

Business Technology Association

CONSTITUTION

A by-law relating to the transaction of the affairs of the Business Technology Association
(BTA)

*A Student Association Reporting to the AÉTSA at the Telfer School of Management of the
University of Ottawa*

Ottawa, Ontario, Canada

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SECTION 1

LAW, SEAL, AND FISCAL YEAR

A BY-LAW RELATING generally to the transaction of business and affairs of the Business Technology Association (hereinafter, in all By-Laws, the "BTA").

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

GOVERNING LAW

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

SEAL OF THE BTA

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

FISCAL

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

SECTION 2

MEMBERS

MEMBERS OF BTA

2.1 Any student studying at the University of Ottawa can buy into being a member of the BTA.

MEMBERSHIP FEE

2.2 An initial membership fee is to be decided amongst the executive members for each school year and should be maintained throughout said period.

SECTION 3

EXECUTIVE COMMITTEE

PROCEDURE

The chairperson of any meeting of voting members (hereinafter "BTA") shall be the President(s) unless they are exempted at their own request, by a vote of two-thirds of the voting members present at the meeting. If the President(s) is not present, the Vice President of Internal Affairs shall take the role of chairperson. In the event the Vice President of Internal Affairs is so exempted, he/she shall nominate a replacement to act as chairperson upon ratification by a vote of 51% majority of the voting members present.

COMPOSITION

3.1 The affairs of the BTA are managed by an executive committee composed of voting members in accordance with Section 5 (hereinafter "Executives"). Only those persons who would be voting members at the beginning of their term, are current students at the University of Ottawa, 18 years or older, are of sound mind and have not been declared fiscally bankrupt are qualified to be Executives.

3.2 Each voting member shall be named Executive at the beginning of his or her term. A voting member is defined as the President(s), and the six Vice Presidents that make up the executive team.

LENGTH AND BEGINNING OF TERM

3.3 Executives are nominated for a term of one year, which begins on the 1st of May of the year of his/her nomination if his/her predecessor's term ended in the manner provided for by Section 3.5 (15th of May for the V.P. Finance).

END OF TERM

3.4 An Executive's term ends on the first of the following dates or events:

- a) The 30th of April of the year following his/her nomination (15th of May for the V.P. Finance).
- b) His/her death.
- c) His/her being declared fiscally bankrupt or of unsound mind.
- d) His/her cessation of studies at the University of Ottawa.
- e) His/her resignation, sent in writing to the President(s).
- f) His/her performance being considered inadequate (not meeting expectations of the role as defined by the application form to the President(s) discretion).
- g) Him/her being relieved from their role by the President(s).
- h) His/her ceasing to be a voting member.

3.4.1 The roll-over amount must be \$1000 at the end of the academic year to help transition to the next year's executive team.

PERMANENT INABILITY

3.5 If an Executive is unable or unwilling to carry out his/her duties on a permanent basis, an election shall be held to elect a new Representative. However, if such an election cannot be held before January 1 of the fiscal year, BTA shall appoint a member-at-large to replace the Representative until April 30 of that year.

SECTION 4

OPERATIONS

STRUCTURE

4.1 The Business Technology Association is composed of a maximum of (27) members-at-large elected by the newly chosen President(s):

- a) Two (2) Co-President OR One (1) President.
- b) Vice President of Development and Analytics.
- c) Vice President of Finance.
- d) Vice President of Corporate Relations.
- e) Vice President of Marketing.
- f) Vice President of Events.
- g) Vice President of Internals
- h) Two (2) First Year Representatives.
- i) The rest of the positions are to be decided on a year by year basis.

COMPENSATION

4.2 All Executives are volunteers and shall not receive any salary or personal benefits for their work.

4.3 No Executive or any subsidiary committee may benefit financially or otherwise from any transaction that is conducted on behalf of or in partnership with BTA or the Telfer School of Management. This includes all VP's, Presidents, Directors, Executive Assistants, and volunteer committees set up by the BTA.

RESIGNATION

4.4 Any executive who offers his/her resignation in writing to the President(s) of the BTA, or in the case of a resignation by the President(s), to the Vice President of Internal Affairs, shall cease to be an Executive. Upon resignation, the member cannot apply for another position within the executive for the remainder of the term. The executive will vote to go through a hiring process or election process depending on circumstances. A 51% majority will win the vote.

4.5 If an executive is unable or unwilling to carry out his/her duties on a permanent basis, an election shall be held to elect a new executive. If, however, it is past January 1 of the academic year, the Executive shall appoint someone to replace him/her for the remainder of the year within the internal candidate pool. Otherwise, the President(s) will either conduct a hiring process or appoint a new person to replace the leaving executive.

TERM OF OFFICE

4.6 The term of office of executives begins on the first day of the month of May following their election and ends on the last day of the month of April of the subsequent year. Fifteenth day of the month of May for the V.P. Finance.

REMOVAL FROM OFFICE OF EXECUTIVES

4.7 Grounds for impeachment of Executives shall be as follows:

- a) Willful mismanagement of a substantial amount of Association funds. There shall be willful "mismanagement" when the "mismanagement" occurs without a minimum level of reasonable precautions having been taken.
- b) Failure to carry out constitutional duties without just cause.
- c) Failure to undertake specific tasks designated by the executive committee without just cause.
- d) Willful misrepresentation of the association.
- e) Abuse of power, which includes but is not limited to the BTA for personal gain. The remaining voting members shall determine whether abuse of power has occurred.
- f) Fails to abide to the ethics statement provided by Telfer.
- g) Disclosure of information deemed confidential.

4.8 Impeachment proceedings shall be initiated by a two-thirds (2/3) majority vote of the Executive Committee.

- a) Any motion of the BTA shall specify the following:
 - a. the grounds for which impeachment is sought. and.
 - b. the specific reasons or events justifying impeachment.
- b) If a member is impeached and it is not possible to have an election, the Executive Committee should have the option.
- c) Impeachment procedures: Ten (10) day period before or by end of period, then meeting to defend and bring any person desired, if they are considered impeached, then continue with process. Alternatively, a meeting with the President(s) present will suffice.

POWERS & RESPONSIBILITIES

4.9 The President(s) delegate its authority to the BTA in the following areas:

- a) Preparation, in collaboration with V.P. Finance, of budgets that must useful and in line to the mission of the BTA.
- b) The effective administration, management, and control of the BTA.
- c) The establishment of regulations for internal control.
- d) The conduct of business of the BTA.

4.10 The President(s) and each Vice President must present written report at the end of the year, describing the activities, etc. and future recommendations.

4.11 If meetings are missed for a legitimate reason (as evaluated by either of the President(s)), the following steps will be taken:

- After 2 misses, a verbal warning will be issued by the President(s)
- After 3 misses, the President(s) will be required to meet with the individual addressing the problem concerning him/her absences.
- After 5 misses, the individual in question will be required to step down from his/her position based on a majority (2/3) vote by the committee.

GOALS AND OBJECTIVES

4.12 To always act as a responsible student association.

4.13 To serve students in the BTA and BTM specializations, along with any other students that may be interested in the club.

4.14 To create and maintain a high level of school spirit and student morale.

4.15 To organize and coordinate activities for the benefit of all member students.

4.16 To provide an educational experience for students.

4.17 To promote goodwill and better communication between the members-at-large and the surrounding community.

4.18 To promote student participation in the academic year and social life of the Telfer School of Management and the University of Ottawa.

4.19 To promote a professional conscience and a social sense for the students.

4.20 To participate fully and actively, within the University of Ottawa, in the decisionmaking process concerning student and University life.

4.21 To promote bilingualism and good relations between the francophone and Anglophone communities.

4.22 To exercise power of control, supervision and sanction over all student activities or manifestations in which its own interests or those of all its members-at-large may be involved.

4.23 To create and maintain co-operation and friendship amongst the members-at-large and between members-at-large and the administration, professors, and support staff of the Telfer School of Management, specifically involving the Management Information Systems and BTM concentration.

RESPONSIBILITIES AND DUTIES OF ALL EXECUTIVES

4.24 To execute all activities in both official languages.

4.25 To be the official representative of the members of the Management Information System's and E-business concentrations.

4.26 To act in a leading capacity regarding the BTA.

4.27 To see that all correspondence is dealt with accordingly and efficiently.

4.28 To ensure all letters sent out, receipts etc. are photocopied and kept on file as necessary.

4.29 Ensure that the constitution is adhered to.

FUNCTIONS OF THE PRESIDENT (s)

4.30 The President(s) shall:

- a) Chair the BTA and see to its proper functioning and operation.
- b) Call regular meetings of the BTA.
- c) Report to AÉTSA.
- d) Communicate to the Faculty / University and/or to the members-at-large of decisions made by the BTA.
- e) Serve as a liaison and public relations officer of the BTA with respect to the Telfer School of Management administration and AÉTSA.
- f) Concern him/herself with the relations with other clubs and associations of the Telfer School of Management.
- g) Shall have a vote at the BTA meetings, and in the case of a tied vote, he/she will cast the deciding vote.
- h) Organize the work and other elements with the Executives.
- i) Co-sign all agreements binding on the BTA or other such documents, with the Vice President of Finance.
- j) Attend Presidential Round Tables with the AÉTSA on a regular basis.
- k) Set a vision and long-term strategy.

FUNCTIONS OF THE VICE PRESIDENT OF FINANCES

4.31 The Vice President of Finance shall:

- a) See to it that the BTA's financial activities are properly managed.
- b) Be responsible to the BTA for the bookkeeping, amounts received, and incurred expenditures authorized by the BTA.
- c) Present monthly cash flow statement to the other executives.
- d) Be responsible for the furniture and the premises of the BTA office.
- e) Make sure that at least \$500.00 be reserved at the end of the year for the operations of the new BTA Executive team.
- f) Ensure that a record of income and expenditures greater than \$100.00 are ratified by the BTA Executive team.
- g) Carry out the transactions assigned to him/her by the BTA.
- h) Be responsible for collecting all monies from the BTA activities.
- i) Ensure that financial records are accessible to all members of the BTA.
- j) Audit the financial records of the BTA.
- k) Ensure a statement of assets is prepared and updated yearly.
- l) Adhere to auditing practices as stipulated annually by the AÉTSA for transfers of funds.
- m) Co-sign all agreements binding on the BTA or other such documents, with the President.
- n) Attend Financial Round Table meetings with the AÉTSA.
- o) Open and manage BTA bank accounts.

FUNCTIONS OF THE VICE PRESIDENT OF TECHNOLOGY

4.32 The Vice President of Technology shall:

- a) Work directly with the Vice President of Events & Internals to propose ideas for technical events.
- b) Work directly with the Vice President of Externals in coordinating speakers and times for held workshops and events.
- c) Be responsible for the publicity concerning all activities of the BTA by means of signs, articles, mass e-mail, social networking.
- d) Ensure that all publicity and information is available in both French and English.
- e) Ensure the maintenance of the BTA website/Facebook page in terms of functionality quality and accuracy of data, the frequency of updates and the transition of web-based knowledge.

FUNCTIONS OF THE VICE PRESIDENT OF EXTERNAL AFFAIRS (VICE PRESIDENT OF BILINGUALISM)

4.33 The Vice President of External Affairs and Bilingualism shall:

- a) Represent the BTA at, but not limited to, business conferences and university conferences pertaining to the Telfer School of Management.
- b) Ensure there is representation by members-at-large at academic events and competitions.
- c) Engage in activities designed to brand the name of the BTA among business in the Ottawa region.
- d) Seek sponsorship opportunities within the Ottawa community.
- e) Seek employment opportunities for the BTA members
- f) Develop and maintain relationships with organizations to foster opportunities for BTA members.
- g) Help with translations in both English and French for all executives

FUNCTIONS OF THE VICE PRESIDENT OF MARKETING

4.34 The Vice President of Marketing shall:

- a) Be responsible for the marketing of BTA events.
- b) Monitoring and managing social media.
- c) Tracking engagement, attendance, and retention metrics.
- d) Maintaining and serving as point of contact with members.
- e) Be responsible for the publicity concerning all activities of the BTA by means of signs, articles, mass e-mail, social networking.

FUNCTIONS OF THE VICE PRESIDENT OF EVENTS

4.35 The Vice President of Internals & Events shall:

- a) Be responsible for the assistance in promotions, communications, and marketing of BTA events.
- b) Work closely with VP External to coordinate communication for BTA events including, but not limited to, 101-week promotion table, BTA Connects, competitions, information sessions.
- c) Work closely with VP Finance to coordinate financial requirements for BTA events.
- d) Be responsible for organizing the logistics (including, but not limited to catering, location, theme, etc.) of BTA events.
- e) Work with VP External to ensure there is representation by members-at-large at academic events and competitions.

FUNCTIONS OF THE VICE PRESIDENT OF INTERNAL AFFAIRS

4.36 The Vice President of Internals & Events shall:

- a) Manage requests and inquiries made by the student body of the Telfer School of Management and the University of Ottawa
- b) Act as a liaison between all the members of the association, the administration at the Telfer School of Management, the Professors in Management Information Systems, and the Career Center.
- c) Oversee all human resources needs and hiring processes
- d) Coordinate internals meetings for executive team and keep record of meeting minutes

FUNCTIONS OF THE FIRST YEAR REPRESENTATIVE

4.37 The First Year Representative shall:

- a) Be responsible for assisting with promotions, communications, and marketing of BTA events to all members.
- b) Promote and engage the BTA to junior undergraduate students.
- c) Work closely with other VPs.

MEETINGS

4.38 The BTA must meet at least once a month during the school year.

4.39 The BTA will meet at the request of the President(s) or of four (4) Vice Presidents.

4.40 The BTA will meet at least once a month during the summer months.

QUORUM

4.41 At all the BTA meetings, at least five (5) of the seven (7) members executives must be present to ensure quorum.

4.42 Directors must attend meetings upon request of the Executives. If they choose to attend other executive meetings, they must notify the Chair of the Meeting at least 48 hours prior.

PROCEDURE

4.43 Each Vice President has the right to vote at meetings of the BTA unless he holds the position of chairperson of the BTA.

4.44 The President(s) will act as the chairperson of the meetings of the BTA unless they are exempted, at their own request and by a two-thirds (2/3) majority vote of the members present at the meeting. In such a case, the chairperson must be chosen unanimously amongst the Vice Presidents.

MINUTES

4.45 The minutes of the BTA shall not be available to the members-at-large but shall be available to the BTA Executive, each of whom shall receive a copy of the minutes. Minutes and agendas must be taken at each meeting and stored on file for future reference.

SECTION 5 ELECTIONS

5.1 All candidates postulating for the position of President must submit their candidature to the BTA by mid-February, date to be determined by the current president.

5.2 The Election procedure is as follows:

- a) President(s) interview all candidates, open to current executives first internally. A candidate is defined as an individual, or pair running for President or CoPresidency respectfully.
- b) The candidates pitch their platform to the current executive team, and a ballot voting system determines who wins the election. A "Yes/No" vote is implemented if there is only one (1) candidate.
- c) Voting members consist of members on the executive team (Presidents, Vice Presidents, and Directors)
- d) A candidate is elected successfully if a majority of voting members vote in favor of said candidate.
- e) In place of step d) the President can use their own discretion in place of director ballots to make the final decision.
- f) An individual within a failed Co-Presidency can apply externally as an individual candidate. An individual already unsuccessful cannot re-apply.
- g) The current President(s) have the choice to remain in their roles if majority vote is held by Vice Presidents in February

5.3 The elected President must be selected by the end of February if elected internally, mid-March if elected externally.

5.4 The elected President selects the remaining Executives on his/her own discretion.

5.5 The remaining Executive positions must be selected by the end of April.

5.6 There can be no more than two co-presidents during an executive term

ELIGIBILITY

5.7 Any member-at-large may offer him/herself as a candidate.

5.8 Candidates running for President, VP Finance, or first-year representative must be a student at the Telfer School of Management

5.9 Candidates must be at least 18 years of age.

CONSTITUTION AMENDMENTS

5.10 Amendments to and interpretations of the constitution are the full responsibility of the entire team (both Executive and general); any changes require AÉTSA's approval.

5.11 At any regular or special club meeting, the Executive Committee may be presented with proposed changes to the constitution. Any suggestions must be made in writing and submitted to the Executive Committee at least one week before any regular or special club meeting. The proposal will be brought to the members for a vote at the following meeting if the Executive Committee approves it.

SECTION 6

OFFICIAL LANGUAGES

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

DOCUMENTS

6.2 All documents of the BTA intended for public distribution must be made available in both official languages if requested.

6.3 Minutes of meetings of the BTA meetings must be made available in both official languages within one month of the meeting if requested.

PUBLICITY

6.4 Publicity for events organized by the BTA must be done in both official languages.

SERVICES

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