

## The Business Students' Association Hiring Bylaw

### 1. Name of Bylaw

1.1. This bylaw shall be referred to as the "Business Students' Association Hiring Bylaw".

### 2. The Hiring Committee

2.1. There shall be a body known as the Hiring Committee who is tasked with hiring Association Executives, as well as Active Members of the Association.

2.2. The Hiring Committee can be struck for any of the following reasons:

2.2.1. To fill a mid-Term of Office vacancy of the Association due to the resignation or removal of a student who previously held a position with the Association;

2.2.2. To hire for a newly-created position on the Association;

2.2.3. To hire in preparation for the Association's next Term of Office (transitional hiring).

2.3. The Hiring Committee – for hiring of Association Executives – shall be made up of the following members:

2.3.1. The current President of the Association, as Chair of the Committee with voting privileges;

2.3.2. The current Vice-President, Internal of the Association, with voting privileges;

2.3.3. The current Vice-President, Human Resources of the Association, with voting privileges;

2.3.4. The Student Engagement Coordinator, an ex-officio, non-voting member of the committee.

2.4. The Hiring Committee – for the hiring of Active Members of the Association – shall be made up of the following members:

2.4.1. The current Vice-President, Human Resources of the Association, as Chair of the committee with voting privileges;

2.4.2. The incoming President of the Association, with voting privileges;

2.4.3. The incoming Vice-President for which the applicant will be reporting to in the following year.

2.5. A conflict of interest is deemed to be any situation where a member of the Hiring Committee (applies to both Association Executives and Active Members) does not feel that they or one of the other members of the Hiring Committee can be entirely impartial in the hiring decision due to personal circumstances. The following is a non-exhaustive list of situations which may constitute conflicts of interest:

2.5.1. A member of the Hiring Committee is a close friend of an applicant;

2.5.2. A member of the Hiring Committee has been vocally and unabashedly against hiring an applicant;

2.5.3. A member of the Hiring Committee is also an applicant for a position which the Hiring Committee is responsible for hiring.

2.6. Should a conflict of interest be declared, the conflicted member of the Hiring Committee is required to recuse themselves from the interview for which the conflict would occur, as well as for any other interviews for the same position that they were conflicted on. This is to say, a Hiring Committee member who – due to conflict of interest – recuses themselves from interviewing a Presidential applicant must recuse themselves from interviewing *any and all* applicants for the position of President and so on. Additionally, the recused member of the Hiring Committee shall not be present for post-interview deliberations or hiring decisions related to the position for which they were recused.

2.6.1. Should a member of the Hiring Committee not voluntarily recuse themselves due to conflict of interest, a simple majority vote of either the remaining members of the Hiring Committee (ex-officio members would have voting privileges in this case) or Executive Committee. The Hiring Committee member being asked to recuse would not have a vote in this matter;

2.6.2. Any recusal during the first round of interviews also carries over and applies to the second round of interviews with the FOBSC. Any Hiring Committee member who recuses themselves during the first round of interviews for any position must not see any subsequent presentations for that position or have a vote for that position during the second round of interviews at the FOBSC stage.

2.7. At least two (2) of the three (3) members of the Hiring Committee who are not ex-officio must be present for each applicant interview. All members of the Hiring Committee who are not ex-officio must be present for each Executive Interview.

- 2.7.1. In the event of a vacancy on the Hiring Committee left by recusal or removal or a member of the Hiring Committee, it is the duty of the Chair of the Hiring Committee to appoint temporary replacement members of the Hiring Committee. These appointments must:
  - i. Be made in good faith;
  - ii. Not have a declared conflict of interest with any applicant or position they'll be interviewing for;
  - iii. Be an active Executive of the Association or another Faculty of Business Student Club.

### **3. Hiring of Executives**

- 3.1. Hiring of Association Executives shall be done in two stages to ensure legitimacy and transparency in all decisions.
- 3.2. All undergraduate students within the Faculty of Business must be notified (through email and other methods of advertising) and have the opportunity to apply for a position.
- 3.3. All applicants must submit a resume, cover letter and unofficial transcript in order to be considered for an interview.
- 3.4. All applicants can apply to more than one position; it is to the discretion of the Hiring Committee to tailor interview questions to specifically fit the needs of the applicant.
- 3.5. Executives are not permitted to be on a Co-op term or exchange while holding an Executive position.
- 3.6. The first stage of the hiring process involves a pre-screening interview (first stage of the process) of each applicant for an Executive position. This interview is conducted by the Hiring Committee, as laid out in section 2.3 of this bylaw.
  - 3.6.1. Each interview will be scheduled for 30 minutes in length;
  - 3.6.2. A scoring sheet, shown in Exhibit 1, will be used concluding the interview as a means of evaluating the applicant and to provide feedback;
  - 3.6.3. It is at the discretion of the Hiring Committee to determine an applicant more suitable for a position not originally interviewed for. At this time, the applicant can accept or refuse to continue with the hiring process;

3.6.4. Assistance with hiring related topics, such as interview questions, reference checks, evaluation methods, etc. will be sought from the Business Career Development Office (BCDO).

3.7. After completion of the first stage pre-screening interviews, the Hiring Committee for Association Executives must short-list candidates if they feel that they are suitable for the position.

3.7.1. No more than two (2) applicants should be short-listed for any Executive position, with the exception of the position of President. No more than three (3) applicants should be short-listed for the position of President;

3.7.2. It is at the Hiring Committee's discretion to short-list only one (1) candidate for a position if they feel that the remaining candidates for the position do not meet the requirements of the position;

3.7.3. It is also at the Hiring Committee's discretion not to short-list any candidates if they feel that the applicants did not meet a minimum threshold to warrant a second round interview. In this case, the position will be reopened at a later date. Current applicants are not restricted from reapplying.

3.8. The second stage of the hiring process requires each of the short-listed candidates to present to the FOBS and two (2) ex-officio members of the FOBS, the Student Engagement Coordinator and the Associate Dean of the Faculty of Business who are provided speaking rights only. The FOBS will have the final vote on whether an applicant becomes an Executive of the Association.

3.8.1. Applicant presentations shall comprise of an introduction of themselves, their plans for the Business Students' Association should they be selected, and the steps they will take;

3.8.2. All voting members of the FOBS will have a vote for each position during the second stage of the interview process, unless they had previously recused themselves during the first round of interviews as per section 2.6 of this bylaw;

3.8.3. An applicant will be successfully selected as an Executive of the Association after a majority vote of the FOBS;

3.8.4. In the event of a tie, ex-officio members of the FOBS (the Student Engagement Coordinator and the Associate Dean of the Faculty of Business) shall be permitted to vote;

3.8.5. Resume, cover letter and *scoring sheet* (see Exhibit 1) of each applicant will be provided to the FOBSC to ensure legitimacy, validity and transparency the day the second stage of the process takes place.

3.9. If an applicant should be offered a position as an Executive of the Association and turns down the offer, the FOBSC will be required to vote on the remaining applicants for that position.

3.9.1. An emergency FOBSC meeting will be called by the current President of the Association to review the remaining candidates and hold a majority vote on the candidates;

3.9.2. Should there be no remaining candidates; the hiring committee will be struck to conduct the hiring process for a second time for this position specifically.

3.10. Should any member wish to appeal the selection of the Executive they may do so by submitting a written appeal to the Hiring Committee for Executives of the Association no later than seven (7) days after the Executive positions have been announced;

3.10.1. The Hiring Committee will review the appeal. Should the appeal stand to reason and be of sound merit, at the discretion of the Hiring Committee, the hiring process for the appealed position will recommence;

3.10.2. The candidate who was initially selected shall be allowed to resubmit their application;

3.10.3. In the event that the appeal is based on a member of the Hiring Committee who is also applying for an Association Executive position, the appeal shall be taken to the Student Engagement Coordinator who will then bring it forward to the FOBSC.

3.11. Successful candidates for an Association Executive position are required to sign the *BSA Executive Performance Contract* (see Exhibit 2) on May 1 of the year they commence their term. Violation of this contract will result in termination from position as is outlined in section 6 of this bylaw.

#### **4. Hiring of Active Members of the Association**

4.1. Hiring of Active Members of the Association shall be done in one (1) stage, including both the screening of applicants, followed by interviews of successful applicants by the Hiring Committee for Active Members of the Association as outlined in section 2.4 of this bylaw.

- 4.2. All undergraduate students within the Faculty of Business must be notified (through email and other methods of advertising) and have the opportunity to apply for a position.
- 4.3. All applicants must submit a cover letter, resume, and unofficial transcript in order to be considered for a specified position
- 4.4. Applicants are permitted to apply for more than one position
- 4.5. It is at the discretion of the Hiring Committee to determine that an applicant is more suitable for a position not originally interviewed for. At this time, the applicant can either accept or refuse.
- 4.6. Successful applicants will commence their position on May 1 of that year.

## **5. Hiring for the Association and Accommodating Co-op Terms and Exchanges**

- 5.1. Active Members of the Association can hold Co-op placements during their term of office with the Association at the discretion of the Hiring Committee to accommodate for specific positions as outlined below:
  - 5.1.1. Formal Coordinator – two (2) coordinators will hold the position. If one (1) coordinator leaves for a co-op term, the other will continue on with the position; however, both coordinators shall not be on co-op during the winter term;
  - 5.1.2. Business Card Coordinator , Business Clothing Coordinator, and Socials Coordinator – if the successful applicant is expected to leave for a co-op term, another coordinator will be hired for remaining term;
  - 5.1.3. O-week Coordinator – must not be on co-op in the summer or fall term;
  - 5.1.4. Volunteer Coordinator – successful candidate shall not hold a co-op term for that academic year;
  - 5.1.5. Bookkeeper – a Head Bookkeeper will be hired, along with two (2) other bookkeepers. The Head Bookkeeper shall not be on a co-op term while holding the position. If one (1) of the two(2) Bookkeepers is expected to leave for a co-op term, the second bookkeeper and Head Bookkeeper will continue on and it will be the discretion of the Vice-President, Finance to hire on another Bookkeeper;
  - 5.1.6. Media Coordinator - shall not be on a co-op term while holding the position;

5.1.7. Web Administrator – shall not be on a co-op term while holding the position.

## **6. Removal of Executives**

6.1. In the event that the President of the Association does not fulfill their duties as laid out in the *Business Students' Association Constitution* and the *Executive Performance Contract*, they can be removed by a majority vote of the FOBSC.

6.1.1. Only a member of the FOBSC, an Executive of the Association, or an Active Member of the Association can bring forward a motion to remove the President. This motion must be presented to the FOBSC and motivated by the person(s) who brought forward the motion.

6.1.2. The President of the Association is not eligible to vote in any decisions related to their removal.

6.1.3. If the President is removed and it is prior to the first day of December of that President's Term of Office, the Hiring Committee shall be struck (with the Executive Vice President, as Interim President, Chairing the Committee) and the position shall be rehired for following hiring procedures laid out in section 2.2 of this bylaw.

6.1.4. If the President is removed or resigns after the first day of December of that President's Term of Office, an active Association or FOBSC member shall be appointed to the position by the Hiring Committee.

6.2. In the event that an Executive of the Association (not including the President) does not fulfill their duties as laid out in the *Business Students' Association Constitution* and the *Executive Performance Contract*, they shall be removed from their position at the discretion of the President so long as prior notice is given to the FOBSC.

6.2.1. If the resignation or removal happens prior to the first day of December of that Executive's Term of Office, a new round of hiring shall occur by the Hiring Committee following the procedures laid out in Article I.

6.2.2. If the resignation or removal happens after the first day of December of that Executive's Term of Office, an Active Member of the Association or the FOBSC may be appointed to the position by the Hiring Committee.

## 7. Discipline

7.1. In the event an Executive of the Association breaks a term of the *Executive Performance Contract* while in office, or commits an action deemed inappropriate (as outlined in section 7.3 of this bylaw), progressive discipline will be as follows:

- 7.1.1. Verbal warning from the President of the Association;
  - i. A written apology will be made to the President of the Association.
- 7.1.2. Written warning, outlining the breach of contract and actions that led to the warning. At this time the member will be required to sign a *Probationary Contract* as shown in Exhibit 3.
  - i. A written apology will be made to the President of the Association and the Associate Dean of the Faculty of Business.
- 7.1.3. Dismissal, as deemed appropriate by the President of the Association.

7.2. In the event that an Active Member of the Association commits an action deemed inappropriate by the President of the Association or as outlined in section 7.3 of this bylaw, Progressive Discipline will be as follows:

- 7.2.1. Verbal warning from the President;
  - i. A written apology will be made to the President.
- 7.2.2. Written warning, outlining the breach of contract and actions that led to the warning. At this time the member will be required to sign a *Probationary Contract* as shown in Exhibit 3.
  - i. A written apology will be made to the President of the Association and the Associate Dean of the Faculty of Business.
- 7.2.3. Dismissal, as deemed appropriate by the President of the Association.

7.3. The following actions constitute Grounds for Discipline and will be carried out in the appropriate manner as outlined in sections 7.1 and 7.2 of this bylaw:

- 7.3.1. Failure to attend two (2) weekly meetings in one (1) month, or three (3) in a row;
- 7.3.2. Failure to comply with duties outlined in the Job Description;
- 7.3.3. Failure to attend three (3) or more FOBSC events within a semester without just cause;

- 7.3.4. Misuse of Association privileges including, but not limited to:
  - i. Printing for personal use;
  - ii. Using the Club Office in an inappropriate manner;
  - iii. Inappropriate use of Association position title;
  - iv. Misuse and/or disrespect of Business Career Development Office (BCDO) services provided exclusively to Association members;
- 7.3.5. Speaking disrespectfully of the Faculty of Business, the Business Students' Association, any Faculty of Business Student Club, and any Faculty or Staff member.
- 7.3.6. The President reserves the right to deem an action as inappropriate and to implement the necessary actions of discipline.

7.4. The following constitute Grounds for Termination and will result in the immediate termination of an Executive of the Association, or Active Member of the Association:

- 7.4.1. Theft;
- 7.4.2. Misconduct related to drugs or alcohol;
- 7.4.3. Harassment or violence towards any individual at Brock University;
- 7.4.4. Destruction of property;
- 7.4.5. Misappropriation of Association funds;
- 7.4.6. The President reserves the right to deem an action as inappropriate and to implement the necessary actions of discipline.

7.5. If an Executive of the Association or an Active Member of the Association is terminated from their current position following Progressive Discipline (section 7.3 of this bylaw), they are not permitted to apply for an Association Executive position in consecutive years; however, they are permitted to apply for an Active Member position.

7.6. If an Executive of the Association or an Active Member of the Association is terminated from their current position for just cause following Grounds for Termination (section 7.4 of this bylaw), they are not permitted to hold any position within the Faculty of Business Student Clubs for the duration of their undergraduate degree.