

## The Competition and Conference Bylaw

### **1. Name of Bylaw**

- 1.1. This bylaw shall be referred to as the "Competition and Conference Bylaw"

### **2. Definitions**

- 2.1. A competition shall be defined as any event (regardless of its name) with a competitive focus; a contest designed around a prize, or the intrinsic motivation of winning itself.
- 2.2. A Conference shall be defined as any event (regardless of its name) with an educational focus; a forum designed around instructing or informing participants around a topic.
- 2.3. Delegate Fee shall include the registration fee, and accommodations fee.
- 2.4. Faculty Advisor shall refer to the specific faculty member assigned to a specific Conference/Competition.
- 2.5. Faculty Advisor shall refer to the Faculty coach used for the competition or conference.

### **3. Selection of Competitions and Conferences**

- 3.1. With notice given to all Presidents at the BSA/FOBSC Retreat; all associations shall distribute the Conferences and Competitions line item at the first FOBSC meeting. Starting with the association that had the least in the previous academic year and ending with that association with the most, each President shall identify one Competition/Conference they wish to attend per rotation. This rotation continues until all associations have run out of events (if an individual club runs out earlier, they are skipped). The BSA shall then fund based on this established priority, appropriating funds until the line item ends.
- 3.2. During the academic year when the President of club or association identifies a Competition/Conference they feel would add reasonable value to the Faculty of Business students, they must present the information pertaining to this Competition/Conference to the FOBSC (at minimum two (2) months prior to the Competition/Conference) who will then determine in conjunction with the President and Vice President, Finance if attending this Competition/Conference is feasible given budgetary constraints.

### **4. Delegate Selection for Competitions**

- 4.1. The Vice President, Academic and the Competition Coordinator shall (either personally, or by designating the task to a subsidiary club or body) distribute, advertise and collect application forms for each competition. This process should take a minimum of two weeks.
- 4.2. This application form must be sure to include resume, cover letter and unofficial transcript received by each applicant on or before deadline.

- 4.3. All applicants that apply to the Competition shall be given to that Competition's selected Faculty Advisor, as based on the academic focus of the competition, for their internal decision process. The Faculty Advisor shall select delegates for the competition, and must always put forth at least the minimum number of delegates required to compete in the areas selected by the BSA.

## **5. Delegate Selections for Conferences**

- 5.1. The Vice President, Academic, the Conference Coordinator (if applicable) and the respective club President shall internally discuss a list of individuals. This process should occur well in advance of the conference (minimum of two weeks). At the discretion of the three parties involved in selection, they may defer the selection to the Faculty Advisor. Suspicions of Conflict of Interest (COI) may be declared in one of two ways;

5.1.1 Internally: in which case the committee shall either replace the individual for all selection related activities or defer the selection to the Faculty.

5.2.1 Externally, by the Executive Committee: in which case the committee must defer selection related activities to the Faculty.

## **6. Code of Conduct**

- 6.1. All delegates, once selected, must complete the *Competition and Conference Code of Conduct Agreement*. Additionally, each delegate shall be referred to a copy of the *Brock University's Code of Student Conduct* for additional reference.
- 6.2. Should a violation of the *Competition and Conference Code of Conduct Agreement* occur, the perpetrating delegate(s) shall be reprimanded based on the infractions system outlined below.
- 6.3. In addition to repercussions based on class infractions, any delegates who inadvertently or intentionally cause damage to property are liable for the full amount to replace.
- 6.4. Failure to participate in mandatory practice/meetings leading up to Competitions/Conference without a legitimate excuse approved by that event's Faculty Advisor shall carry with it a reduction in reimbursement monies. Reductions shall follow a simple divisive relationship between the number of meetings attended and total number. Percentage reduction shall not exceed 25% of Reimbursement. At the discretion of the Faculty Advisor, any student who has missed over 50% of the total practice sessions may be removed from the delegation.
- 6.5. The following are Class C infractions:

6.5.1 Violation of Dress Code;

6.5.2 Failure to Comply;

6.5.3 Misuse and/or unauthorized use of property;

6.5.4 Failure to attend sessions (especially pertaining to working Conferences).

6.6. Those found in violation of one of the Class C infractions outlined in section 6.5 shall be subject to any number of the following as determined by the Vice President, Academic, in association with the Faculty Advisor, the Student Engagement Coordinator, and the Competition/Conference Coordinator.

- 6.6.1 A period of service to the University or the Business Students' Association which shall not exceed ten (10) hours;
- 6.6.2 A written or verbal apology;
- 6.6.3 Placement of the violator on a BSA probationary period/General member probation period (as applicable).

Should an individual violate two (2) or more Class C infractions in a two week timeframe, a Class C infraction may be administered at the Vice President, Academic's discretion.

6.7. The following are Class B infractions:

- 6.7.1 Theft, Illegal or Unauthorized Possession;
- 6.7.2 Misconduct related to Alcohol;
- 6.7.3 Unauthorized Entry;
- 6.7.4 Disruption of Regular Business;
- 6.7.5 Hazing;
- 6.7.6 Threatening;
- 6.7.7 Inciting Violence;
- 6.7.8 Harassment.

6.8. Those found in violation of one of the Class B infractions outlined in 6.7 shall be subject to a mandatory Probationary Period, in addition to any number of the following as determined by the Vice President, Academic, in association with the Faculty Advisor, Student Engagement Coordinator and Competition/Conference Coordinator:

- 6.8.1 A letter of reprimand, accompanied by a sit down meeting with the Dean/Associate Dean;
- 6.8.2 A period of service to the University or the Business Students' Association which shall not exceed twenty (20) hours;
- 6.8.3 A reduction of up to 50% of Reimbursement monies.

6.9. The following are Class A infractions:

- 6.9.1 Verbal/Physical Abuse, and Dangerous Activity;
- 6.9.2 Misconduct related to Illegal Drug use;
- 6.9.3 Destruction of Property.

6.10. Those found in violation of one of the Class A infractions outlined in 6.9 shall be subject to a mandatory Probationary Period, in addition to any number of the following as determined by the Vice-President, Academic, in association with the Faculty Advisor, Academic Advisor and Coordinator:

6.10.1 A letter of reprimand, accompanied by a sit down meeting with the Dean/Associate Dean;

6.10.2 A period of service to the University or the Business Students' Association which shall not exceed twenty (20) hours;

6.10.3 Zero Reimbursement monies.

## **7. Transportation**

7.1. For competitions, all transportation shall be arranged through the Competition Coordinator and subsequently approved through the Vice President, Academic. No delegates shall deviate from the transportation method as prescribed by said Competition Coordinator unless otherwise agreed upon.

7.2. For conferences, all transportation shall be arranged directly through the Vice President, Academic or their proper designate. Due to lower volume of delegates, individuals may utilize alternative forms of transportation insofar as the delegate can prove that the cost to the BSA will be less than the prescribed method.

## **8. Reimbursement**

8.1. Unless increased/decreased by a three quarter (3/4) majority vote of the FOBSC, fifty percent (50%) of all delegate fees shall be reimbursed to the delegate.

8.2. Unless increased/decreased by a three quarter (3/4) majority vote of the FOBSC, fifty percent (50%) of bus, train and airplane transportation fees shall be reimbursed to the delegate when prescribed by the Competition Coordinator.

8.3. When a delegate drives their personal vehicle to a Competition/Conference the total cost of their gas receipts will be divided amongst the number of delegates in the car (including the driver) and that portion will be deducted from those delegates reimbursement monies and the delegate who owns the vehicle will be reimbursed the amount that was deducted from the passengers to ensure that each delegate pays the same amount for travel expenses. (Example: John drives his personal vehicle with three (3) passengers and pays \$140 for gas; divided by four (4) amounts to \$35.00 each. That \$35 will be refunded at 50% by the BSA therefore \$17.50 is deducted from the passengers delegate fee reimbursement monies, and John is reimbursed \$52.50 (\$17.50 x3) so John is also paying \$17.50 out of pocket for travel.)

8.4. When a delegate rents a car to drive to a Competition/Conference the total cost of the rental fee will be divided amongst all delegates in the car and each delegate will be reimbursed fifty percent (50%) of their share of the divided cost.

- 8.5. Reimbursement will only be issued once the Vice President, Academic approves the Competition Summary Spreadsheet that shall be completed by the Competition/Conference Coordinator. Please see example of summary in Appendix A.
- 8.6. Reimbursement forms will be collected for one month after the return date from any Competition or Conference. Each delegate must have their Reimbursement Form completed within this one month time frame in order to be issued their reimbursement. Any forms submitted after the one month time frame shall not be accepted.
- 8.7. In order to increase/decrease percentage of reimbursement, a formal presentation must be made to the FOBSC, with a thorough budget analysis included.