

The Canadian Association of Business Students Policy on Conferences and Competitions

Latest Modification

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Policy Coordinator: Vice President Conferences and Competitions East and West
Approved by: Board of Directors Senior Management Team
Signature/Date:

Chairman

President

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1. Definitions

The definitions herein are defined and referenced in the *Policy Definitions* document.

2. Purpose

The Corporation is mandated to support the conference and competition circuit for business students and business student leaders. This commitment to Canadians requires baseline standards for quality, sustainability and continual innovation and improvement. The *Policy on Conferences and Competitions* aims to provide the framework of rules for ensuring this ongoing commitment.

3. Property Categories

The Corporation classifies the properties of the Circuit into categories, for the purpose of defining specific rules for each category in its commitment of support:

- 1) Flagship
"Flagship" properties are conferences and competitions owned and/or controlled by the Corporation.

(Examples: Roundtable, JDC Central, ECLR, WCLR, EBSC, WBSC)

- 2) Associated
"Associated" properties are conferences and competitions not owned the by the Corporation, but where the Corporation has a vested interest, a signed partnership agreement, any signed form of legal liability, obligation or entitlement, and/or other material commitment.

(Example: NBSC)

- 3) Affiliated
"Affiliated" properties are conferences and competitions not owned by the Corporation, to which the Corporation has no legal or binding obligation, entitlement or material commitment, and that the Corporation agrees to support publically. Affiliated properties may be considered as such by Corporate Directive (at the discretion of the Management Team) or by resolution of the Board, whereas the Board may resolve to amend or strike any such Corporate directive.

- 4) Related Without Stance
"Related without Stance" properties are conferences and competitions that are not owned by the Corporation, to which the Corporation has no legal or biding obligation, entitlement or material commitment, of topics of interest to Canadian business students and business student leaders, and that the Corporation neither supports or does not support publically.

4. Charter of Flagship Properties

The properties of the Corporation, owned entirely without prejudice to organizers, delegates and all property-specific stakeholders are:

- 1) CABS Roundtable - subsidiary held by trademark, but without independent incorporation that exists to connect the managers of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the

sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship.

- 2) JDC Central - subsidiary held by trademark, but without independent incorporation that exists to improve the value of an undergraduate university education in business for students in the Eastern region, whereas friendly competition between institutions is the motivator and where the lesson is that students apply skills in simulated real-life contexts (academic, social, debate, sport, etc.) to enhance their ability to perform at superior levels post-graduation, as well as to connect with a greater business student network.
- 3) Eastern Canada Leadership Retreat (ECLR) - subsidiary held by trademark, but without independent incorporation that exists to connect the managers of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship.
- 4) Western Canada Leadership Retreat (WCLR) - subsidiary held by trademark, but without independent incorporation that exists to connect the managers of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship.
- 5) Eastern Business School Conference (EBSC) - subsidiary held by trademark, but without independent incorporation that exists to connect the managers of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship.
- 6) Western Business School Conference (WBSC) - subsidiary held by trademark, but without independent incorporation that exists to connect the managers of the member business student associations, for the purpose of leadership training and development, roundtable discussion, problem solving and learning through the sharing of best practices, as well as a hub for networking as a means to enable inter-university mentorship.

5. Charter of Associate Properties

- 1) National Business School Conference (NBSC) - conference owned and maintained by the business student association of the University of Manitoba, at which the Corporation is entitled to hold a general meeting of members or of the Board, as well as entitlement for participation without prejudice for its management team on any given year that the conference is hosted, and to which the Corporation offers the obligation of the “failsafe promise”.

6. Delegation of Authority

- 1) To determine the category of any specific property:
The Corporation classifies the properties of the Circuit into categories through an ordinary resolution of the Board upon presentation of:
 - i. Request by the property’s controlling owner stating that they would like CABS to revise the classification of the conference, or to classify the property;
 - ii. Request by the property’s controlling owner outlining what they would like to obtain from the corporation.
- 2) To determine the organizing committee by vote of nominees:
All bids to host a flagship conference must be presented to the Board and voted on.

In the event that more than one (1) bid is presented, a secret ballot shall be opened for:

- i. CABS Roundtable:
to the Eastern Representation Committee, where the nominee with the most votes shall be selected as the organizing committee for the respective conference;
- ii. JDC Central:
to the Eastern Representation Committee, where the nominee with the most votes shall be selected as the organizing committee for the respective conference;
- iii. Eastern Canada Leadership Retreat (ECLR):
to the Eastern Representation Committee, where the nominee with the most votes shall be selected as the organizing committee for the respective conference;
- iv. Western Canada Leadership Retreat (WCLR):
to the Western Representation Committee, where the nominee

with the most votes shall be selected as the organizing committee for the respective conference;

- v. Eastern Business School Conference (EBSC):
to the Eastern Representation Committee, where the nominee with the most votes shall be selected as the organizing committee for the respective conference;
- vi. Western Business School Conference (WBSC):
to the Western Representation Committee, where the nominee with the most votes shall be selected as the organizing committee for the respective conference;

In the event that there has only been one (1) bid presented for the conference, a secret ballot shall be opened for:

- i. Roundtable, to the Eastern Representation Committee;
- ii. JDC Central, to the Eastern Representation Committee;
- iii. Eastern Canada Leadership Retreat (ECLR) , to the Eastern Representation Committee;
- iii. Western Canada Leadership Retreat (WCLR), to the Western Representation Committee;
- iv. Eastern Business School Conference (EBSC), to the Eastern Representation Committee;
- v. Western Business School Conference (WBSC), to the Western Representation Committee;

where a vote of confidence, without regard for abstentions, a majority of votes in favor would thereby approve the organizing committee for the respective conference; and

where a majority of votes against would thereby require a supplemental secret ballot vote of the committee to initiate the failsafe promise or to open discussion to alternative courses of action.

All votes must be conducted by secret ballot, administered by the meeting Chair and scrutinized by two members of the Management Team.

3) Rights of VP Conferences for Flagship Conferences

The VPCC may, for the properties of their region or properties otherwise appointed to their portfolio temporarily by the President, have the right to:

- i. request any and all documentation and/or information from the

organizing committees pertaining to the conference at any time.

- ii. suspend (including access to all information and communication technology as outlined in section 8 of this policy) OC Chair(s) until a vote can be conducted by the board to impeach a chair(s), should it be felt necessary
- iii. motion a vote to the board for the removal of chair(s).
- iv. to provide suggestions and recommendations to the chair(s).
- v. approve/deny any proposed changes by the chair(s) from what was presented to the board of directors at time of bidding to host conference from what was presented and voted on by the board during bidding to host.

4) Rights of Chair(s) for Flagship Conferences

The chair(s) of a flagship conference have, for their respective property, the right to:

- i. represent themselves as agents of the Canadian Association of Business Students, within the limits of the authority granted to them, the authority as defined herein and as accorded by the Board or Management Team.
- ii. determine and plan the day to day logistics of the conference they have successfully bid to host.
- iii. hire a committee under their direction per the organizing structure presented within the accepted bid to host.
- iv. present suggestions to the Management Team of CABS to improve policies, procedures and governing documents.

5) Duties of VP Conferences and Competitions for Flagship Properties

- i. For Organizing Committees, the VPCC must:
 - a) confer with organization officials, or staff members to discuss issues, coordinate activities, or resolve problems;
 - b) monitor and provide assistance with OC portfolios to ensure successful cost reduction, program improvement and policy change;
 - c) direct, plan and implement policies, objectives, or activities of each organizational committee;

- d) ensure continuing operations, to maximize returns on investments, promote creativity and innovation or to increase productivity;
 - e) attend the event as a representative of CABS and provide supplemental assistance during the running of the conference in a volunteer fashion;
 - f) provide advice and guidance with how the event has run in the past and what worked and didn't work and share best practices;
 - g) attend all meetings of the OC and Captains, as well as other meetings throughout the conference;
 - h) ensure upon the acquisition of corporate sponsorship deals by the Management Team, ensure that sponsors are introduced to the Chair(s) to coordinate the logistics for the conference;
 - i) coordinate meetings to update and discuss the progress of the event, to share ideas, and provide support;
 - j) oversee the event to ensure operational efficiency, quality, service, and cost effective management of resources;
 - k) review activity reports and financial statements to determine progress and status in attaining objectives and provide suggestions for revisions of objectives and plans in accordance with current conditions;
 - l) build a fundraising network using personal contacts, direct mail, special events, and foundation support together with the CABS Management Team;
 - i) responsible for coordinating and maintaining the relationship between the Management Team and OC.
- ii. For participating schools, the VPCC must:
- a) support new schools who have successfully registered, by answering questions, providing guidance and reviewing documents and obligations of schools, the creation of official email address(es) (if required), creation of account in project management software and other similar duties;
 - b) support all participating schools for all realms outside of the planning of the competition including but not limited

to providing information on the history of the event and providing information on best practices from other participating schools;

- c) act as a link between the participants, teams and/or captains and the CABS Management Team to help connect/build resources that will help out the member schools of the CABS.

iii. For Board, the VPCC must:

- a) act as a brand ambassador to spread the word of the value of all properties owned or supported by CABS to non-attending schools for recruitment purposes;
- b) be responsible for the registration and/or bidding and relegation process, (where applicable, per the JDC Central by-laws) to determine the schools who will be participating at each event;
- c) provide the Board and other pertinent stakeholders with reports of the progress of the conference on a regular basis;
- d) uphold the spirit of the event;
- e) ensure the long-term sustainability of this event. CABS will support this mandate;
- f) review the CABS governing documents to ensure policies and procedures align with short term and long-term needs of each event;
- g) evaluate performance of the Chair(s) and the Organizing Committee team for compliance with established policies and achievement of objectives and targets (i.e. sponsorship) of the organization set by CABS;
- h) ensure that the Organizing Committee is compliant with all governing documents (CABS Constitution, By-laws, the JDC Central Rulebook (where applicable), the OC Guide (where applicable), job descriptions, etc.), and laws of the land, and is conducting itself in a safe and ethical manner.
- i) prepare reports for each event for presentation at Annual General Meeting, Management Team Meetings and Board of Directors meetings.
- j) be the guardian of all year-over-year and governing

documents, in conjunction with the Secretary;

- k) be responsible for the guardianship of all year over year programs (including but not limited to the administration of Basecamp, Go-Daddy, Google Applications, event branded Facebook and Twitter pages and event websites);
- l) be responsible for the guardianship of all contracts, or letters, which may hold the conference stakeholders liable in any way.

iv. Responsibilities of Chair(s) for Flagship Conferences

- a) Respect fiduciary duty to the Corporation at all times.
- b) Provide updates to the respective regional Vice President of Conferences per the annual date setting by the Management Team.
- c) Confer with the CABS Management Team with questions, to coordinate activities, or resolve problems.
- d) Analyze operations to evaluate performance of the event or its personnel in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- e) Direct, plan, or implement policies, objectives, or activities of the event to ensure continuing operations, to maximize returns on investments, promote creativity and innovation or to increase productivity.
- f) Abide by and follow all official and governing documents of CABS and those specific to the event.
- g) All duties and responsibilities, as otherwise listed in the governing documents.
- h) Responsible for the planning and execution of the competition of the respective current year.
- i) Responsible for adhering and fulfilling the roles and responsibilities outlined within the "Organizing Committee Key Roles & Responsibilities Document" (where applicable).
- j) Responsible for abiding by all policies and procedures of the Corporation.
- k) Oversee event Vice Presidents and Managers to ensure

operational efficiency, quality, service, and cost-effective management of resources.

- l) Promote the event on a local, regional, national, and international level.
- m) Build a fundraising network using personal contacts, direct mail, special events, and foundation support.
- n) Have written support of their school's governing commerce/business society/association.
- o) Have written support of their school of business or equivalent academic authority.
- p) Assume full financial responsibility of the conference, whether via the governing commerce/business student society/association or the respective business faculty or related office, which must be conferred in writing, following the official form required by CABS.
- q) Plan and coordinate the schedule for the entire conference.
- r) Responsible for the distribution, coordination and collection of all waivers which relieve financial or legal liability from the Organizing Committee and The Canadian Association of Business Students, and to submit the original copies of these waivers when requested by CABS, the Management Team or at the end of the fiscal period, whichever comes first.
- s) Contact each school regarding payments. Organizing Committee is responsible for collection of delegate fees and all other fees charged to attendees.
- t) Ensure that all event contracts (including liability, intellectual property, and media release waivers) be approved by the CABS Management Team and that the original copies of such contracts be submitted to the CABS Liaison upon request or at the earliest possible convenience.
- u) Providing all CABS members contact information (of delegates, sponsor representatives attending, and visitors) to the Management Team in a timely manner, or upon request.
- v) Provide minutes for all OC (and Captains, where

applicable) meetings throughout the duration of the conference in the event that the VP Conferences is unable to attend, or upon request.

- w) Provide all documents to VP Conferences (which facilitates transition and other year-over-year objectives) to pass from one Organizing Committee to the next, including but not limited to:
- OC Guide (where applicable);
 - Detailed schedule of events;
 - Insurance providers contact information;
 - Rule Book (where applicable);
 - All sponsorship packages and related information, including contacts external to host school (i.e. not faculty);
 - Soft or hard copies of all media, including videos and photos taken throughout the conference or that required from participants;
 - All contracts (including liability, intellectual property, and media release waivers) that were executed for the purpose of the conference;
 - All financial information, as outlined within the CABS financial policies;
 - Any pertinent documents that would aid and ease in the success of planning and execution of future CABS events.
 - Summary of suggestions and revisions to improve the competition for future years.

7. Bidding – Nominations and Selection

- 1) Governance – Annual Date Setting
At the start of each fiscal year, the newly elected Management Team is responsible for producing a (or modifying the respective existing) Corporate Directive which shall define the specific timeline, where dates and deadlines for each required step according to this Policy and according to the Bidding process.
- 2) Call for Nominations – Opening and Giving Notice
The Management Team open a Call for Nominations for each event, and to submit notice of said call to the aggregate of stakeholders within the Corporation. The Management Team is responsible for ensuring the respect of the rules and deadlines set out in the governing documents.
- 3) Formation of Organizing Committee Nominees
Nominees to host a flagship property are committees of multiple individuals, who together must complete the battery of required

documents as a part of the application process, where the application for their bid must be presented to the Management Team for subsequent submission to the Board of Directors for the voting and selections process.

4) Voting and Selections Process

Flagship properties are hosted on a yearly basis, where an in-person or electronic vote of the Board of Directors is conducted to select one bid of those eligible nominated bids, to then be ratified by the Board per Subsection 6.3 of this policy. Such resolution shall provide the individuals of the committee with a specific delegation of authority to act as agents of the Corporation, recognized commonly as the "Organizing Committee".

5) Eligible Nominations and Formation of Nominee Committees

Nominated committees are eligible if the position(s) of the highest authority in the structure of the voting bid (called the "chair(s)") have written letters of support from the Dean of the respective school's business faculty and the President of the respective business student association, as outlined in Subsection 7.5.a of this policy.

6) Application Battery and Bid Requirements

1) Step 1: Intent to Bid

Step 1 of the application battery requires that nominees intending to present a bid will be expected to submit the following documents for simple due diligence no later than the date outlined in the Corporate Directive – Conferences Timeline:

a) A letter from the President of the business student association of the bidding school acknowledging:

- i. the intent to bid for which property and year;
- ii. the acknowledgement that the host University, represented by the organizing committee, will comply with all CABS policies, procedures and governing documents; and
- iii. that the proposed chair(s) will abide by and sign the job descriptions and duties documents provided by the Management Team.

b) A letter from the Dean of the Student Society of the bidding school acknowledging:

- i. the intent to bid for which property, and for which year; and
- ii. the acknowledgement of all financial risks, and acceptance of financial responsibilities associated

with hosting the event.

- c) An estimated high-level budget for the event and proposed revenue structure (including proposed sponsorship plan and delegate cost).
- d) A copy of the bid presentation including the following elements:
 - i. Overview of the event Chair(s)
 - ii. Overview of host school
 - iii. Organizing committee structure
 - iv. Overview of competition elements, and any material proposed changes
 - v. Overview of venues and facilities
 - vi. Estimated high level budget
 - vii. Proposed corporate sponsorship plan
 - viii. Delegate fee, clearly presented in the bid, which cannot be changed thereafter
 - ix. Firm dates for the event
 - x. Must clearly state any known restrictions to the competition due to logistics, financials, sponsorship, or university involvement, including logistical separation of universities (ie. multiple hotels), travel times during the competition longer than 30 minutes each way (excluding transportation to and from the airport, bus stop, etc.), limitations on the number of teams eligible to fly/drive, or behavioral requirements mandated by the host school, and other pertinent information.

2) Step 2: Bid

Step 2 of the application battery requires that nominees intending to present a bid will be expected to submit the following documents for simple due diligence no later than the date outlined in the Corporate Directive – Conference Timeline:

a) Letter of Intent

Each bid committee intending to present a bid to present to the board of directors for voting must submit in writing, via email, their official intent to bid by required dates provided in the annual date setting.

Any bid committee failing to submit their intent to bid in writing will forfeit their opportunity to bid.

The email should include the following:

- i. Host school of the bid committee

- ii. Name of bid committee representative and contact information
- iii. "We, the University of _____, are formally submitting our intent to compete at the bid proceedings for _____, 20xx."
- iv. "I, as the representative of the bid committee, hereby state that I have informed my Student Society President of my intent to bid for _____ 20xx."
- v. "I, as the representative of the bid committee, hereby state that I have informed the Dean of School of Business (or similar entity) of my intent to bid for _____ 20xx."
- vi. Addressed to "The Canadian Association of Business Students"
- vii. Emailed to: vpconferences.east@cabsonline.ca, with president@cabsonline.ca, Your Student Society President

b) Corporate Guarantee for Financial Liability of the Event

Upon successfully winning a bid to host, form F3015-E must be filled out by the dean of the School of Business (or similar entity), and signed by both the dean and the President of the Student Society, accepting all financial risk and responsibilities.

This form shall be executed and returned a maximum of one (1) month after the date the organizing committee successfully wins the bid to host.

The form will be provided to the organizing committee by the Management Team a maximum of three (3) days after the voting has closed on bids.

Submitted bids must be addressed to "The Canadian Association of Business Students" and emailed to vpconferences.east@cabsonline.ca, with president@cabsonline.ca and the President of the respective business student association in carbon copy.

If an email indicates that a bid proposal has in any way violated the rules of the bid proposal regulations, the bid committee will be notified by the date specified in the annual date setting via email by the bid facilitator, the regional CABS VP Conferences.

The bid committee will still be eligible to bid, however, if their presentation still contains violations to the agreed upon bidding regulations, they will be asked to modify the bid to comply with regulation. If they do not agree to modify their bid to comply

with regulation, the bid will become void and the bid committee will forfeit their inclusion on the voting ballot.

8. Failsafe Promise

The Corporation requires that the Management Team be responsible for ensuring that eligible nominations to bid are presented for each flagship property and to respect obligations undertaken with any associated or affiliated event.

The “Failsafe Promise” is the mandatory contingency alternative for all flagship properties and other properties to which the promise is offered by written agreement, in the event that an organizing committee cannot be formed for any reason, including but without limitation to lack of eligible nominees.

For properties that are not flagship, the failsafe promise must be respected notwithstanding the requirement that an written agreement between the legal owner of the property and CABS, defining the rights, responsibilities, delegation of authority and any transfer or production of intellectual property under the execution of the failsafe promise for that event in any given fiscal period.

9. OC Structure

The structure of positions presented to and approved by the Board during the initial bid must be respected throughout the mandate of the organizing committee, where changes to the structure must obtain prior approval of the respective VP Conferences and Competitions.

Finance and Marketing are centralized with CABS, however agents may be appointed by the OC to manage those portfolio-specific relations with the Management Team.

Basic roles are required for JDC Central only, which are outlined within the Policy on JDC Central.

10. Presentation Rules

- a) The bid process will at all times be facilitated by the regional VP Conferences and Competitions, and/or the VP Conferences and Competitions East.
- b) The order of bid committee presentations will be selected randomly by draw, bid committees will be sequestered during competing presentations.

- c) Each bid committee will be allotted 10 minutes to present their bid. The presentation will be timed and presenters will receive a final 1 minute to end warning. Presenters will be cut off at 10 minutes if their presentation runs over.
- d) The presenters may distribute any handouts available to schools regarding the bid at their discretion from the start of the presentation up to the end of the question and answer period.
- e) Immediately following each presentation will follow a 5 minute question and answer period. The facilitator will follow Roberts Rules of Order in conducting the Question and Answer sessions. A speaker's list for questions will be generated by the facilitator on a first hand raised, first hand to speak, basis. Each school is entitled to one question before the list is reopened for second questions by schools. Each question and response by the committee is limited to one minute.
- f) There will be a 5 minute turnaround time between each bid.

11. Information and Communication Technology

- a) E-mail
All members of the Organizing Committee shall be provided with an e-mail address that is used year-over-year, where the primary inbox follows the format of acronym.position@cabsonline.ca, and to which an alias shall be created following the format of firstname.lastname@cabsonline.ca.

The OC members shall be required to use their respective e-mail addresses in the fulfillment of their role, while communicating with internal and external parties. The e-mail address provided shall be used only for the business of the Corporation. Messages may be archived, but never deleted in any inbox.

- b) Website Hosting and Domain
Flagship properties must have a functional and professional website that reflects the brand of the property and fairly represents the Corporation.

Such websites shall be owned by the Corporation, controlled by the Management Team and managed by the Organizing Committee under the supervision of the respective Vice President Conferences and Vice President Marketing.

Such websites shall operate using the WordPress platform.

Such websites shall be hosted on the server that hosts the primary public website of the Corporation, located at a sub-domain following the format of acronym.cabsonline.ca and where the Corporation must purchase and implement the respective domain for that event following the format of www.acronym00.ca (example www.eclr14.ca) and forwarding all e-mails @acronym00.ca to the respective @cabsonline.ca e-mails.

c) Social Media

All social media accounts shall be owned and maintained by CABS.

The allocation of the authority and access of the accounts will be conducted and controlled by the respective VP Conferences and Competitions.

If approved by unanimously by the respective VPCC and VP Marketing and upon request by the Chair(s) of an OC, the maintenance of social media may be coordinated by an agent hired by that same OC.

No independent page or account shall exist for any flagship property, except JDC Central, with any social media, namely including Facebook, LinkedIn and Twitter. Flagship properties will be promoted on social media through the primary account of the Corporation, where:

- a Facebook event page shall be created on an annual basis;
- a LinkedIn product page shall be created and modified on an annual basis to reflect the most comprehensive and current information;
- a Twitter hashtag, equivalent to the website domain for the event (example: eclr14.ca = #eclr14)

JDC Central shall have accounts independent to the primary account of the Corporation for the properties, where:

- a single Facebook page shall be modified on an annual basis and maintained regularly to reflect the most comprehensive and current information, located at www.facebook.com/JDCCentral/;
- a single Twitter account, of the handle @JDCCentral, shall be maintained on a less than monthly and regular basis.

Chair(s) of each event are responsible for submitting information that they would like posted via social media to the VP Marketing of the CABS management team

d) Project Management Software

All project management software used by flagship properties,

including Basecamp, shall be managed and maintained by the Management Team, where:

- The allocation of the authority and access of the accounts will be done by the VP of Conferences
- All parties are with a valid and active log-in account are able to post on any active projects where access has been granted and deemed appropriate by the Management Team or as defined in the governing documents of the Corporation;
- Costs of the software shall fall under the event specific budget, and funds should be allocated by the OC to cover these costs

12. Professionalism and Conduct

All participants are required to adhere to standards of professionalism in the conduct of affairs, where:

- Appropriate language and behavior is expected at all times;
- Participants are expected to contribute and remain engaged;
- Illegal drugs shall not be possessed, consumed or transacted;
- Alcohol may be consumed during events when and where permitted by the event organizing committee, and must always be consumed responsibly;
- Harassment and abuse, whether physical or psychological, is not permitted at any time, in any context;
- Respect for property and rules by venue owners is required, in all contexts, including hotels, resorts and institutions;
- Alerting emergency services for unreasonable or intentionally false purposes will not be tolerated.

All participants of flagship events shall be required to complete and accept the Delegate Conduct Agreement at or before check-in for all events.

Judgment of and determination of consequences with respect to the breach of these rules and/or the Delegate Conduct Agreement shall be at the discretion of the aggregate of the OC and respective Vice President Conferences and Competitions and President. The President has the right to override suggestions and determine course of action where he or she sees fit.

13. CABS Tax

Delegates at flagship properties from schools represented by a business student association that are not Class A voting members are required to pay to the Corporation, a tax known as the "CABS Tax" equivalent to 15% of the delegate fee.

The funds for the CABS tax shall be recorded under and allocated to the general operating budget of the Corporation.

14. Legal Documents

a) Release of Intellectual Property – Waiver (F3010-E)

- Intellectual Property waivers may be required by JDC Central Academic delegates upon request by case sponsors in the event that they are providing an original drafted case for the purpose of the competition, based upon an internal issue within the sponsoring organizing.
- Intellectual property waivers are only applicable to the case with which the company sponsors.
- In the event that a sponsor requests an intellectual property waiver to be signed, all academic delegates competing within that case discipline are required to return a signed form.
- Copies of intellectual property waivers will be provided to the respective companies, with original waivers held by the Corporation in its archives indefinitely.

b) Release of Liability for Accidental Death or Injury: F3005-E

The release of liability for accidental death or injury must be signed by all participants at each flagship property. The form allows each participant to shift all risks associated with the event to be shifted from the Organizers of the event (OC, host university, CABS, etc.) to the person. All signed waivers must be forwarded to the VP Conferences & Competitions. The form requires revision to be event specific where required. The form must be reviewed by the VP Conferences & Competitions before distributing.

c) Delegate Conduct Agreement: F3068-E

Professionalism agreements are required to be signed by each delegate and participant. The purpose of the contract is to ensure that delegates will behave properly, act responsibly and promote the image of business in Canada with ethics, pride and integrity. Delegates will be held accountable for their actions, and will empower the OC's and CABS to properly manage any situation that is in breach of the cabs values and mission.

d) Sponsorship Contracts

As a subsidiary, the sponsorship agreements entitling and obliging the Corporation and sponsors must be approved by both the President and Vice President Corporate Relations before final submission to sponsors, which also requires that all contracts be between "The Canadian Association of Business Students" and any particular sponsor.

15. Contact Information

Policy Primary Resource Center

Office of the Vice President Conferences East

E-mail: vpconferences.east@cabsonline.ca

Profile: www.cabsonline.ca/en/management/vpconferences-east/

Document History

Version	Effective	Coordinator	Purpose
1	2013-11-16	Jenna Whytock	First edition.