The Constitution of the

CONCORDIA REAL ESTATE CLUB

CREC

Adopted on January 18, 2021

Article 1 – Name

1.1 Concordia Real Estate Club (CREC)

Article 2 – Objective

2.1 The objectives of the club are the following:

A. To introduce students to the real estate world.
B. To offer different ways for interested students to learn more about real estate.
C. To help students interested in real estate develop their network of connections.

Article 3 – Executive Membership

3.1 Membership will be considered official once a member and/or an honorary member signs and promises to adhere to this constitution for the entire fiscal year.

3.2 The fiscal year shall officially commence on May 1st of the given year, and terminate on April 30th of the following year. All CREC members must be current undergraduate students registered in a credit course within the John Molson School of Business and/or currently enrolled in a major or minor within said faculty.

3.3 Students can become a member regardless of race, color, religion, sexual orientation, or any other not mentioned above.

Article 4 – Officers

4.1 The Executive can consist of any range of officers (between seven and twelve) as follows:

A. Co-Presidents
B. Vice-President of Finance
C. Vice-President of External Affairs
D. Vice-President of Events
E. Vice-President of Internal Affairs
F. Vice-President of Marketing
G. Director of Media
H. Creative Director
I. Director of Event
J. Director of External
K. Director of Internal
L. Director of Marketing
M. First Year Representative

4.2 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.

4.3 The duties of the President will be, but not limited to, the following:

A. Attending all general meetings and presiding over these meetings.
    i. If unable to attend a meeting, the President must appoint another Executive to preside that meeting.

B. Upholding this constitution.
C. Ensuring that every executive chosen is fulfilling his/her responsibilities.
D. Organizing that year's executive team at the start of the fall semester.
E. Verifying attendance records and other criteria set forth in this constitution of executives and members.
F. Writing agendas for the meetings.
G. Overseeing and organizing the yearly plans and objectives of the CREC.
H. Arranging for the creation of any special committees which would contribute to provide professional consultations regarding real estate investing, real estate development, brokerage, real estate finance, real estate valuation, etc.
I. Responsible for all financial transactions.
J. Writing an exit report for the following year's president, including suggestions to improve performance.

4.4 The duties of the Vice-President of Finance (VPF) will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPF must give notice.
B. Responsible for all financial transactions.
C. Formulating and administering an annual budget for the CREC.
D. Presenting a balance sheet to all the members of the CREC, at any time upon request.
E. Representing the CREC within the school with regards to any and all financial matters.
F. Obtaining, keeping and organizing all receipts from CREC budget expenditures.
G. Working closely with the Vice-President of Internal Affairs to ensure that the CREC's members are aware of and are given sufficient notice of their individual financial obligations with regards to events.
H. Writing an exit report for the following year's VPF, including suggestions to improve performance.

4.5 The duties of the Vice-President of External (VPEX) will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPEX must give notice.
B. Inviting top-level or well-known guest speakers to come to speak at Concordia (eg. CEO of a large real estate agency, multi-millionaire real estate investor, etc.)
    i. Keeping touch with the guest speakers for future CREC-related opportunities.
C. Finding sponsorships in the form of donations, material items or others from real estate organizations (eg. real estate development firms, real estate agencies, etc.)
D. Writing an exit report for the following year's VPEX, including suggestions to improve performance.

4.6 The duties of the Vice-President of Events (VPE) will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPE must give notice.
B. Organizing any events, in conjunction with the other Executives.
C. Endeavoring to raise funds from any legal and all legal sources (the University, corporate sources, community organizations, etc.) for each event as well as for the CREC's operations.
    i. Working closely with the VPEX for event-specific sponsorships.
D. Maintaining records of all sources of funding and reporting to the VPF.
E. Maintaining a record of the outcome of CREC events to present to the Executive Team.
F. Writing an exit report for the following year's VPE, including suggestions to improve performance.

4.7 The duties of the Vice-President of Internal Affairs (VPIA) will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPIA must give notice.
B. Booking rooms for meetings and events.
C. Responsible for all organizational tasks (eg. office hours, meeting hours, schedules, etc.)
D. Responsible for organizing elections at the end of the CREC year.
E. Organizing the recruitment of new members.
F. Taking notes during meetings.
G. Writing an exit report for the following VPIA, including suggestions to improve performance.

4.8 The duties of the Vice-President of Marketing (VPM) will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPIA must give notice
B. Establishing a network of contacts to publicize the CREC.
C. Working closely with the directors of marketing, director of media, and creative director for the print, visual and audio media to positively showcase the CREC and the activities related to it.
D. Informing the University at large of CREC activities and promoting the recruitment of new members.
E. Being aware of the fees and forecasted expenses for each event.
F. Answering and writing emails/messages sent to the club (if they are not directed to any executive in particular).
G. Writing an exit report for the following VPM, including suggestions to improve performance.

4.9 The duties of the Director of Media will be, but not limited to, the following:

A. Attending all general meetings.
    i. If unable to attend a meeting, the VPIA must give notice.
B. Designing and printing promotional posters and other forms of print media for the CREC.

C. Photographing CREC members and guests during events to positively showcase the CREC and the activities related to it.
D. Recording and publishing high-quality videos of CREC events to positively showcase the CREC and the activities related to it.

4.10 The duties of the Creative Director will be, but not limited to, the following:
A. Attending all general meetings.
i. If unable to attend a meeting, the VPIA must give notice.
B. The Creative Director is responsible for carrying out the mandate handed to them in the beginning of the year.

4.11 The duties of the Director of Event will be, but not limited to, the following:
A. Attending all general meetings.
i. If unable to attend a meeting, the VPIA must give notice.
B. Working closely with the VPE and the VPM and assisting him/her in organizing CREC events.
C. The Director of Events is responsible for carrying out the mandate handed to them in the beginning of the year.

4.12 The duties of the Director of External will be, but not limited to, the following:
A. Attending all general meetings.
i. If unable to attend a meeting, the VPIA must give notice.
B. Working closely with the VPEX and assisting him/her in finding.
C. The Director of External is responsible for carrying out the mandate handed to them in the beginning of the year.

4.13 The duties of the Director of Internal will be, but not limited to, the following:
A. Attending all general meetings.
i. If unable to attend a meeting, the VPIA must give notice.
B. The Director of Internal is responsible for carrying out the mandate handed to them in the beginning of the year.

4.14 The duties of the Director of Marketing will be, but not limited to, the following:
A. Attending all general meetings.
i. If unable to attend a meeting, the VPIA must give notice
B. The Director of Marketing is responsible for carrying out the mandate handed to them in the beginning of the year.

4.15 The duties of the First Year Representative will be, but not limited to, the following:
A. Be a Regular Member in his/her first year of the JMSB, and will serve as an additional resource to the CREC Executive.
B. Learn and aid in the delivery of the CREC programs and the execution of CREC activities.
C. Have a degree of responsibility appropriate to his/her skill level, at the discretion of the CREC Executive.
D. To the best of his/her ability, assist in the transition of his/her successor.
E. Fulfill such other duties as shall be delegated to him/her by the CASA President or any member of the CREC.

Article 5 – Finances

5.1 The co-signing officers are one of the President(s) and the Vice-President of Finance.

Article 6 – Elections

6.1 Candidates for the position of CREC President must be students enrolled in a major at the John Molson School of Business.

6.2 Any executive of CREC from the current year may run for the President position.

6.3 In the event that no existing Executive is willing to run for the position of President, the position may be opened to any JMSB student.

6.4 The elections period for the position of President(s) and Vice-Presidents will take place during the CASA election period.

6.5 During the election period, club members can submit their candidacy for the position of President(s) and Vice-President(s) by sending the current President and VPIA a cover letter addressed to all CREC members.

A. All cover letters will be posted and visible to all CREC members a week before elections day.

6.6 On the second week of the presidency election period, an event will take place where both candidates and club members are present, and candidates can speak about why they are running for their respective executive position.

A. The presidency election period will be decided and announced to the executive team by the President(s) and the VPIA.

6.7 Voting for the position of President(s) will happen at the end of the second week of the election period.

A. All CREC members have the right and the duty to vote during the elections.
B. The vote is a majority vote.
C. The voting period will last 24 hours and results will be announced the following day.

Article 7 – Replacement and Impeachment Procedures

7.1 President(s) shall be subject to recall if at least 51% of CREC members decide that all complaints made by CREC executives and members shall be taken into account.

7.2 After a subject to recall vote passes, a vote on recall or impeachment continues. The President(s) will be asked to step down if a majority vote (at least 51%) of CREC members passes.

Article 8 – Resignation or Removal from Office

8.1 The President(s) may resign from their position by submitting written notification to the BOD. Upon resignation, the office previously held by the member of The CREC Executive shall be considered vacant.

8.2 Upon resignation or removal from office of the CREC President, The CREC Vice President of Internal Affairs shall act as the interim CREC President until a new

CREC President is elected. The interim CREC President must start the election process as promptly as possible.

Article 9 – Executive Meetings

9.1 Regular General meetings will be held as called by the President and special meetings will be announced at least one week in advance of any planned special event.

9.2 The President will start and adjourn each meeting, as well as taking attendance of all members present.

9.3 Every executive member has free speech during the meeting obeying by general politeness.

Article 10 – Activities

10.1 The CREC holds events throughout the year, on a regular basis, open to all Concordia students.

10.2 The events organized by the CREC may include, but not limited to, the following:

A. Guest speakers lectures
   i. Guest speakers of various real estate backgrounds will talk about their life, experiences, real estate knowledge and tips.
   ii. Will be held approximately once per month throughout the academic year, when possible.
   iii. Available to all Concordia students.

B. Networking cocktail(s)
   i. Opportunity for people from the real estate industry to meet and talk with interested Concordia students, and vice-versa.
   ii. Will be held at the end of the fall and/or winter semester(s), when possible.
   iii. Available to all Concordia students.

C. Real estate workshops
   i. Taught by teachers, real estate investors, brokers, etc.
   ii. Will be held approximately once per month throughout the academic year, when possible.

D. Group discussions
   i. Discussions about real estate news, issues, knowledge, etc. will be held in a relaxed and comfortable atmosphere.
   ii. Will be held approximately once per month throughout the academic year, when possible.

E. Field trips
   i. Visit of a real estate-related site (eg. a land development site or a condominiums tower construction site) under the supervision of an approved and authorized chaperone.
   ii. Will be held a few times throughout the academic year, when possible.

Article 11 – Amendments

11.1 Fourteen (14) days of notice must be given for a meeting at which a constitution amendment will be considered.

11.2 Any changes to this constitution must be approved by a simple majority vote (50 percent + 1) of the Executive prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

Article 12 – CASA Constitution

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