



JMIBA

John Molson International Business Association

JOHN  MOLSON
SCHOOL OF BUSINESS

John Molson International Business Association The 2021 Constitution

Effective June 16, 2015
Modified May 11, 2021

Part A - Definitions

- **JMIBA:** John Molson International Business Association
- **CASA:** Commerce and Administration Students' Association
- **JMSB:** John Molson School of Business
- **BOD:** CASA Board of Directors
- **The Executive:** President(s), Vice President(s) and Director(s) of JMIBA
- **Simple Majority:** 50% +1 of a designated voting group
- **Subsidiaries:** Committees and associations that fall under the CASA umbrella
- **IBUS:** The International Business program at the John Molson School of Business
- **Department:** The department of International Business at the John Molson School of Business

Part B - Articles

Article 1 - Name

JMIBA's name shall be:

- 1.1 The name of the association shall be the John Molson International Business Association hereinafter referred to as the "Association" or by its acronym "JMIBA".

Article 2 - Objectives

JMIBA's objectives shall be:

- 2.1 To be the official departmental representative of regular CASA members majoring and minoring in IBUS;
- 2.2 To create events, workshops and activities that enhance the educational, professional, and social environment of JMIBA's membership;
- 2.3 To heighten student learning by providing opportunities for the application of classroom knowledge to real-world situations through activities such as business cases and workshops;
- 2.4 To open opportunities for JMSB's young business professionals to network and attend recruitment events and company tours;
- 2.5 To provide information and support to students' inquiries on industry related topics;
- 2.6 To provide a liaison between the University and the international business community;
- 2.7 To increase awareness of opportunities and exposure to the overall international business community

Article 3 - Membership

- 3.1 Every undergraduate student registered in a degree program at the JMSB majoring or minoring in International Business shall be considered a member of JMIBA.
- 3.2 Members have the right to run for and hold an elected office as President of the JMIBA, as provided for in this Constitution.

Article 4 - Structure of the Executive Team

- 4.1 The executive team for JMIBA may consist of the following positions:

4.1.1 President

4.1.2 Executive Vice-President

4.1.3 Vice President Finance

4.1.4 Vice President Corporate Relations

4.1.5 Vice President Academic Affairs

4.1.6 Vice President Marketing

4.1.7 Vice President Events

4.1.8 Vice President Internal Affairs

4.1.9 Vice President Recruitment

4.1.10 First-Year Representative

4.1.10.1 First Year Representative shall be appointed in the fall semester.

4.2 The president has the sole authority to expand the positions listed in article 4.1, create additional positions not listed in the Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of the Association.

4.3 The roles of the Executive Team will be subject to those required by the CASA-JMSB Constitution and Book of policies.

Article 5 - Executives Roles and Duties

5.1 Responsibilities of the President

5.1.1 Oversee all activities of the JMIBA and acts as a spokesperson and official representative of the Association;

5.1.2 Act as the liaison between the Executive and the CASA Board of Directors;

5.1.3 Act as the primary liaison between the Association, the Student Body and Members of Faculty including the IBUS Committee

5.1.4 Organize and preside over all meetings of the association;

5.1.5 Appoint the Executive Vice-President or any other JMIBA Executive to act as his/her representative in his/her absence if deemed necessary;

- 5.1.6** Ensure that the executive appointments are held in accordance with this constitution and the official CASA governance documents.
- 5.1.7** Consequently, the President is responsible for the planning and execution of the election and appointments of the JMIBA Executive throughout their mandate, with the advice of the Executive Vice President;
- 5.1.8** Review the JMIBA's monthly financial records
- 5.1.9** Attend meetings of the CASA Board of Directors or appoint a representative from the JMIBA Executive to attend in his/her place.
- 5.1.10** Act as the primary signing officer of JMIBA along with the VP Finance
- 5.1.11** Submit a monthly written report on the activities of JMIBA to CASA BOD;
- 5.1.12** Provide an Annual Strategic Plan that includes a list of his/her position specific as well as the overall Subsidiary goals and objectives to which he/she will be held accountable and which must be formally accepted at the August BOD meeting

5.2 Overall Duties of Executives/Directors

- 5.2.1** The duties of each role will be agreed upon between the President and the respective Executive holding it, and will be made binding in a contract signed by both parties at the beginning of the mandate;
- 5.2.2** Each executive in assuming his/her post assumes full responsibility for his/her duties. Duties should be transferred to other Executives only if absolutely required.
- 5.2.3** All executives are required to attend meetings as agreed upon at the beginning of the term by all members. If any Executive is not able to attend a meeting, they are responsible for informing the President and/or VP Internal and provide them with a valid reason.
- 5.2.4** All Vice-Presidents shall submit a monthly report to the President detailing the work they have performed on behalf of the JMIBA.
 - 5.2.4.1** One per Vice-President should be submitted
- 5.2.5** All Executives must be an undergraduate student at the JMSB in the year they assume their duties.

5.3 The Executive Vice-President shall:

- 5.3.1** Be appointed by the President prior to the recruitment of the Executive.

5.3.2 Act in lieu of the President when they are absent.

5.3.3 Other duties shall be delegated to him/her by the JMIBA President.

5.4 The Vice President of Finance shall:

5.4.1 Control and follow proper procedures for all receipts and disbursements, and verify all financial matters of the JMIBA's funds subject to the CASA Finance Policy.

5.4.2 Prepare an Annual Budget reviewed with the President to be submitted to the BOD for approval at the August BOD meeting.

5.4.3 Prepare a Mid-Year year review of the Budget to be presented and ratified by the BOD for the December BOD meeting.

5.4.4 Find internal funding for the association; through CASA, CSU, and other means available on campus.

5.4.5 Other duties shall be delegated to him/her by the JMIBA President.

5.5 The Vice President of Corporate Relations shall:

5.5.1 Along with the President, be the spokesperson in all affairs, committees and organizations external to the JMIBA.

5.5.2 Create relationships with the business community and manage the JMIBA's sponsorship portfolio.

5.5.3 Other duties shall be delegated to him/her by the JMIBA President.

5.6 The Vice President of Academic Affairs shall:

5.6.1 Be the primary responsible for promoting and furthering the interest of JMSB international business students.

5.6.2 Ensure that inquiries and concerns raised by a student, whether they are studying international business or not, is handled appropriately and promptly.

5.6.3 Act as a liaison between the Association, the Student Body and Members of Faculty.

5.6.4 When possible, collaborate with the JMIBA Executives to promote and provide JMSB IBUS students with programs, events, and services of an academic nature.

5.6.5 Other duties shall be delegated to him/her by the JMIBA President.

5.7 The Vice President of Marketing shall:

- 5.7.1 Create and promote positive awareness of JMIBA to students and to the outside community while ensuring brand preservation.
- 5.7.2 Determine and execute a marketing strategy for every JMIBA event or initiative.
- 5.7.3 Ensure that the JMIBA logo is on all marketing material and follow the CASA branding guidelines and requirements outlined in the CASA Book of Policies Part B section 3, on all communication channels.
- 5.7.4 Ensure JMIBA's website, social media platforms, and all other media outlets are updated.
- 5.7.5 Be responsible for developing any JMIBA branded merchandise.
- 5.7.6 Other duties shall be delegated to him/her by the JMIBA President.

5.8 Vice President of Events shall:

- 5.8.1 Create and promote programs, events and initiatives of academic, social, and recreational nature for JMSB international business students. Initiatives must compliment the International Business Academic Curriculum.
- 5.8.2 Other duties shall be delegated to him/her by the JMIBA President.

5.9 Vice President Internal Affairs shall:

- 5.9.1 Help manage relations between the President and the Executive, in case of conflict, as a mediator between the involved parties.
- 5.9.2 Be responsible for all internal event bookings and maintain a calendar of events throughout the year to coordinate the team logistically.
- 5.9.3 Act as the secretary for all meetings of the JMIBA team and record meeting minutes.
- 5.9.4 Represent JMIBA internally to faculty members such as the Dean's Office, Hospitality, etc., as well as other CASA subsidiaries.
- 5.9.5 To the best of their ability, ensure the update and maintenance of the JMIBA constitution in accordance to the CASA Book of Policies, as well as the yearly turnover documents.
- 5.9.6 Other duties shall be delegated to him/her by the JMIBA President.

5.10 Vice President of Recruitment shall:

- 5.10.1** Actively seek and promote international and domestic internship opportunities for IBUS students.
- 5.10.2** Act as a liaison between the Association, the Student Body, and Members of Career Management Services in order to provide insight into industry standards and developments.
- 5.10.3** Other duties shall be delegated to him/her by the JMIBA President.

Article 6 - Terms of Mandate

6.1 The fiscal year shall officially commence on May 1st of the given year and terminate on April 30th of the following year.

6.3 Each executive member will be responsible for ensuring a proper turnover is given to their respective incoming member by the end of their mandate.

Article 7 - Dismissal of Office

7.1 The president of JMIBA may resign or be removed from his/her position in accordance with Article 20 of CASA Constitution.

7.2 Each Executive shall have the right to resign from his/her position by providing the President with a formal written notice five university days prior to it taking effect.

7.3 Any executive may be dismissed from office by the president if it is deemed, they have neglected their duties as outlined in this Constitution, or as outlined in a list of obligations signed by the Vice President in question when taking office (as per their mandate).

Article 8 - Succession

8.1 The President of the association shall be elected through the CASA elections held every year or be appointed by the CASA Board of Directors should the position be vacant following an election period.

8.2 The President of the association shall be elected by students studying in the Internal Business Program at the JMSB.

8.3 The President of the association shall be majoring or minoring in International Business.

8.4 In the event that a member of the Executive wishes to run for presidency but is not enrolled in an IBUS major or minor, given that he/she has been a member for at least 2 years, he/she can appeal to the board of directors to obtain permission to run in the elections.

8.5 The Executives and Directors of the association shall be appointed by the incoming President, with the assistance of the selected Executive Vice President.

Article 9 - Alteration of the Constitution

9.1 This Constitution shall be reviewed annually by the Executive.

9.2 Any changes to this constitution must be approved by a simple majority vote of the Executive prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

Article 10 - CASA Constitution

10.1 Where items are not defined in this Constitution or there are inconsistencies with the official CASA governance documents, the latter shall take precedence.

Mark Ondrechak, President

David Potvin, Chairperson
of the BOD

Niusha Khayat, Secretary
of the BOD