Constitution of the Sprott MAcc Society
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Article I – Name
1.1 The “Sprott MAcc Society” (hereafter referred to as “the Society”) shall be the Society’s official name.
1.2 The Society may be referred to by the acronym “SMS”.
1.3 No other name shall be utilized in advertising or representing the Society.

Article II – Society Mandate
2.1 The Society’s mandate shall be as follows:
   1) Mission: To enhance the experience of Master of Accounting students at the Sprott School of Business by facilitating social and other non-academic initiatives.
   2) Vision: To create camaraderie amongst all current Master of Accounting students at the Sprott School of Business.

Article III – Membership
3.1 Membership in the Society shall be exclusive to all registered part-time and full-time Master of Accounting (hereafter referred to as “MAcc”) students at the Sprott School of Business (hereafter referred to as “Sprott”).
3.2 Membership shall be automatic with enrolment in any of the MAcc courses at Sprott.

Article IV – Executive & Executive Responsibilities
4.1 The executives of the Society shall include the President, Vice-President Internal, Vice-President External, Vice-President Finance, Vice-President Marketing, Vice-President Student Engagement, Vice-President Operations, and Cohort Representatives.
4.2 There shall be one person in each of the roles mentioned in 4.1, with the exception of the Cohort Representative position, wherein there will be one representative for each current cohort.
4.3 The broad responsibilities of each executive position are as follows:
4.3.1 The President shall be the official spokesperson of the Society and provides direction for all components of the Society in a manner consistent with the Society’s Constitution and policies.
4.3.2 The Vice-President Internal shall be responsible for running elections, as needed, and shall also ensure proper succession techniques are followed.
4.3.3 The Vice-President External shall communicate with parties external to the Society, such as faculty representatives, potential sponsors and alumni.
4.3.4 The Vice-President Finance shall create the Society’s budget and ensure it is being adhered to.
4.3.5 The Vice-President Marketing shall use social media platforms, and other means where necessary, to advertise the Society’s initiatives.
4.3.6 The Vice-President Student Engagement shall oversee the Society’s mentorship program and lead the planning of any other social initiatives.
4.3.7 The Vice-President Operations shall write out meeting minutes and assist with maintaining orderliness within the Society.
4.3.8 The Cohort Representative shall collect comments and concerns from their respective cohort, and present them at meetings. They shall also keep their cohorts abreast on Society happenings.
4.4 Full executive responsibilities can be found in the job description for each respective role.

Article V – Executive Tenure
5.1 Each executive, with the exception of Cohort Representatives, shall serve a one-year term from September 1 to August 31.
5.2 Cohort Representatives shall serve indefinitely from when they are elected to when their cohort graduates. Cohort Representatives may concurrently hold another executive role (i.e. President, any Vice-President role, or Vice-President Operations).
5.3 Any executive of the Society may resign, provided that such resignation is made in writing and sent to the President via email. Unless such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President.

5.4 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held or a permanent appointment by the President occurs.

5.5 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee immediately. Unless such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee.

5.6 Any vacancy of the President shall be filled by another executive appointed by a majority (greater than 50+1%) vote by the existing executive team until such time where a by-election is held.

Article VI – Meetings

6.1 At least one meeting shall be held in the Fall semester. More meetings may be added at the discretion of the President.

6.2 At least one meeting shall be held in the Winter semester. More meetings may be added at the discretion of the President.

6.3 During the Summer semester, meetings shall be held on a weekly or biweekly basis at the discretion of the President.

6.4 If any executive has items they wish to discuss at upcoming meetings, they may submit talking points (in point form) electronically to the Vice-President Operations at 12:00 PM noon on the day before the scheduled meeting. The VP-Operations will then submit the agenda to the President for final review and approval.

6.5 Before each scheduled meeting, the Vice-President Operations must prepare and distribute an agenda to his or her executive team within a reasonable amount of time.

Article VII – Elections

7.1 For executives other than the Cohort Representatives:

7.1.1 Job descriptions shall be posted and a general call for candidates shall be held no later than July 15 of each year.

7.1.2 Potential candidates shall have no less than five (5) days to declare their candidature by emailing the Vice-President Internal. Potential candidates may apply for any number of positions they so choose; however, in their email to the Vice-President Internal, they must indicate a rank of which positions appeal to them the most.

7.1.3 One (1) day after the call for candidates closes, the Vice-President Internal must officially announce the candidates.

7.1.4 Three (3) days after announcing the candidates, the Vice-President Internal must officially open polling via the Sprott School of Business’ online elections portal. Voting shall be open for no less than five (5) days.

7.1.5 Even if there is only one (1) candidate running for a particular position, a similarly phrased “yes/no/abstain” question must be posed: “Do you support [candidate] in being the [position]?” At least 50+1% of voters must support the candidate.

7.2 For Cohort Representatives:

7.1.1 A general call for candidates shall be held no later than four (4) weeks after each cohort begins.

7.1.2 Potential candidates shall have no less than five (5) days to declare their candidature by emailing the Vice-President Internal.

7.1.3 One (1) day after the call for candidates closes, the Vice-President Internal must officially announce the candidates.

7.1.4 Three (3) days after announcing the candidates, the Vice-President Internal must officially open polling via the Sprott School of Business’ online elections portal. Voting shall be open for no less than five (5) days.
7.1.5 Even if there is only one (1) candidate running, a similarly phrased “yes/no/abstain” question must be posed: “Do you support [candidate] in being your Cohort Representative?” At least 50+1% of voters must support the candidate.

7.3 The rules for campaigning are as follows:
7.3.1 Candidates may start campaigning at any time.
7.3.2 Candidates may only campaign via social media, print materials, or in-person.
7.3.3 Under no circumstances may candidates make public denigrating remarks, either written or verbal, about other candidates.

7.4 The rules for voting are as follows:
7.4.1 All MAcc students, except those in their last semester, are eligible to vote.
7.4.2 Students must provide their full name when they vote to ensure that 7.4.1 is satisfied.
7.4.3 Only the President shall have access to the voting results.

Article VIII – Finances
8.1 There shall be three (3) signing authorities: the President, Vice-President Finance and Vice-President Operations.
8.2 Two signatures must be on all outgoing cheques.
8.3 All individual items with pre-tax values of over $10.00 purchased on behalf of the Society must be approved by the President or Vice-President Finance in order for the purchaser to be reimbursed.
8.4 Pursuant to 8.3, original itemized receipts must be provided in order for purchasers to be reimbursed.

Article IX – Committees
9.1 There shall be a Risk Management Committee within the Society as per the following:
9.1.1 The Risk Management Committee shall be chaired by the Vice-President Student Engagement.
9.1.2 The number of members on the Risk Management Committee shall be subject to the discretion of the Vice-President Student Engagement.
9.1.3 The purpose of the Risk Management Committee shall be to collect information pertaining to dietary restrictions (e.g. vegetarianism or religious restrictions) and life-threatening ailments (e.g. peanut allergies) prior to any Society-led social events.
9.1.4 The Risk Management Committee shall maintain a record of risks and any mitigating materials (e.g. EpiPens) throughout the year.

Article X – Transition
10.1 All outgoing executives must transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving their position.
10.2 All outgoing executives must provide a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluates previous projects and/or programs that they led.

Article XI – Amendments
11.1 Any member of the Society’s executive committee may propose amendments to the Constitution.
11.2 Amendments to the Constitution shall require the approval of two-thirds of the executives present at a regularly scheduled meeting.