



CASA Cares Constitution

Adopted: January 14th, 2014
Modified: June 16th, 2015

GENERAL PROVISIONS

DEFINITIONS

CASA: Commerce and Administration Students' Association

JMSB: John Molson School of Business

The Executive: President of CASA Cares, Vice Presidents, and Associate Vice Presidents

Subsidiaries: Committees and Associations that fall under the CASA umbrella

Membership: Every undergraduate student registered in a credit course within the John Molson School of Business and/or currently enrolled in a major or minor within said faculty.

1. Name

The name of the organization shall be 'CASA Cares'. It is an official subsidiary of the Commerce & Administration Students' Association (CASA).

2. Mission Statement

To promote social awareness, raise funds for local organizations, and foster a sense of community, both within Concordia and within Montreal

3. Membership

Members have priority when considering appointments for executive positions within CASA Cares.

4. Executive Composition

(a) The executive team shall be composed of a minimum of seven (7) executives listed below.

- President
- VP Finance
- VP Sponsorship
- VP Internal Affairs
- VP Marketing
- VP Events/Logistics
- VP Corporate Relations
- First-year Representative

(b) The President has the sole authority to create additional positions not listed within this Constitution. Such positions shall vary according to the needs of the subsidiary.

5. Executive Roles

- I. Responsibilities of the **President** include:
 - a. Overseeing all activities of the subsidiary and acting as its primary point of contact;
 - b. Calling and presiding over all meetings of the executive as well as appointing a Vice President to act as their representative in the event of their absence;
 - c. Ensuring that the Executive appointments are held in accordance with this constitution and the CASA regulations. Consequently, the President is responsible for the planning and execution of the election and appointments of the CASA Cares Executives throughout their mandate;
 - d. Attending meetings of the CASA Board of Directors;
 - e. Reviewing CASA Cares monthly financial records;
 - f. Acting as the primary signing officer of CASA Cares.

- II. Responsibilities of the **Vice President Finance** include:
 - a. Preparing the annual budget for CASA Cares in accordance with CASA regulations;
 - b. Maintaining the financial documents of the subsidiary;
 - c. Maintaining ongoing communication with CASA's VP Finance;
 - d. Maintaining a record of all transactions within the subsidiary;
 - e. Reviewing and approving all cheque requisitions;
 - f. Acting as the signing officer of the subsidiary;
 - g. Creating an opening and closing budget for all events.

- III. Responsibilities of the **Vice President Sponsorship** include:
 - a. Developing and maintaining relationships with external sponsors;
 - b. Ensuring that revenue surpasses expenses for all events.

- IV. Responsibilities of the **Vice President Internal Affairs** include:
 - a. Acting as the booking officer of the subsidiary;
 - b. Completing and submitting government and university waivers;
 - c. Taking minutes at meetings;
 - d. Overseeing and managing all volunteers.

- V. Responsibilities of the **Vice President Marketing** include:
 - a. Creating all marketing material in print and digital formats for the subsidiary and its events;
 - b. Maintains the website and includes sponsor details.

- VI. Responsibilities of the **Vice President Events/Logistics** include:
 - a. Coordinating events held by the subsidiary;
 - b. Drafting reports that review the implications of events;
 - c. Creating inventory management lists for events;

- VII. Responsibilities of the **Vice President Corporate Relations** include:
 - a. Preparing and submitting all grant applications within the university;
 - b. Supports the VP Sponsorship in maintaining relationships with corporate sponsors.

- VIII. Responsibilities of the **First-year Representative** include:
 - a. Learn each position on a rotational basis for the fall semester;
 - b. Specialize in the activity or department that is of interest for the winter semester,
 - c. Support the team when planning events.

6. Finances

- (a) All funds collected through organized events by CASA Cares only shall be donated to non-profit organizations chosen by the Executive by a majority vote.
- (b) The entire Executive shall have access to the CASA Cares financial statements and records at all times.

7. Appointment of President

- (a) Candidates for the position of CASA Cares President must be approved by the outgoing CASA Cares Executive team via two-thirds majority vote of the members present at a meeting duly convened for this purpose. This meeting must be scheduled during the CASA elections period.
- (b) Candidates for the position of CASA Cares President must be students enrolled in a major at the John Molson School of Business.
- (c) Voting shall follow the following process:
 - i. Each member who has stated their intent to be nominated shall give a brief presentation, lasting no more than 5 minutes.
 - ii. The current President shall call a vote by roll call of all Executives of CASA Cares.
 - iii. The candidate who receives the least votes shall be removed from consideration, and another vote shall occur until only one candidate remains; that candidate shall be appointed as President.
- (d) Only CASA Cares Executives of the current year may run for the position of President.
- (e) In the event that no existing Executive is willing to run for the position of

President, the position may be opened to any executives within a CASA subsidiary or the CASA executive team.

8. Executive Meetings

- (a) The minimum quorum for any meeting is a simple majority of the Executive team.
- (b) All CASA Cares Executives shall have the right to vote at meetings.
- (c) The Executive is required to convene at least once every month.
- (d) Minutes must be taken at all meetings and archived within the CASA Cares office for a minimum period of one year.
- (e) Executive meetings are mandatory. In order to be excused from a meeting, an Executive must provide a minimum notice of forty-eight (48) hours to the President along with a valid reason.
- (f) All executives shall be given at least three (3) days notice of a meeting unless it is deemed an emergency meeting.

9. Resignation and Dismissal from Office

- (A) The President may resign from his or her position by submitting a written notification to the CASA Vice President Events. Upon resignation, the office previously held by the President shall be considered vacant.
- (B) The President may be removed from his/her position by a special majority vote of the BOD upon the recommendation from the CASA Vice President Events or after a special majority vote of the Committee Executive approving a removal from office
- (C) 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

10. Alteration of the Constitution

- (A) The Executive team shall review this Constitution annually.
- (B) Amendments to this constitution must be adopted by a two-thirds (2/3) majority vote of the Executive members present at a meeting specially convened for this purpose prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

11. CASA Constitution

- (a) Where items are not defined in this Constitution or there are

inconsistencies with CASA's constitution and Book of Policies, the latter shall take effect and precedent.

- (b) Only the physical copy of this Constitution filed in the CASA office is considered binding.

Safia Faiz, President

James Vaccaro, Temporary Chairperson