

JDC West Team Toba Constitution

(draft as of February 1, 2017)

Article 1: Name

The name of the student group shall be University of Manitoba Jeux du Commerce West, also known as JDC West Team Toba.

Article 2: Purpose of Group

The group exists to recruit, select, and train I. H. Asper School of Business undergraduate students to compete at the annual Jeux du Commerce West competition held in cities across Western Canada. Together, the group members will learn from each other, coaches, and industry professionals in order to enrich their education. Beyond academic accomplishments, JDC West strives to develop well rounded, intelligent, and caring future professionals.

Article 3: Adherence to UMSU Regulations

JDC West Team Toba will adhere to all rules and regulations for student groups as required by the University of Manitoba Students' Union. Any changes made to UMSU regulations should be automatically adopted by JDC West Team Toba.

Article 4: Adherence to JDC West Regulations

JDC West Team Toba will adhere to all rules and regulations set out by the JDC West organizing committee and Board of Directors. Any changes made to JDC West regulations should be automatically adopted by JDC West Team Toba.

Article 5: Executive Council

Section 1: Captains

Two captains are chosen to serve an approximately one year term in an annual election (see Article 7). The captains are responsible for appointing an executive council, including faculty advisor(s) and godparent(s), organizing regular executive council meetings, identifying and managing team goals, establishing and maintaining relationships with sponsors, selecting all other team members, and liaising with JDC West Organizing Committee and Board, and all duties as required of them. The exact roles and responsibilities of the following positions are to be decided on by the captains.

Section 2: Godparents

The captains are responsible for selecting godparents for a competition year through any method deemed appropriate. There may be one or two godparents based on the captains' discretion. According to official JDC West rules, there may only be one official godparent. However, JDC West Team Toba may select two godparents and designate one as an additional coach. It is important to note that all teams are limited to two additional

coaches. Applicants for the position of godparent typically have experience with both JDC West and the Asper School of Business. Godparents may be a current student, graduate, or any other appropriate individual.

Godparents are responsible for assisting the captains as needed, attending executive council meetings, participating in all team events, and serving as a role model for other team members.

Section 3: Vice Presidents

The captains may create as many vice president positions as needed to complete the executive council. The vice presidents are chosen by the captains through an interview process. All vice presidents serve on the executive council.

Vice presidents are responsible for managing their designated portfolios, attending executive council meetings, participating in all team events, and serving as role models for other team members. All members of the executive council assist each other with their duties, regardless of their own portfolio.

Vice presidents may be competing members of JDC West Team Toba, who are responsible for attending and participating in their discipline practices, or non-competing members (for example, a godparent or additional coach).

Section 4: Faculty Advisor(s)

The captains are responsible for selecting faculty advisor(s) to assist operations.

Faculty advisor(s) are responsible for communicating with the team, providing guidance when needed, and helping to connect the student members with the faculty.

Faculty advisor(s) are non-competing, non-voting members of the executive council. However, the faculty advisor(s) are expected to take part in team events and function as a part of the team and the executive council.

Section 5: Executive Council Meetings

The captains are responsible for setting dates for and arranging executive council meetings. A member of the executive should be responsible for taking minutes at each meeting to meet both transition document and University of Manitoba Students' Union requirements.

Article 6: Executive Council Selection

Section 1: Eligibility

Vice presidents must be continuing their education until at least December of the year of selection. The captains are responsible for deciding if vice presidents are required to have been a member of the outgoing team. All members of the executive council must meet the criteria provided by the JDC West Organizing Committee (as specified in the Rule Book).

Section 2: Selection Process

The captains must select the vice presidents through a standardized interview process that is free from bias. The entire outgoing team must be provided information about how to nominate themselves for positions and how the selection process will take place. Godparents may be selected by the captains in any manner deemed appropriate. The executive council must be chosen and able to meet before beginning recruitment and selection of academic team members.

Section 3: Faculty Advisor(s) and Additional Coach

The faculty advisor(s) must also be chosen and asked to take on team responsibilities by the incoming captains, with the faculty advisor(s) being a faculty member and the additional coach being a faculty member or committed coach. The faculty advisor and additional coach must meet the requirements set out by the JDC West organizing committee. There may only be one faculty advisor according to official JDC West rules; however, JDC West Team Toba may have two faculty advisors serving equal roles and designate one as an additional coach. It is also important to note that JDC West Rules limit each team to two additional volunteers or coaches.

Article 7: Election of Captains

Section 1: Eligibility

Any member of the outgoing JDC West Team Toba, except captains and individuals not taking a minimum of three classes in the upcoming fall term, is eligible to nominate themselves to be captain of the upcoming year's JDC West Team Toba.

Any member of the outgoing JDC West Team Toba, including godparents and captains, is eligible to vote for the upcoming year's JDC West Team Toba captains. The faculty advisor has a non-voting advisory role.

Section 2: Nomination Period

The current captains of the outgoing JDC West Team Toba are responsible for calling the next election. The nomination period should begin between seven and twenty-one days after group members have arrived back in Winnipeg following the competition. The

nomination period should remain open for at least seven days and last no longer than 14 days, with information provided to all eligible members prior to the nomination period about how to self-nominate and receive answers for any questions regarding the process.

Section 3: Chief Returning Officer (CRO)

Before or during the nomination period, the captains must notify all eligible voters of an appointed CRO. The CRO must be unanimously agreed upon by at least 75% of the executive council as someone who is a third party and removed from any potential biases regarding the election. The CRO is responsible for counting all the votes, verifying the results with the faculty advisor(s), and reporting the names of the new captains and election statistics to the outgoing captains.

Section 4: Speeches/Presentation

Each eligible candidate will be allowed to deliver a speech, with the option of original audio-visual material, for a maximum of five minutes. This is the candidates' only opportunity to address the entire team; candidates may not send mass communications or campaign materials to eligible voters. Candidates also may not utilize social media to distribute campaign materials or promotional information. Delivering a presentation is optional, and candidates can choose to send in a video, meeting the previously outlined requirements, if they are unable to attend the presentations. All speeches will be given on the same day in front of any outgoing team members who would like to attend, in an order determined by a random draw (the draw can be done ahead of time if needed). The outgoing captains must notify members of the speech time and location at least seven days prior to the event. The speeches will take place in a room equipped with appropriate audio-visual capabilities at the I. H. Asper School of Business during an appropriate time. The speeches should not take place until at least 24 hours after the nomination period has closed in order to allow last-minute nominations ample time to prepare a presentation. All presentations will be recorded and sent out by email to all eligible voters within 12 hours of the conclusion of the final presentation. Materials, such as video recordings, should be distributed to all team members and remain confidential.

Section 5: Voting

The voting period must open at the earliest convenience and within 72 hours of the conclusion of the final candidate's speech/presentation. The voting period must remain open for at least 72 hours. The voting must be done electronically so as to include all members regardless of their physical location. Every vote should be accompanied by some form of verification that ensures only one vote was cast per person. Voting is not mandatory but should be highly encouraged.

In the event of three or more candidates running for captain, every eligible voter who chooses to vote must select zero (0), one (1), or two (2) candidates. Any votes that select more than two candidates will be invalid. Any votes that are submitted past the end of the voting period will be invalid.

In the event of one or two candidates running for captain, every eligible voter who chooses to vote must select “Yes” or “No” to determine their support for the candidates.

Votes will be counted by the CRO with the faculty advisor as a witness. No outgoing student members of the team may witness the count or have access to the electronic ballots. The voting system should be constructed so that voter names are not attached to their electronic ballots.

The possible outcomes are as follows (with every voter selecting zero, one, or two candidates):

- If there are three or more candidates running, the two candidates with the most votes will be elected co-captains. This includes the electronic ballots that select one or two candidates.
- If there are two candidates running, only the candidates who received a majority of yes votes (more than 50% of votes cast) will become a captain. If only one captain or no one is elected as a result of this process, a condensed nomination and voting period will begin immediately (see Section 7).
- If there is a tie for the second highest number of votes, a condensed voting period will begin immediately. There will be no new nomination period, and the candidate who secured first place in the initial election will not be notified of this result.

Section 6: Election Time Limit

The election process must be completed within forty days of the return of the group from JDC West.

If a condensed election is required, the time restrictions are described in Section 7. If there is an unforeseen event that delays the election process and the restrictions cannot be followed, a majority of the executive council must support a proposed alternate schedule.

Section 7: Reporting and Condensed Elections

The CRO is responsible for reporting the results of the election to the outgoing captains

and faculty advisor(s) in a timely fashion. They must report the names of the elected captains and statistics regarding the election. The statistics must include how many votes were cast and how many votes were cast for each candidate or were spoiled.

The outgoing captains are then responsible for contacting successful candidates. In the event that a successful candidate declines the position, the outgoing captains will offer the position to the candidate with the next-highest number of votes.

In the event that the positions cannot be filled as a result of the election, a condensed nomination and voting period will begin immediately. This process will start with the outgoing captains notifying eligible voters about any successful candidate (unless the initial election resulted in a tie for second highest number of votes, see Section 5) and how many positions need to be filled. All time constraints for the nomination period, speeches, and voting period contained in previous sections are nullified. The time restrictions for a condensed election are as follows:

- The nomination period must begin as soon as possible after the announcement of the initial election results and last for at most seven days.
- The entire condensed election process must be complete within fourteen days of the announcement of the initial election results.

Article 8: Team Structure and Membership

Section 1: Closed Structure

JDC West Team Toba maintains a closed structure for its student group operations. All members are selected to be a part of the team based on their abilities, team fit, and available openings.

Section 2: Team Structure

The competing team will be composed of thirty academic competitors, four debaters, eight sports players, and four social competitors. Additionally, there are non-competing members consisting of the captains and godparent(s). The faculty advisor(s) also partake in team events and travel to the competition. As stated in Article 4, these positions may be changed at any time by the JDC West Board of Directors or Organizing Committee and JDC West Team Toba will comply with all changes,

Section 3: Member Selection - Interviews and Tryouts

All team members who are existing executive members will be placed on a team based

on their proven abilities, personal preference, and needs of the team. It is the captains' responsibility to decide how to place executive members on the team and identify an appropriate discipline fit for competing executive members.

All applicants, including members of a previous year's JDC West Team Toba, are required to complete an interview and tryout. The interviews and tryouts must be arranged by the executive council. All interviews and tryouts (tryouts are specified in the following sections) must be conducted by at least two members of the executive council, including at least one captain. There is no limit to the number of executive council members who can participate as an interviewer or tryout judge. The additional coach can also serve as interviewers and tryout judges at the captains' discretion. As well, at the captains' discretion, guest interviewers can be invited to assist the selection process if they have experience that would be beneficial to the selection process.

The fair and unbiased interview process must explain all commitments to applicants and allow for applicant questions. All contents of official documents and interviews must remain confidential amongst members of the executive council.

Section 4: Academic Members

The academic team members will be selected for one of ten academic teams, each with three members. All academic members will be expected to work together to create and deliver presentations that provide solutions to business cases in their disciplines. This skill-building is normally done through frequent practices.. Each academic team will present once at the competition.

Academic applicants must complete a tryout that adequately assesses their ability to present about a business case.

Selection of academic members should occur before summer to ensure a head start on practices and charity hours. The final selection should include the input of the entire executive council, specifically those who interviewed the applicant or adjudicated the applicant's tryout. If spaces remain empty, the executive council must issue a call for applicants at an appropriate time to ensure that all positions are filled.

Section 5: Debate Members

The debate team members will be selected for the debate team of four members. At the competition, the debate team will be required to compete in multiple rounds until they are eliminated or secure a placement.

Debate applicants must complete a tryout that adequately assesses their ability to respond

to arguments and create their own constructive material.

The selection of debate members can be completed in the spring or fall. The final selection should include the input of the entire executive council, specifically those who interviewed the applicant or adjudicated the applicant's tryout. If spaces remain empty, the executive council must issue a call for applicants at an appropriate time to ensure that all positions are filled.

Section 6: Sports Members

The sports team members will be selected for the sports team of eight members. At the competition, the sports team will be required to compete in multiple rounds until they are eliminated or secure a placement.

Sports applicants must complete an interview and a tryout that adequately assesses their ability to compete in both sports that have been chosen by the JDC West organizing committee. Tryouts may also be judged by academic team members in addition to the executive council.

The selection of sports members should be completed in the fall, but the selection process can begin in the spring if, for example, an academic applicant interviews with interest in joining the sports team. The final selection should include the input of the entire executive council and can include academic team members' input, specifically those who interviewed the applicant or adjudicated the applicant's tryout. The sports team must meet the gender balance requirements set out by the JDC West organizing committee, as stated in Article 4. If spaces remain empty, the executive council will issue a call for applicants at an appropriate time to ensure all positions are filled.

Section 7: Social Members

The social team members will be selected for the social team of four members, specifically two males and two females. At the competition, the social team will be required to compete in a variety of challenges at any time of day or night.

Social applicants must complete an interview and a tryout that adequately assess their ability to complete challenges and show good team spirit. Tryouts may also be judged by guest adjudicators or academic or sports team members at the captains' discretion.

The selection of social members should be completed in the fall, but the selection process can begin in the spring if, for example, an academic applicant interviews with interest in joining the social team. The final selection should include the input of the entire executive council and can include academic team members' input, specifically those who

interviewed the applicant or adjudicated the applicant's tryout. If spaces remain empty, the executive council must issue a recall for applicants at an appropriate time to ensure all positions are filled.

Section 8: Faculty Advisor Veto

The faculty advisor(s) may veto any candidate for the team for issues of integrity or consequence from confidential sources. Such a situation may arise where confidential documents, not visible to the student members of the executive council, reveal sufficient reasons for excluding a candidate from consideration for team selection.

Article 9: Member Expectations

Section 1: Team Participation

It is expected that all members participate in events deemed mandatory by the executive council. Additionally, all members must commit to regular practices as agreed upon by their team (See Article 10).

Section 2: Charity Participation

All members must commit to and complete a set amount of charity hours as required by the executive council. The number of charity hours should be agreed to during each applicant's interview. This is a requirement to be on the team.

Section 3: Removal of Members

If the commitment or behaviour of a team member becomes less than satisfactory, it is ultimately the captains' responsibility to first discuss the issue with the team member in question. With input from the executive council, the captains have the power to remove any member of the team at any time for verified and fair reasons. Decisions to remove team members must be made without bias, and the executive council and faculty advisor(s) must be informed about all proposals to remove team members. The removal of team members is ultimately the captains' decision but must, as stated in Article 4, adhere to JDC West rules.

Article 10: Practices and Coaches

All team members (academic, debate, sports, and social) must arrange practices with their teammates at times that suit them and their coaches. Practices should occur approximately weekly. Locations of practices, cases (if required), and master scheduling will be provided by the executive council.

All coaches will be recruited and assigned to teams by the executive council. Team members are

encouraged to leverage their networks to increase the coaching pool where possible. The incorporation of any coach lies solely at the discretion of the executive council.

Article 11: Finances

Section 1: Bank Account Signing Authority

The bank account established for use by JDC West Team Toba must have at least three signing authorities, specifically the VP responsible for finances and at least one captain. The VP responsible for finances is overall responsible for the duties of team finances outlined in this article. Under no circumstances shall a signing authority sign on a disbursement/cheque for him/herself.

Section 2: Membership Fees

All members of JDC West Team Toba, captains, godparents, and executives inclusive, are required to pay a set fee to help cover the costs of training for and attending the competition. The fee is agreed upon and set by the captains and the VP responsible for finances before non-executive members are selected. Members are allowed to pay the fee in one or two installments, with both due dates occurring before the deadline for JDC West Team Toba to pay its fees to JDC West's organizing committee. The membership fees are to be collected and recorded by the VP responsible for finances.

Section 3: Faculty Advisor Costs

JDC West Team Toba will initially pay for the travel and accommodations of the faculty advisor and additional coach. Every effort should be made to submit all travel and accommodation costs for faculty advisors to the I. H. Asper School of Business' Dean's Office for reimbursement.

Section 4: Conference Funding

Prior to attending the National Business School Conference, the captains should acquire and submit an application for conference funding from the University of Manitoba Students' Union.

Section 5: Funding and Sponsorship

The captains are ultimately responsible for establishing and maintaining sponsorships that fund the majority of the team's activities. As well, an application or request should be submitted for either funding or sponsorship from the I. H. Asper School of Business' Dean's Office, the University of Manitoba Office of the Vice Provost, and the University of Manitoba Students' Union each year. These responsibilities can be delegated to any

member of the executive council if needed.

Section 6: Financial Records

Records must be kept by the VP responsible for finances regarding team revenues and expenses. These records should be made available for use by future JDC West Team Toba executives to aid their financial planning. The VP responsible for finances should provide periodic reports on the finances of the organization to the executive council.

Any requests for reimbursements made by any member must be accompanied by proper documentation, such as a receipt or list of verified expenses.

Article 12: Team Programming

Section 1: Summer Sessions

The executive council should produce content for and deliver a small number of sessions pertaining to skills required for success of academic teams. The structure of these sessions, to take place prior to the selection of the sports and social team, is determined by the current executive council.

Section 2: Social and Academic Retreats

All members of JDC West Team Toba attend retreat activities that build team dynamics and competition skills. The format and content of these retreats is determined by the current executive council.

Section 3: Trial Days

There should be two days set aside to hold a mock competition, one in November and one in January prior to the competition. The Trial Days will be organized by the executive council and should allow all members to participate in some form. Academic and debate team members will be provided with an opportunity to prepare a case or debate and present to a panel of judges in a setting that simulates the actual competition.

Section 4: Community Service

A designated member of the executive council should source and provide opportunities for team members to gain charity hours to count toward the team's total charity efforts. Team members are not required to find their own volunteer opportunities to fulfill their community service commitment; however, they may use personal volunteer shifts that follow the JDC West regulations to increase their volunteer hours count. The executive council member responsible for the charity component will maintain accurate records of

the number of charity hours contributed by members and of the amount of money raised for charity by the tem.

Article 13: Travel

If travel is required to attend the competition, all viable options should be explored by the executive council to determine which method is appropriate. Travel costs should not be charged in addition to the membership fees.

Article 14: Team Cheers

JDC West Team Toba has two official cheers, as follows:

- 1! We are Team Toba.
2! I still can't hear you.
3! A little bit louder.
4! More, more, more...
(repeat)
1!
- Who rocks the house?
Team Toba rocks the house!
And up! And down!
And all the way around!
(repeat)

Article 15: Executive Council Transition

Section 1: Official Transfer of Control

An official transition of all electronic accounts, bank accounts, office space, and other materials to the new captains must occur within sixty (60) days of the return of the outgoing group from JDC West. It is expected that the outgoing and incoming captains will work together for a period of time that is long enough for the new captains to learn about team processes and gain further understanding of their responsibilities.

Section 2: Transition Reports

All members of the outgoing executive council, excluding faculty advisors, must prepare a substantive written transition report for their position and submit the document to the incoming captains within sixty (60) days of the return of the team from JDC West. A record of finances and a list of executive meeting minutes must also be provided to the new captains.

Article 16: Amendments to the Constitution

The constitution was created to solidify team formalities and ensure smooth, consistent operations of JDC West Team Toba in the future. However, it is expected that changes may be required to accommodate changes in JDC West procedures, team culture, or unforeseen events. Any part of this constitution may be altered, rewritten, or deleted with at least 75% support from the current executive council (including all members). Changes may be proposed by any member of the team for consideration by the executive council. Any changes to the constitution must be sent to the University of Manitoba Students' Union to update their records.