

# **John Molson Accounting Society Constitution**

**May 3, 2022**

## **SECTION A: GENERAL PROVISIONS**

### **ARTICLE 1: NAME**

- 1.1 The name of the association shall be John Molson Accounting Society/ l'Association de comptabilité de John Molson. The organization shall exercise its rights and shall perform its obligations under that name. The organization shall be a subsidiary of the "Association des étudiants et étudiantes de premier cycle en commerce et administration de Concordia Inc. / Concordia Commerce and Administration Undergraduate Students' Association Inc.".
- 1.2 The organization shall hereinafter be referred to as the JMAS. However, titles and acronyms are used for simplicity, and shall not limit or alter the organization in any way from exercising its rights, and performing its obligations.

### **ARTICLE 2: DEFINITIONS**

- 2.1 The following terms will be used throughout this document and are hereby defined: BOD:

Board of Directors of the CASA

JMSB: The John Molson School of Business of Concordia University

Resolution: A resolution adopted by a 2/3 majority

Subsidiary: Association or Committee that falls under the CASA umbrella

The JMAS Executive: President (or Co-Presidents), Vice Presidents, Directors and the First-Year Representative(s) of the JMAS.

The University: Concordia University, including the Faculty of the John Molson School of Business

### **ARTICLE 3: MEMBERSHIP**

#### **3.1. Regular Membership**

- 3.1.1. Every undergraduate student registered in a degree program at the JMSB and majoring or minoring in accountancy shall be considered a Regular Member of the JMAS.
- 3.1.2. Regular Membership starts on the first day of a semester during which a Regular Member is registered in the JMSB. It expires the day after the DNE Deadline for the earlier of the Fall or Winter semesters following the last semester during which the Regular Member was registered in the JMSB.
- 3.1.3. Regular Members have the right to run for and hold an elected office as President of the JMAS, as provided for in this Constitution.

#### **3.2. Associate Membership**

- 3.2.1. Every undergraduate student from another faculty of Concordia University, who is registered for at least one for-credit accounting course in the JMSB shall be an Associate Member of the JMAS.
- 3.2.2. Associate Membership starts on the first day of a semester during which an Associate Member is registered for a for-credit course in the JMSB. It expires the day after the DNE

Deadline for the earlier of the Fall or Winter semesters following the last semester during which the Associate Member was registered for a credit course in the JMSB.

- 3.2.3. Associate Members may hold appointed positions within the JMAS Executive in Directors capacity but do not hold any of the rights conferred upon Regular Members as described in Article 3.1.4.

#### **ARTICLE 4: ORGANIZATIONAL STRUCTURE OF JMAS**

- 4.1 As a subsidiary of an accredited student association for all undergraduate students within the JMSB, the JMAS has the right and obligation to represent and provide for its members' social, professional and academic interests and initiatives.
- 4.2 To ensure adequate representation for such a varied student body, the JMAS is overseen by the CASA and the BOD.

#### **ARTICLE 5: SUCCESSION**

- 5.1 The JMAS President shall be elected individually by Regular members during an Electoral Event.

#### **SECTION B: JMAS EXECUTIVE STRUCTURE AND DUTIES**

#### **ARTICLE 6: POWERS OF THE JMAS EXECUTIVE**

- 6.1 The day--to--day operations of the JMAS shall be governed by the JMAS Executive, who shall, individually or collectively, make decisions and take actions on behalf of the JMAS.
- 6.2 Any powers that are not specifically delegated in this Constitution shall fall under the purview of the JMAS Executive.

#### **ARTICLE 7: COMPOSITION OF THE JMAS EXECUTIVE**

- 7.1 The JMAS Executive shall be composed of the JMAS President, JMAS Vice Presidents and JMAS Directors
- 7.2 For the functioning of the Executive team, a minimum of 9 positions must be occupied in any given year. These are:
- 7.2.1 President (or Co-Presidents)
  - 7.2.2 VP Finance
  - 7.2.3 VP Internal Affairs
  - 7.2.4 VP of Firms' Recruitment
  - 7.2.5 VP of Industry Recruitment
  - 7.2.6 VP Academic
  - 7.2.7 VP Marketing
  - 7.2.8 VP Events
  - 7.2.9 First-Year Representative
  - 7.2.10 The First Year Representative shall be appointed in the Fall semester.
- 7.3 The President has the sole authority to expand the positions listed in article 3.1, 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 JMAS.
- 7.4 The roles of the Executive Team will be subject to those required by the CASA--JMSB Constitution and Book of Policies
- 7.5 The JMAS Executive may appoint additional Vice Presidents for specific positions should it be deemed necessary.
- 7.6 All Vice Presidents of the JMAS Executive must be appointed by the JMAS President. The mandate and related duties assigned to these Vice Presidents must be provided to the JMAS President before each Vice President can be approved.

## **ARTICLE 8: JMAS EXECUTIVE ELIGIBILITY**

- 8.1 In order to run as a candidate for presidency a member must:
  - 8.1.1 Must be majoring in Accountancy at JMSB.
  - 8.1.2 Must be a Regular Member
- 8.2 To qualify for a Vice--President position of the Executive a member must:
  - 8.2.1 Must be majoring in Accountancy at JMSB.
  - 8.2.2 An exception can be granted to VP Marketing who is encouraged but is not obliged to major in Accounting
  - 8.2.3 Must be a Regular Member.
  - 8.2.4 May not go on exchange during the entirety of his/ her mandate.
- 8.3 To qualify for a Director position a member must:
  - 8.3.1 Must be taking courses for credit at JMSB during the entirety of their mandate.
  - 8.3.2 May not go on exchange during the entirety of his/ her mandate.

## **ARTICLE 9: MEETINGS OF THE JMAS EXECUTIVE**

- 9.1 The JMAS Executive shall meet at the call of the JMAS President at any time, provided that two University Days of notice is given to all members of the JMAS Executive.
- 9.2 A meeting of the JMAS Executive may also be called at any time if the JMAS President is petitioned in writing to do so by at least three members of the JMAS Executive.
- 9.3 The JMAS President shall preside over all meetings of the JMAS Executive.
- 9.4 The JMAS President must be present in order for a meeting of the JMAS Executive to take place.

## **ARTICLE 10: DUTIES OF THE JMAS EXECUTIVE**

- 10.1 The JMAS Executive shall carry out their duties to the best of their abilities and in accordance with their position mandates, the mission of the JMAS, and this Constitution.
- 10.2 Additional duties specific to each member of the JMAS Executive shall be outlined by the JMAS President.

- 10.3 At the end of their respective mandates, each member of the JMAS Executive shall provide an individual written report to the JMAS President.
- 10.4 At the end of their respective mandates, each member of the JMAS Executive shall create a turnover package for the upcoming JMAS Executive in their respective position.
- 10.5 At the end of their respective mandates, each member of the JMAS Executive is obliged to meet and educate the upcoming JMAS Executive in their respective position about the nature of the work.
- 10.6 Each member of the JMAS Executive shall be evaluated by the JMAS President in recognition of the services rendered throughout the year.

#### **ARTICLE 11: DUTIES OF THE EXECUTIVE**

- 11.1 The President shall:
- 11.1.1 Be ultimately responsible for the day--to--day affairs of the JMAS and shall, towards this end, assume the authority necessary for this function as Chief Executive Officer of the JMAS.
  - 11.1.2 Act as the immediate supervisor of all JMAS members of the JMAS Executive, and delegate powers and duties as he/she deems necessary, ensure that all members of the JMAS Executive are guided in their duties.
  - 11.1.3 Be the chief spokesperson and official representative of the JMAS.
  - 11.1.4 At the request of one of the JMAS Executive members or a petition signed by at least one--hundred regular members of the JMAS, call a JMAS Executive meeting in order to debate and/or reverse any decision or action of any individual associated with the JMAS.
  - 11.1.5 Have the authority to convene JMAS Executive Meetings and when he/she deems necessary.
  - 11.1.6 Appoint members to fill the posts of VPs and of the JMAS Executive.
  - 11.1.7 With just cause, dismiss any VP or Director of the JMAS Executive as needed.
  - 11.1.8 Appoint an Executive Vice--President or Co--President from among the JMAS Vice--Presidents as he/she deems necessary.
  - 11.1.9 Be responsible for seeing that all governance documents including but not limited to the Constitution be updated as required.
  - 11.1.10 Represent the JMAS at the board of director meetings organized by the Commerce and Administration Student Association (CASA).
  - 11.1.11 Be one of the signing officers on all the JMAS' financial documents requiring financial authorization.
  - 11.1.12 Ensure that the recognized financial signing officers are updated with the JMAS' financial institution as early in the new fiscal year as possible.
  - 11.1.13 Act as the liaison between the JMAS umbrella and the JMAS' financial institution, and any other service provider.
  - 11.1.14 To the best of his/her ability, assist in the transition of his/her successor.
- 11.2 The Executive Vice--President (Or Co--President) shall:
- 11.2.1 Be appointed by the President from among the CASA VPs.
  - 11.2.2 Have the power to act in lieu of the President in his/her absence.
- 11.3 The VP Finance shall:
- 11.3.1 Control all receipts and disbursements of the JMAS' funds subject to the CASA Financial Policy.

- 11.3.2 Control and verify all accounting records of the JMAS.
- 11.3.3 Administer the financial controls set forth in the CASA Financial Policy, and administer any other controls he/she deems necessary, to ensure strict budgetary control.
- 11.3.4 Prepare and submit an Annual Budget to be submitted to the BOD for approval at the August BOD meeting.
- 11.3.5 Must work with his/her predecessor in order to adequately fulfill this duty.
- 11.3.6 To the best of his/her ability, be prepared to discuss at any time the JMAS' finances when called upon by any Regular Member of JMAS and/or of the BOD.
- 11.3.7 With just cause, freeze the JMAS bank account until the President can resolve the issue.
- 11.3.8 Must provide proper procedures in which JMAS executives may be reimbursed for expenses done on behalf of the JMAS.
- 11.3.9 Be empowered to administer and negotiate all financial affairs of the JMAS in consultation with the other JMAS Executive members.
- 11.3.10 To the best of his/her ability, assist in the transition of his/her successor.
- 11.4 The VP Internal Affairs shall:
  - 11.4.1 Act as a liaison between the President and the JMAS Executive team and, in case of conflict, act as an arbitrator between involved parties.
  - 11.4.2 Be responsible for tracking all communications between the CASA, the JMSB, and Concordia University.
  - 11.4.3 Be responsible for all event bookings and maintain a calendar of events throughout the year that highlights the events of the JMAS.
  - 11.4.4 Act as the secretary for all meetings of the JMAS Executive.
  - 11.4.5 Represent JMAS to faculty members (such as the Dean's Office, Hospitality, etc.)
  - 11.4.6 To the best of his/her ability, assist in the transition of his/her successor.
  - 11.4.7 Fulfill such other duties as shall be delegated to him/her by the JMAS President.
- 11.5 The VP of Firms' Recruitment shall:
  - 11.5.1 Be the spokesperson, along with the President, in all affairs, committees and organizations external to the JMAS, including external student organizations.
  - 11.5.2 Create and maintain relationships with accounting firms through the management of the JMAS' sponsorship portfolio and any of initiatives deemed relevant.
  - 11.5.3 Maintain relationships with the CPA Order and ensure their adequate presence in the events relevant to students professional growth
  - 11.5.4 Meet with the Director of the CMS as needed to ensure that accounting students concerns are addressed.
  - 11.5.5 To the best of his/her ability, assist in the transition of his/her successor.
  - 11.5.6 Fulfill such other duties as shall be delegated to him/her by the JMAS President.
- 11.6 The VP of Industry Recruitment shall:
  - 11.6.1 Be the spokesperson, along with the President, in all affairs, committees and organizations external to the JMAS, including external student organizations.
  - 11.6.2 Create and maintain relationships with the industry companies through the management of the JMAS' sponsorship portfolio and any initiatives deemed relevant.
  - 11.6.3 Improve representation of Industry companies for JMSB accounting students and ensure the equal treatment of the Industry companies.
  - 11.6.4 Ensure the delivery of the relevant projects to students that focus on development of

required professional and recruitment skills.

11.6.5 Meet with the Director of the CMS as needed to ensure that accounting students' concerns are addressed and industry is fairly represented within JMAS operations.

11.6.6 To the best of his/her ability, assist in the transition of his/her successor.

11.6.7 Fulfill such other duties as shall be delegated to him/her by the JMAS President.

11.7 The VP Academic shall:

11.7.1 Have the primary responsibility of promoting and furthering the interests of JMSB accounting students.

11.7.2 Ensure that every inquiry made by a student, and which is addressed to the JMAS, is handled appropriately and promptly.

11.7.3 Wherever possible, collaborate with the JMAS VP Events to promote and provide JMSB accounting students with programs, events, and services of a primarily academic nature.

11.7.4 Represent JMAS at faculty meetings and communicate all relevant information to the student body.

11.7.5 Organize and maintain JMAS tutorials during the fall and winter semesters, ensuring high standards for tutorials are maintained.

11.7.6 Recruit and support tutors for the JMAS tutorials, facilitate any unforeseen situations that occur concerning the tutorials.

11.7.7 Revise and update the ACCO-Handbook on a yearly basis.

11.7.8 To the best of his/her ability, assist in the transition of his/her successor.

11.7.9 Fulfill such other duties as shall be delegated to him/her by the JMAS President.

11.8 The VP Marketing shall:

11.8.1 Create and promote positive awareness of the JMAS to students and to the outside community while ensuring brand preservation.

11.8.2 Promote JMAS programs and events of social, professional and academic nature to JMSB accounting students.

11.8.3 Determine and execute a marketing strategy for every JMAS event.

11.8.4 Ensure the JMAS' logo is located on all marketing material, and follow the CASA branding guidelines.

11.8.5 Update the JMAS' website, social media platforms, and all other media portals as needed.

11.8.6 Be responsible for promoting and selling of the JMAS's clothing line.

11.8.7 Attend all mandatory CASA VP Marketing meetings.

11.8.8 To the best of his/her ability, assist in the transition of his/her successor.

11.8.9 Fulfill such other duties as shall be delegated to him/her by the JMAS President.

11.9 The VP Events shall:

11.9.1 VP Events is responsible for creating, promoting and facilitation professional, academic and social initiatives that are aimed to serve the best interests of JMSB accounting students.

11.9.2 Wherever possible, collaborate with the JMAS VP Academic to promote and provide JMSB accounting students with programs, events, and services of a primarily academic nature.

- 11.9.3 To the best of his/her ability, assist in the transition of his/her successor.
- 11.9.4 Fulfill such other duties as shall be delegated to him/her by the CASA President.
- 11.10 The First--Year Representative shall:
  - 11.10.1 Be a Regular Member in his/her first year of the JMSB, and will serve as an additional resource to the JMAS Executive.
  - 11.10.2 Learn and aid in the delivery of the JMAS programs and the execution of JMAS activities.
  - 11.10.3 Have a degree of responsibility appropriate to his/her skill level, at the discretion of the JMAS Executive.
  - 11.10.4 To the best of his/her ability, assist in the transition of his/her successor.
  - 11.10.5 Fulfill such other duties as shall be delegated to him/her by the CASA President.

## **SECTION C: THE CONSTITUTION**

### **ARTICLE 12: AUTHORITY OF THE CONSTITUTION**

- 12.1 This Constitution serves as the governing framework for the bylaws, rules and regulations of the JMAS. All regulations, resolutions, motions and decisions of the JMAS, including, but not limited to, those made by the JMAS Executives must be made in conformity with this Constitution.
- 12.2 In the event of any conflict between this Constitution and any other document produced by the JMAS this Constitution shall take precedence.

### **ARTICLE 13: IMPLEMENTATION AND GOVERNANCE**

- 13.1 In the event of any discrepancies between this Constitution and its predecessor that may conflict during the transition year, the JMAS Executive shall exercise due care in guiding the JMAS, and shall ensure the application of this Constitution whenever possible.
- 13.2 A copy of this Constitution shall be kept on file at the JMAS office and shall be made available to any regular member who asks for it.
- 13.3 A copy of this Constitution shall be published on the JMAS website.
- 13.4 In the event of a discrepancy between two or more copies of this Constitution, only the printed copy held at the CASA office, signed and dated by the JMAS President & the CASA President at the time of adoption or of most recent amendment, shall be considered the official and enforceable version.
- 13.5 A record of all previous constitutions and amendments shall be held at the JMAS office in perpetuity.

### **ARTICLE 14: AMENDING FORMULA**

- 14.1 This Constitution shall be reviewed annually by the Executive team.
- 14.2 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 15 -- CASA Constitution**

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