appropriateness and viability of the proposed club in the Ivey community. If a club is deemed viable, the two individuals applying will be required to present the club and its offering to the greater HBAA council, who will vote on whether it is viable within the Ivey community.

If the HBAA executive rejects the proposal, the student who made the initial proposal may appeal the decision to the HBA Program Office.

## **ARTICLE 13: Conference & Case Competition Subsidy Policy**

---

1. The definition of a conference is any activity in or outside Ivey or Western University, outside the scope of the usual HBAA.
2. Subsidies will be provided to constituents to aid in the financing of approved conferences. However, subsidies will be subject to the following coverage limitations:
  - a. Applicants are not entitled to conference subsidies. Funding is limited thus applicants will be selected based on interest and what they can contribute to the conference.
  - b. Max per individual per conference is \$100
  - c. Max per individual student is \$100
  - d. Clubs shall not receive any direct subsidies to send club members to conferences

- e. Exceptions may occur and be determined at the discretion of the VP Finance
- 3. The applicant receiving the subsidy is required to do the following before a cheque can be issued:
  - 4. Completion of a Conference Evaluation Form
  - 5. Proof of conference attendance