



Constitution of the Goodman Business Students' Association

Authored by Nick Hollard, 2017

Table of Contents

Article I - Name 3

Article II – Definitions 3

Article III - Mandate 4

Article IV – Membership 5

Article V – Executives of the Goodman Business Students’ Association..... 6

Article VI – The Board of Directors 9

Article VII – Hiring of BSA Executives and Club Presidents..... 13

Article VIII – Removal of Executives, Club Presidents, and Directors 15

Article IX – Adding a New Club 16

Article X – Club Membership 17

Article XI – Dissolution of a Club..... 19

Article XII – Financial Integrity..... 19

Article XIII – Partnerships 20

Article XIV - Power to Amend the Constitution 20

Article XV - Bylaws..... 20

Article XVI - Policies..... 21

Article I - Name

1. This organization shall be known and referred to as the Goodman Business Students' Association.

Article II – Definitions

1. The following is non-exhaustive list of important terms that may be referenced in this document:
 - a. Academic Year: The eight (8) -month period comprised of the Fall and Winter Terms, being September of one calendar year through April of the following calendar year.
 - b. BOD: The Board of Directors of the BSA.
 - c. BSA: The Goodman Business Students' Association.
 - d. Business Student Levy: A mandatory fee that is collected, in addition to tuition and other ancillary fees, from all eligible Goodman School of Business students and paid to the Goodman Business Students' Association for use abiding the provisions of the Memorandum of Understanding.
 - e. Calendar Year: The twelve (12) -month period of a standard Julian calendar lasting from January 1st through December 31st of the same year.
 - f. Club: See "Goodman Student Club".
 - g. Constitution: The Constitution of the BSA which stands as the binding rules and regulations of the BSA and generally governs its affairs and operations.
 - h. Director: A Director of the Board of Directors.
 - i. Employee: Any individual who holds an unpaid, volunteer position within the BSA for which they have signed a performance contract.
 - j. Executive: A President or Vice President of the BSA.
 - k. Good Academic Standing: Any student who is not on Academic Probation, defined by Brock University as any student who fails to maintain a minimum 60% overall average, pending re-evaluation at the end of the present academic session.
 - l. Goodman School of Business: Brock University's school of business.
 - m. Goodman Student Club: A Club or Association that falls under the umbrella of the Goodman Business Students' Association with the respective President sitting on the Goodman Student Advisory Board.
 - n. GSAB: Goodman Student Advisory Board, the purpose and composition of which is defined in the Goodman Student Advisory Board Bylaw.

- o. Member: A student of the Goodman School of Business pursuing a Bachelor of Business Administration (including International Dual Degree) or a Bachelor of Accounting degree, with or without a co-op option, who has paid the Business Student Levy.
- p. MOU: The Goodman School of Business Student Levy Memorandum of Understanding outlining the required allocation of Goodman School of Business Levy funds to which the BSA must adhere.
- q. Student Engagement Coordinator: A Goodman School of Business staff member working in the Student Engagement Office who provides the BSA with guidance and organizational knowledge.
- r. Term of Office: The twelve (12) -month period lasting from May 1 of one calendar year through to April 30 of the following calendar year.
- s. University Day: A day during which Brock University classes are regularly occurring, with the exception of an examination period.
- t. University: Brock University in St. Catharines, Ontario, Canada.
- u. Words importing the singular number may include the plural, and vice versa.
- v. Words importing the masculine gender includes the feminine and neutral genders.

Article III - Mandate

1. The mission of the BSA is to:

Fairly and equitably enhance, in a professional, innovative, and developmental manner, the experience of Goodman students by providing unique platforms of opportunity.

2. The purpose of the BSA is to grant undergraduate students from Brock University's Goodman School of Business opportunities which assist in development of professional experience and its liaising into gainful employment, all while developing the reputation of the Goodman School of Business. The values of the BSA are:
 - a. **Leadership through Representation:** The BSA shall represent not only the interests of its executives, volunteers, and employees, but also to better the university experience for all members. The BSA will also hold a leadership role with other student assemblies within Brock University and across the nation.
 - b. **Service:** The BSA shall constantly be searching for new avenues through which it may relevant services for its members.
 - c. **Growth:** The BSA shall provide opportunities for its members to develop a variety of skills through extracurricular involvement and professional development.

- d. **Stewardship and Transparency:** The BSA shall be good stewards of the funding received directly from its members, open with its information, and transparent in its decision-making process.
3. In recognition of the vast diversity among members of the BSA, this Constitution shall be interpreted in a manner consistent with the laws of Canada and the province of Ontario to ensure all individuals are treated as equals.

Article IV – Membership

1. Members are considered to be any student of the Goodman School of Business pursuing a Bachelor of Business Administration (including International Dual Degree) or a Bachelor of Accounting degree, with or without a co-op option, who has paid the Business Student Levy.
2. Membership starts on the first day of the semester during which a member is first registered in the Goodman School of Business. It shall expire upon completion of the final Winter Semester of the member.
 - a. A student who completes studies in the Fall Semester is considered a Member until the conclusion of the Winter Semester as the Business Student Levy is an annual fee.
 - b. A University student belonging to a faculty other than the Goodman School of Business is not permitted to pay into the Business Student Levy, and is therefore not permitted to access any event, service or other item funded by the BSA.
 - i. Items paid by ticket price may be, at the discretion of the organizing party, accessible to all students such that the ticket price covers the full cost of the individual's attendance.
 - c. Notwithstanding Article 2(b), but abiding and adopting the stipulations of Article 10(2(d)), the BOD may approve, at its discretion, of the following accessors to items funded by the Business Students' Levy:
 - i. Members of the Graduate Business Council, on a per item basis;
 - ii. Any University student, on a per item or per person basis, such that it fulfills one of the following criteria:
 1. The item has a primary purpose as a community event;
 2. The item has an per capita value so unsubstantial that their non-monetary value of engagement is worth a greater amount than their cost;
 3. The person in question provides such substantial value to his or her peers that his or her absence would be a detriment, even with tangible and intangible costs considered.

3. Following the procedures in Articles (5) and (6), Members have the exclusive right to hold offices on the BSA Executive and Board of Directors, the GSAB, and any subsidiary organization under the BSA umbrella.
4. Additionally, Members have the exclusive right to hold Employee positions with the BSA, Goodman Student Clubs, and subsidiary organizations under the BSA umbrella.

Article V – Executives of the Goodman Business Students’ Association

1. The Executives of the BSA are charged with providing direction and leadership pursuant to the Constitution and Bylaws. The following list of duties for each position is non-exhaustive and is intended to give a broad overview of the role, and should not be used in lieu of a formal job description.
2. Composition of the Executive team:
 - a. President
 - b. Vice President - Events
 - c. Vice President - Marketing
 - d. Vice President - Corporate Relations
 - e. Vice President - Finance
 - f. Vice President - Internal Affairs
 - g. Vice President - Student Affairs
 - h. Executive Vice President
3. President:
 - a. Supervise all activities of the BSA.
 - b. Coordinate representation of the BSA to, but not exclusively to, the Niagara Region, Brock University, Goodman School of Business, Brock University Students’ Union (BUSU), and the external community in general.
 - c. Chair meetings of the BSA Executive, BOD, and GSAB.
 - d. Have signing authority for the BSA.
 - e. Plan the BSA’s strategic direction and long-term objectives.
 - f. Sit as the BSA representative on the Brock University Students’ Administrative Council (BUSAC) or delegate the responsibility to another Executive.

4. Vice President - Events:

- a. Plan and implement all flagship BSA events.
- b. Manage relations with other faculties and administrative departments within the University as they pertain to event planning and coordination.
 - a. Foster positive, long-term relationships with partners and suppliers.
- c. Maintain a running calendar of all BSA and Goodman Student Club events.
- d. Manage all employees and committees within the portfolio.

5. Vice President - Marketing:

- a. Responsible for the oversight of BSA branding and promotion, including, but not limited to:
 - a. Promotions for all events, services, and programming;
 - b. Maintenance and oversight of brand standards;
 - c. Creation, purchase, maintenance, and storage of marketing materials.
- b. Oversee the development of marketing strategies for events, activities, services, and all other items for which a creative brief is provided.
- c. Strategically plan and manage the Association's public presence and image.
- d. Manage all employees and committees within the portfolio.

6. Vice President - Corporate Relations:

- a. Responsible for the creation and maintenance of relationships with all external parties.
- b. Develop and maintain corporate relations strategies.
- c. Collaborate with Goodman Student Clubs to coordinate assimilated strategies.
- d. Manage all employees and committees within the portfolio.

7. Vice President - Finance:

- a. Act as the Treasurer and signing authority for the BSA.
- b. Create and submit the BSA's budget to both the BOD and BUSAC upon consultation with the fellow Executives.
- c. Provide, as requested, updated budgets to all employees, faculty, and students.

- d. Manage all BSA payables, deliverables, cash transactions, and financial documents using financial reporting and cash handling best practices.
 - e. Manage all employees and committees within the portfolio.
8. Vice President - Internal Affairs:
- a. Responsible for the oversight of non-legislative management of governance and policies, including, but not limited to:
 - a. Ensuring that annual reviews of policies are completed;
 - b. Chairing the Governance Committee;
 - c. Maintaining physical, up-to-date copies of the constitution, all bylaws, and the book of policies.
 - b. Coordinate all aspects of the BSA's end of term transition and succession planning.
 - c. Maintain accurate job descriptions for BSA positions and, when required, post, communicate, and promote available positions to possible candidates.
 - d. Oversee, in conjunction with the President, all human resources matters for the BSA, including recruitment, selection, training, and discipline.
 - a. Recruit and hire members of the BOD Standing Committees.
 - e. Meet with prospective volunteers, determine their best fit within the BSA, and manage their contribution to the organization in a way that is mutually beneficial.
 - f. Manage all employees and committees within the portfolio.
9. Vice President - Student Affairs:
- a. Be responsible for coordinating all components required to compete in competitions and attend conferences organized by the BSA and/or the GSAB, including:
 - a. Mandatory training;
 - b. Risk management;
 - c. Waivers.
 - b. Maintain ongoing communication with faculty members and students pertaining to academic competitions and conferences.
 - c. Manage relations with other universities regarding competitions & conferences.
 - d. Coordinate student services and educational programming, maintaining relationships with respective suppliers and community and university members.

- e. Manage all employees and committees within the portfolio.

10. Executive Vice President:

- a. The role of the Executive Vice President is a role designated to an Executive (excluding the President) as selected by the President and approved by the BOD by April 1 of the current year.
- b. In any event where the President is not able to fulfil his/her duties for any reason, the Executive Vice President shall absorb his/her responsibilities within both the BSA and the BOD and its respective Committees.
- c. If the President is removed or resigns, the Executive Vice President shall immediately take the title of Interim President until the Hiring Committee selects a replacement President.

Article VI – The Board of Directors

1. Voting Directors of the Board

- a. Voting directors shall have the right to speak, motion, second, and vote at all meetings of the BOD and shall be privy to all closed sessions.
- b. Voting directors will consist of the following members:
 - i. Five (5) Students at Large
 - ii. One (1) Representative of the Dean’s Advisory Council
 - iii. One (1) Representative of the GSAB
 - iv. Three (3) Undergraduate Alumni of the Goodman School of Business
- c. The selection processes of the Voting Directors of the Board are detailed in the Elections and Appointments Bylaw.

2. Non-Voting Members of the Board

- a. The President of the BSA shall serve as the non-voting Chairperson of the BOD. The President shall not have the right to motion, second, or vote.
- b. The Student Engagement Coordinator shall serve as a non-voting member. The Student Engagement Coordinator shall not have the right to motion, second, or vote.
- c. The Executive Assistant shall act as the Recording Secretary. The Recording Secretary shall not have the right to speak, motion, second, or vote.

3. Meetings of the Board

- a. The term “full directorship” refers to the entirety of the voting directors of the BOD. Additionally, this term refers to the total number of currently occupied seats on the BOD rather than the total number of seats available.
- b. Quorum for the BOD shall be two thirds (2/3) of its full directorship, including and two thirds (2/3) of its Student-at-Large Directors.
- c. For decisions to be legally binding, there must be one director greater than one half (50% + 1) of the full, voting directorship voting in favour.
- d. In the event of the absence of the chairperson, a new chairperson is to be elected by the BOD at the start of the meeting. If the elected chairperson has voting rights, the individual must relinquish voting rights.
 - i. The BOD may not, under any circumstances, elect a voting director to the position of chairperson if their election and subsequent relinquishment of voting rights results in the loss of quorum.
- e. All meetings of the BOD shall be conducted according to the most recently published official version of Robert’s Rules of Order as at the first of January of the directors’ term.
- f. Meetings will be limited to a maximum duration of two (2) hours from its scheduled start time.
- g. Directors may use digital means, such as Skype, Google Hangout, or similar programs, to attend meetings if in-person attendance is not feasible or possible.
- h. An Annual General Meeting (AGM) will be held once per year. The AGM is to occur before November 30th and after the election results are publicized. The AGM’s date is to be set by no later than October 15th.
 - i. All members may attend the AGM. The AGM is to be held in a room sufficient to hold quorum of 5% of the membership. All members are granted speaking rights. If quorum is met, members attain voting rights and the ability to create, amend, or call a motion.
 - ii. The Constitution may be fundamentally altered at an AGM, or by the BOD under the provisions of the Notwithstanding Clause as stated in Section 11 of the Board of Directors Bylaw.
 - iii. More information regarding the AGM can be found in the Board of Directors Bylaw.
- i. Regular meetings of the BOD will occur once every two months, beginning in May. Regular meetings are to be scheduled no less than thirty (30) days in advance of

- their occurrence. Meetings must occur no more than eighty (80) days apart and no less than fifty (50) days apart.
- j. Emergency Meetings of the BOD must be held no more than seven (7) business days after being requested, and may be called in any of the following ways:
 - i. By the Chairperson of the BOD;
 - ii. By the President, by three Directors of the BOD presenting a signed statement requesting a meeting to the Chairperson of the BOD;
 - iii. By a petition signed by at least one hundred (100) Members of the BSA and presented to the Chairperson of the BOD.
 - k. The agenda for an Emergency Meeting of the BOD must include all the items to be discussed at the meeting and must be made available at the time the meeting is called. In the event that a petition, presented as outlined in Article 6(3(h(iii))), calls for an Emergency Meeting of the BOD, the petition must include the proposed agenda for the Emergency Meeting.
 - l. Members are not permitted to attend Regular Meetings of the BOD, but the BOD shall have the right to authorize the presence of Members on a per-case basis.
 - m. The minutes of the meetings are to be made available on the BSA website.

4. Responsibilities of the Board

- a. The BOD shall be charged with the following responsibilities:
 - i. Review, amend, and approve the BSA budget in May of each Academic Year;
 - ii. Approve, pending a report from the BSA Internal Auditor, Goodman Student Clubs' funding requests;
 - iii. Review, amend and approve/deny additional funding requests provided by Goodman Business Student Clubs;
 - iv. Participate in the presentation component of the Executive and Club President hiring processes;
 - v. Create, modify, and manage legislation of the BSA;
 - vi. Manage resignations and removals of Directors of the BOD and Executives of the BSA;
 - vii. Ensure the adherence to all respectively implicated parties to the Constitution and Bylaws of the BSA.

- b. See the Board of Directors Bylaw for more information regarding the duties and responsibilities of the BOD.

5. Committees of the BOD

a. Composition of Committees

- i. Each committee shall be composed of a minimum of five (5) members to a maximum of fifteen (15) members. There shall be no more than three (3) Executives and Goodman Student Club Presidents on any given committee. Executives and Goodman Student Club Presidents shall constitute no more than two thirds of the committee, with Directors constituting a minimum of one third of the committee.
 - 1. Any committee members currently running in a BOD election shall be recused from committee proceedings pending the completion of the election.

b. Standing Committees

- i. There shall be five standing committees of the BOD:
 - 1. Finance Committee
 - 2. Academic Affairs Committee
 - 3. Governance Committee
 - 4. Elections Committee
 - 5. Branding Committee
- ii. All Student-at-Large Directors of the BOD shall be required to sit on three (3) standing committees of the BOD.
- iii. Alumni Directors and the Representative of the Dean's Advisory Council may sit on up to three (3) standing committees of the BOD.
- iv. All Executives and Student Club Presidents, with the exception of the BSA President, shall be required to sit on at least two (2) standing committees of the BOD, and shall not be permitted to sit on more than three (3) standing committees of the BOD. These individuals shall be appointed to the standing committees by the BOD.
 - 1. The President of the BSA shall be required to sit on all committees ex officio.
 - 2. The Vice President - Finance shall chair of the Finance Committee.

3. The Vice President - Student Affairs shall chair the Academic Affairs Committee.
 4. The Vice President - Internal Affairs shall chair the Governance Committee.
 5. The Vice President - Marketing shall chair the Branding Committee.
 6. The chairperson of the Elections Committee shall be elected from the committee membership by a Simple-Majority at the first meeting of the committee. The chairperson will be appointed the Chief Returning Officer, retaining all responsibilities of the role, as detailed in the Elections and Appointments Bylaw.
- v. More information regarding Standing Committees is available in respective committee policies.
- c. Ad Hoc Committees
- i. Ad Hoc Committees shall be struck by the BOD as needed.
 - ii. The chairperson of an Ad Hoc Committee shall be elected from the committee membership by a Simple-Majority.
 - iii. The Ad Hoc Committee may be dissolved in three (3) manners:
 1. By Simple-Majority vote of the BOD;
 2. By Simple-Majority vote of the respective Ad Hoc Committee;
 3. By lapse of time at the conclusion of the incumbent Academic Year.

Article VII – Hiring of BSA Executives and Club Presidents

1. Hiring of Executives and Goodman Student Club Presidents shall be done in two stages to ensure legitimacy and transparency in all decisions.
2. The first stage of the hiring process involves a pre-screening interview of each applicant for an Executive position. The interviewers for these positions shall be:
 - a. The incumbent Goodman Student Club President and the Student Engagement Coordinator for the role of President of any Goodman Student Club;
 - b. The BSA President, the BSA Vice President - Internal Affairs, and the Student Engagement Coordinator for any BSA Executive position.
3. After completion of the pre-screening interviews, the interviewers must create a short-list of candidates that they feel that are suitable for the position.

- a. It is at the interviewers' discretion to short-list only one (1) candidate for a position if they feel that the remaining candidates for the position do not meet the requirements of the position.
- b. It is also at the interviewers' discretion not to short-list any candidates if they feel that the applicants did not meet a minimum threshold of seventy percent (70%) on their interview grading sheet. In this case, the position application will be reopened. Current applicants are not restricted from reapplying.
- c. The second stage of the hiring process requires each of the short-listed candidates to present to the BOD for up to five (5) minutes and then answer up to five (5) minutes of questions.
 - i. In the event that an applicant is, under any circumstance, unable to attend an in-person presentation, the applicant shall be permitted to submit a ten- (10) minute video presentation. The applicant will be provided with a short list of questions by the BOD that must be addressed during the final five (5) minutes of the presentation. The content of these questions is at the discretion of the BOD.
- d. The voting members of the BOD will each submit a slate of positions with their respective selections for each position.
 - i. Positions are reviewed in descending order ranked by highest number of votes for any one applicant.
 - ii. An applicant is immediately removed from consideration for other positions once the applicant has been approved for a position.
 - iii. An applicant who receives the votes of one director greater than fifty percent (50% + 1) of the voting directorship will be considered approved for the position.
 - iv. If, for a position, no applicant has received one greater than fifty percent (50% + 1) of votes, the applicant with the largest number of votes will be considered for the position, pending a simple-majority vote of approval by the BOD.
 1. In the event that the vote does not pass, the BOD will table selection for that position until the other positions have been selected.
 - i. Positions for which applicants were not approved following the metrics prescribed in Article 7(3(c)) will be revisited and individually voted through a Borda Count as outlined below:

1. Voters rank applicants by position with the values 1 through n (n being the number of applicants);
 - a. A voter is permitted to rank less than n applicants, if the voter so chooses.
 - b. A vote submitted with a single selection (e.g. one check-marked selection) will be counted as a rank of 1 for the chosen selection.
 - ii. Applicants are assigned n points for a rank of 1, $n-1$ points for a rank of 2, continuing to 1 point for a rank of n with unranked applicants receiving zero points;
 - iii. The applicant with the highest total point score for a respective position approved for the position;
 - iv. In the event that an applicant receives the highest total point score in two positions, the applicant will be approved for the position in which his or her margin of victory is greatest;
 - v. In the event that at least fifty percent (50%) of the voting directorship abstains or otherwise spoils their ballot, applications for the position shall be reopened.
- e. In the event of a tie, the Chairperson retains the casting vote.

Article VIII – Removal of Executives, Club Presidents, and Directors

1. In the event that an Executive, Club President, or Director of the Board does not fulfill his/her duties as stated in the performance contract or any applicable legislation, he/she may be removed by a Motion of No Confidence presented to the BOD.
2. The Motion of No Confidence can be brought forth in three ways:
 - a. By four (4) Executives or Directors with a signed statement of rationale;
 - b. By petition of two-thirds (2/3) of the respective Goodman Student Club's or BSA's employees with a signed statement of rationale;
 - c. By petition of one hundred and fifty (150) Members with a signed statement of rationale.
3. The motion will be placed on the agenda for the next meeting of the BOD. The Director, President, or Executive in question will have five (5) minutes to present their defense to the statement of rationale.

- a. If the Director in question is present at the BOD meeting, they will be recused from the process and asked to leave for the duration of the motion.
 - b. If the individual in question is an Executive of the BSA, the Chairperson, as President, will be recused from the process and asked to leave for the duration of the motion. He or she will give temporary chairperson duties to the Student Engagement Coordinator.
4. The result of the Motion of No Confidence will follow the structure dictated in Article 7 of the Constitution.
 - a. The following conditions constitute absolute Grounds for Termination and will result in the immediate termination of Executive, President, or Director, without approbation of the BOD:
 - i. Theft over \$50;
 - ii. Misconduct related to drugs or alcohol;
 - iii. Harassment or violence of any kind towards any individual at the University;
 - iv. Destruction of BSA or University property greater than \$50;
 - v. Heinous misappropriation of BSA funds greater than \$50.
5. If an Executive is removed, the position shall be rehired for following hiring procedures laid out in this Constitution.
6. If a Director is removed, the BOD will appoint a non-voting interim Director until the next electoral event.
7. For resignations of an Executive or Director, refer to Article 8(4-5).

Article IX – Adding a New Club

1. The components to start are new club must contain the following information:
 - a. A summary of how the proposed club would differentiate itself from existing clubs currently supported by the BSA.
 - b. A two-year outlook and succession plan.
 - c. A vision, mission statement, list of values, and organizational structure.
 - d. A list of competitions, conferences, or events that the proposed club would like to attend.
 - e. A list of five (5) potential partnership or sponsor contacts.

- f. A prospective name.
 - g. A detailed start-up budget.
 - h. A list of fifty (50) Goodman School of Business students (including full name, student number, @brocku.ca email, and signature) stating interest in, and intention to join the membership of, the proposed club.
 - i. A list of fifteen (15) Goodman School of Business students (including full name, student number, @brocku.ca email, and signature) stating interest in, and intention to apply for, management positions within the proposed club.
2. To create a new club that is recognized and supported by the BSA, the founding members of said club must prepare a ten- (10) presentation for the BOD explaining why they feel that their club should be recognized under the BSA and why they feel that their proposed club satisfies a need that is not currently met by existing clubs under the BSA.
 3. Presentations must occur between prior to December 31 for the club to launch coincidentally with the Executives' term of office commencing in May of that calendar year.
 - a. A club that is ratified after this deadline will not receive standard funding from the BSA for the following term.
 4. After BOD approval, as per the Memorandum of Understanding with BUSU, the BOD must contact the BUSU Clubs Policy Committee for their formal approval of the new Goodman Student Club's creation.
 5. Additional information shall be made available in the Board of Directors Bylaw.

Article X – Club Membership

1. There will be two memberships that designate current and new Clubs. Designation is contingent on the above requirements found in Article IX.
 - a. Class A members are defined as Clubs which have been ratified prior to December 31 of the previous Academic Year.
 - b. Class B members are defined as Clubs which have been ratified after December 31 of the previous Academic Year.
2. Class A members are subject to standard funding designated to operating expenses. Class A members are also permitted to apply for additional funding for competitions/conferences, events, and other expenses.
 - a. Standard funding for a Goodman Student Club is a sum of one thousand dollars (\$1,000) paid out to the clubs in two (2) equal installments, one per semester, upon the BSA's receipt of Business Student Levy funds from Brock University pending approval from BUSU.

- b. Goodman Student Clubs are required to submit satisfactory financials to the BSA comprised of a budget for the current year, year-to-date actuals, and last year's actuals.
 - c. All funding requests shall be presented to, and approved by, the BOD.
 - d. To request a presentation to the BOD, the proposing party must contact the Chairperson of the BOD and provide supporting documentation of the request no less than seventy-two (72) hours prior to the BOD meeting's occurrence.
 - e. A funding request presentation will consist of five (5) minutes wherein the representative offers a proposal overview as it relates to the below criteria and the item's full budget.
 - i. Requests will be assessed based on:
 - 1. Size of the request;
 - 2. Available funds;
 - 3. Uniqueness of proposal;
 - 4. Project lead time;
 - 5. Level of market saturation;
 - 6. Scope and reach of students (as it relates to the number of students impacted, diversity of students impacted);
 - 7. Value added to the students;
 - 8. Value added to the BSA and Goodman Student Clubs;
 - 9. Adherence to mandates of the BSA and the respective Goodman Student Club.
 - ii. It is at the discretion of the BOD to approve, deny, or modify (e.g. offer reduced funding) any request.
 - iii. Clubs are required to return any funding overages to the BSA. Clubs who fail to abide this regulation in accordance with the Financial Management Policy may be refused funding during future requests.
3. Class B members shall not be entitled to standard funding from the BSA.
- a. Class B members can apply for funding for competitions/conferences, events, and other expenses by presenting funding requests to the BOD.

4. No Goodman Student Club is permitted to contact external partners, potential partners, or other community members outside of Brock University unless given explicit permission by the BSA.
5. All Goodman Student Clubs are mandated to comply with the Clubs Bylaw.

Article XI – Dissolution of a Club

1. Clubs may be dissolved due to failure to comply to the Clubs Bylaw or by failure to add value to the Membership.
 - a. If the Club fails to comply to the Clubs Bylaw, the BOD will follow the punitive process as indicated in the Clubs Bylaw.
 - b. If the Club fails to add value to the Membership, a petition signed by one hundred and fifty (150) Members with a signed statement of rationale is to be provided.
 - c. The viability Goodman Student Club may also be called to question by the Chairperson of the BOD for satisfying the criteria of unviability stated in the Clubs Bylaw.
2. In the event of a Club's dissolution, the BSA will seize and liquidate the Club's assets.

Article XII – Financial Integrity

1. The signing officers of the BSA shall be the President, Vice President - Finance, and the Student Engagement Coordinator. The Vice President - Finance is required to contact the BSA's financial institution by April of the Academic Year preceding his/her term to schedule an appointment to change signing authority on the account.
2. The budget for the Academic Year shall be approved by the BOD at a monthly meeting occurring in May.
 - a. Club funding requests may be presented only after the BSA budget has been approved by the BOD.
3. As per the mandate of the Business Student Levy, a minimum of 15.5% of the collected funds must be paid to Goodman Student Clubs.
 - a. Under the circumstance that, by final day of the Term of Office, less than 15.5% of Business Student Levy funds have been allocated to Goodman Student Clubs, the BSA will pay out the discrepant amount divided evenly among all Goodman Student Clubs.
4. More information can be found in the Financial Management Policy.

Article XIII – Partnerships

1. The BSA has two existing partnerships:
 - a. The Canadian Association of Business Students (CABS)
 - b. Goodman Career Development Office
2. Notwithstanding the Goodman Career partnership mandated by the Business Student Levy MOU, all partnerships are held at the discretion of the Executive members. Due to the sensitivity and significance of external relationships held by the BSA, decisions to add or remove partnerships will be determined by unanimous vote by the BOD.

Article XIV - Power to Amend the Constitution

1. A two-thirds agreement vote at an Annual General Meeting by the voting members has the power to amend this Constitution, provided that:
 - a. The proposed action does not apply retroactively.
 - b. The proposed amendment is explicitly referred to within the motion.
 - c. The motion states that such an amendment would be binding.
2. The BOD may also amend the Constitution autonomously at a regular meeting of the BOD such that the amendment exists only to maintain accurate verbiage as it relates to changes to external parties. This includes, but is not limited to:
 - a. A change in the name of the Goodman School of Business;
 - b. Changes in official titles of roles or offices at the Goodman School of Business;
 - c. Changes in program names;
 - d. Any other external change that, should the Constitution not be adjusted to recognize it, would fundamentally change the intended purpose or meaning of the Constitution.

Article XV - Bylaws

1. A “Bylaw” shall constitute all legislative ordinance outside of this Constitution.
2. The BOD shall have the power to enact, amend or rescind bylaws by a two-thirds majority vote.
3. Subject to the provisions of this document, a Bylaw shall have the power to establish administrative protocol, define roles and responsibility of individuals and standing committees, and define parameters whereby this document shall abide.
4. The Governance Committee has the unique ability to create new bylaws.

5. Existing bylaws are reviewed and updated on a regular schedule maintained by the Governance Committee.
 - a. Bylaws should be sent to mandatory review no more than biennially.
6. A bylaw may also be called to review by the Governance Committee through a simple majority vote of the BOD if a motion is presented in one of three ways:
 - a. By request by one (1) BSA executive or director with a signed statement of rationale;
 - b. By petition of twenty-five (25) BSA and/or Goodman Student Club employees with a signed statement of rationale;
 - c. By petition of one hundred and fifty (150) Members with a signed statement of rationale.

Article XVI - Policies

1. A "Policy" shall constitute all operational or administrative mandates, excluding all legislative ordinance.
2. Policies shall be used to coordinate matters pertaining, and limited, to:
 - a. Use of property or tangible resources possessed by, or provided by, the BSA;
 - b. Use of intangible resources provided by, or through, the BSA;
 - c. Management of club treasuries and financial responsibility;
 - d. Decorum of BSA and Club employees;
 - e. Presentation and disposition, in all iterations, of the BSA and its Clubs, in indefinite accordance with University regulations;
 - f. Collection, provision, and management of student information, in indefinite accordance with University regulations;
 - g. Collection, provision, and management of documentation pertaining to risk, insurance, travel, and other items as necessary, in indefinite accordance with University regulations.
3. Policies within items (d), (e), and (f) are subject to mandatory and immediate changes contingent upon relevant changes to respective University policies.
4. Policies are managed and maintained by the portfolio under which the policy has been created or as designated by the President of the BSA.
5. All policies are subject to regular review by the Governance Committee.

6. Any change made to a policy, whether said change is made by its designate or the Governance Committee, must be approved by both the committee and the designate.
 - a. In the event of an unresolvable dispute between these parties, the ultimate decision will belong to the President.