

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS INC.**



REGISTERED DOCUMENT				
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PERMANENT JDC CENTRAL STEERING COMMITTEE, BOARD OF DIRECTORS			ONCE ANNUALLY JULY, END OF MONTH	
CERTIFYING DIRECTOR OR OFFICER				
TITLE		LEVEL	NAME	
SECRETARY		2		
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APPROVALS				
#	TITLE	LEVEL	SIGNATURE	DATE
1	CHAIRPERSON	0		2015-
2	VICE-CHAIRPERSON	0		2015-
3	PRESIDENT	1		2015-
4	SECRETARY	2		2015-
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VERSION HISTORY

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ABSTRACT

The intent of this policy document is to ensure that the format and caliber of JDC Central remains consistent over the years. The points set out in this document will ensure that the JDC Central competition respects the CABS governance and adheres to the spirit and values that gave birth to JDC Central.

POLICY ON JDC CENTRAL

THE PROVISIONS OF THIS DOCUMENT ARE SUBORDINATE ONLY

TO THE EFFECTIVE ARTICLES AND CONSTITUTE AS

A POLICY TO REGULATE GENERALLY THE BUSINESS AND AFFAIRS OF

THE CANADIAN ASSOCIATION OF BUSINESS STUDENTS

(the "Corporation")

BE IT ENACTED as a policy of the Corporation as follows:

SECTION 1

General

1.1 Definitions

Academic Year	The eight (8) month period that is generally accepted to represent the fall and winter semesters, beginning on September 1 and ending on April 30
Board	The board of directors of the Corporation and “director” means member of the board, typically the President of each CABS Member Society
CABS or the Corporation	The Canadian Association of Business Students
CABS Liaison	The CABS Executive that is formally tasked with liaising between the OC and the CABS Executives
CABS Management Team	The Executives of CABS comprised of the President of the Association and all Vice-President.
Calendar Year	The twelve (12) month period of a standard Julian calendar lasting from January 1st through to December 31st of the same year
Captain	The organizer and main representative of a delegation for in-year matters. A captain is an in-year stakeholder
Competition or JDCC	The event and property that is JDC Central
Competition Year	The fiscal year, which ends on March 31 at the end of each year
Delegation	A team of delegates in a given competition year representing one recognized school or student organization
Executive Director(s)	The Executive Director(s) of the Competition OC in any given Competition year
In-Year Matters	Any formal business expected to have a direct impact on only the current competition year and no impact on subsequent years (such as basic

	rule changes, location- specific amendments, etc.)
In-Year Stakeholders	<p>The delegations, OC, and CABS Management Team in a given competition year; for voting purposes, the following three groups are defined as in-year stakeholders during a competition year:</p> <ul style="list-style-type: none"> • Each competing school’s delegation, as represented by no more than one (1) vote from one (1) Captain or appointed alternative representing the delegation; • The OC, as represented by no more than one (1) vote from one (1) Chair or Co-Chair; • The CABS Management Team, as represented by one (1) vote from the CABS Liaison.
Meeting of Members	Includes a regular meeting of members or a special meeting of members; “special meeting of members” includes a meeting of any class or classes of members and a special meeting of all members entitles to vote at an annual meeting of member
Organization Committee	The JDC Central Organizing Committee,” that is, the executive team in charge of all Competition operations in that the current competition year
Ordinary Resolution	a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution of the Board of Directors
Policy	This governing document and any other by-law or governing document of the Corporation as amended and which are, from time to time, in force and effect
Present	Means that a decision maker is contributing to quorum
Proposal	A proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act

Year-Over-Year Matters	Any formal business, which has a foreseeable direct and lasting impact on the Competition for a number of editions of the Competition (such as by-law amendments, changes to eligibility requirements, etc.) and which may impact the generally-accepted spirit of the Competition
Year-Over-Year-Stakeholders	<p>The Commerce Student Association (or similar) President of each delegation (or their appointed proxy), and the CABS Management Team; for voting purposes, the following two groups are defined as year-over-year stakeholders during a competition year:</p> <ul style="list-style-type: none"> • The President of each competing school's Commerce Student Society (or similar) who is elected or appointed to represent that school's commerce (or similar) students' best interest; • The CABS Management Team, as represented by one (1) vote from the CABS Liaison

1.2 Interpretation

The provisions governing the interpretation of this document are prescribed in Section 1.2 of the Bylaws of the Corporation.

SECTION 2 Governance

2.1 Ownership

The Competition shall be entitled "JDC Central" and governed as follows, where:

- a) JDC Central is the property and legal title of CABS;
- b) The aggregate of the assets, liabilities and net assets are the property of CABS, which shall be recorded within the finances and presented on the financial statements of the Corporation.

2.2 In-Year Governance

This Policy document governs matters relating to the Competition where:

- a. It recognize the pre-eminence of the By-Laws of CABS in the event that one or both of the documents appear to be in-conflict or inconclusive;

- b. This Policy document, and the following document (and other governing documents specific to JDCC) shall be governed by the Board of CABS and interpreted and enforced by the Management Team of CABS:
 - i. The JDC Central Corporate Directive, which:
 - ii. Provides the overall foundation for all elements of the Competition;
 - iii. Provides the rules of the Competition;
 - iv. Provides the deadlines which captains must respect;
 - v. The OC and In-Year Stakeholders are expected to work within the confines of;
 - vi. May be modified only by ordinary resolution of the In-Year Stakeholders, but where all decision may be overturned by a special resolution by the year-over-year stakeholders

2.3 Process to Host

The Management Team shall facilitate an annual bidding process, where:

- a. A “bid” means an official, documented offer by an eligible group, to form an Organizing Committee that will host the following or a subsequent JDCC event for only one specific competition year;
- b. The Management Team prepares a “bid process” document, which outlines the criteria and annexed documents required for bids submitted, as well as an explanation of the procedure for a group to submit;
- c. Only groups that meet the following criteria are eligible to place a bid:
 - i. Business student association or committee thereof, which is an active member of and in good standing with CABS;
 - ii. A committee formed within the business faculty or school, but not under the umbrella of a business student association, that is directly affiliated with a business student association that is an active member of and in good standing with CABS, and where this committee can provide a letter of support from said business student association;
- d. The bid processes must be publicly released no later than June 1 of any fiscal year by the Management Team;
 - A. A letter of intent to bid must be received by November 1 of the fiscal year for the JDC Central Competition of the following fiscal year;
 - B. The bid must be received 11 months before the date of the JDC Central Competition

- e. The Management Team shall facilitate the annual bid process, where:
 - i. All eligible groups shall present their bid to the Board, either in-person or via electronic means;
 - ii. All bids are subject to challenge and recommended alignment on behalf of the Board, which the bidding group must acknowledge, accept or deny recommended changes, clarifying the updated portions of the proposed bid;
 - iii. All bids are submitted to the Board without prejudice from the Management Team, with explicit mention of all alignments accepted by the bidding group, for:
 - A. An election, in the event where multiple bids are proposed;
 - B. A vote of confidence, in the event where only one bid is proposed

2.4 Voting and Decision Making

The business of JDCC shall be conducted through the following decision-making process, where:

- a) Resolutions to amend any of the governing documents of JDCC shall be classified into two types, each of which is used in specific circumstances, as explicitly defined by the CABS By-Laws and other governing documents:
 - i. ordinary resolution, which requires a simple majority of fifty (50) plus one (1) percent of eligible voters to succeed;
 - ii. special resolution, which requires a two-third (2/3) majority of eligible voters to succeed;
- b) When an election requires a vote from a party or group, such as the following, the individual of the highest authority in that group shall be responsible for casting a single vote on behalf of the entire party or group:
 - i. a business student association;
 - ii. the Organizing Committee and/or Chair(s);
 - iii. a delegation or participating team;
 - iv. The Management Team; or
 - v. any other party or group;
- c) When an election requires a vote from a party or group, the person representing the highest authority has the right to pass the representation duty to a proxy, as accepted by the Chair of the meeting in which the motion is being passed;
- d) Quorum required for all meetings of the various stakeholders and/or parties of JDCC is (2/3) – 66.6% or greater of the eligible voting members;

- e) Quorum required for all resolutions motioned regarding JDC Central is (2/3) or 66.6% or greater of all eligible voting members;
- f) All voting for on the election of applying delegations as a result of the relegation process will be made by Board, where:
 - i. each stakeholder shall receive one (1) vote per available spot for a delegation to compete, which is a maximum of three (3) votes but shall not exceed the number of schools applying to compete;
 - ii. the stakeholders with an active application to compete in a given year shall forfeit all votes toward open competition slots in the given year.;
- g) In the event of a tie in the number of votes for a bid to compete, the tie breaking vote shall be granted to the Management Team

SECTION 3

Competition

3.1 Criteria

The JDC Central competition is open to all Eastern Canadian schools that fulfill the CABS membership requirements, as outlined in Article 5 of the CABS Bylaws

3.2 Letter of Intent

All schools that wish to participate in JDC Central must partake in the relegation process set out the JDCC Policy, in section 3.6

The following steps are to ensure that each team is registered to compete at JDC Central as they intend to. Every team must complete this process each year, regardless of prior participation in the competition.

3.2.1 Submission of Letter of Intent

A signed letter stating the schools intention to compete at JDC Central must be signed by:

- a. Team Captains
- b. Commerce Students' Society (or equivalent) President; and
- c. Dean of the School of Business

The Letter of Intent template is provided in the appendix B of this Policy document

Teams may elect to add additional statements, but should consult the JDC Central Organizing Committee prior to doing so. Any clauses added to the letter that preclude

the above responsibilities will render the Letter of Intent void. This letter must be returned to the JDC Central Organizing Committee prior to **July 1st 2016**.

3.3 Half delegation exceptions

A delegation that is applying to compete in the Competition for the first time or applying to return to the Competition after a hiatus of one (1) or more will be mandated to send a half delegation.

3.4 Team Composition

3.4.1 Full Team Composition

Full teams are deemed eligible for School of the Year award. Below is the composition of a full team, which sends competitors in all categories.

- Captain(s) - One (1) or Two (2)
- Academic - Three (3) competitors per case
- Debate - Four (4) competitors
- Sports - Eight (8) competitors
- Social - Four (4) competitors
- Faculty Advisor - One (1)
- Godparent - Up to two (2)
- Volunteer - Up to three (3)

3.4.2 Half Team Composition

Half teams are the minimum size of team that can be sent to JDCC and the required composition is shown below. A delegation that is competing in the Competition for the first time or is returning to JDC Central after a hiatus of one (1) or more years will be mandated to send a half delegation. Half teams are to consist of:

- Captain(s) - One (1) or Two (2)
- Academic - Three (3) competitors per case, for exactly four (4) cases
- Social - Four (4) competitors
- Faculty Advisor - One (1)
- Godparent - Up to two (2)
- Volunteer - Up to three (3)

3.4.3 Submission of Preferred Cases for Non-Full Teams

All half and non-full teams must submit a written request for the academic cases and other categories that they wish to participate in. Half teams must participate in four academic cases and the social competition. Other non-full teams may request to participate in any category.

The submission must list the number of academic cases the team wishes to participate in, and rank all categories according to preference. If a team is unable to acquire resources to train for a specific academic case, said category should be marked with an 'X' and placed at the bottom of the ranking list. Final decision for assignment of cases and other categories rests with the JDC Central

Organizing Committee and will be done in consultation with the affected parties. This request must be returned to the JDC Central Organizing Committee prior to **June 30th of the fiscal year.**

At the discretion of the Organizing Committee, teams may request to bring additional volunteers or faculty advisors, however these individuals will not be on the official team roster and cannot contribute to any team aspect (participation, charity, etc.).

3.4.4 Academic Competition

The JDC Central case competition is comprised of eight (8) categories:

- Accounting
- Business Strategy
- Entrepreneurship
- Finance
- Human Resources
- International Business
- Management Information Systems
- Marketing

3.4.5 Academic Team Composition

An academic case team must be comprised of three (3) competitors. Captains must apply to the JDC Central OC for an exemption in writing if they cannot field a three (3) competitor team, in which a two (2) competitor team will be accepted if deemed reasonable by OC on a case by case basis. Competitors registered for an academic case cannot compete in any athletics, debate, or social competition unless called upon as a substitute with permission from OC (further outlined in Athletic or Social Section). In the event that an academic competitor is unable to compete, his/her team will be permitted to compete with one less competitor with a minimum of two (2). No substitutions are permitted academics.

3.4.5.1 Academic Scoring

Each presentation will be judged by a panel of industry representatives from the the rubric found in the Corporate Directive. Judges will have the opportunity to

adjust team scores throughout their term. The panel of judges will remain the same for all teams presenting in that academic category for consistent scoring purposes. The scores from the panel will be averaged to give a final score on the presentation. Teams will then be ranked based on their average score. Ties will be awarded.

3.4.6 Entrepreneurship Exception

The Entrepreneurship case will follow a different format than the other 7 cases during the competition weekend. The purpose of the presentation is to test the team's true entrepreneurial spirit and ability to think on their feet. The case itself will present a economic business opportunity or gap in the market. The team is then responsible for creating a business concept within that gap and then pitch it to panel of potential investors or venture capitalists (Judges).

3.4.7 Debate Team Composition

A debate team must be comprised of four (4) competitors. Captains must apply to the JDC Central OC for an exemption in writing if they cannot field a four (4) competitor team, in which a three (3) competitor team will be accepted if deemed reasonable by the OC on a case by case basis. Competitors registered for debate can not compete in any athletics, academic, or social competition unless called upon as a substitute with permission from OC (further outlined in Athletic or Social Section). In the case of a debate competitor being unable to compete his/her team will have to compete with one less competitor. Substitutions are not permitted for debate competitors.

3.4.8 Sports Competition

The sports completion will be comprised of two (2) sports tournaments. Each sport will be recognized as an individual tournament within the overall sports competition.

3.4.9 Sports Team Composition and eligibility

Each team must be composed of eight (8) competitors with a minimum of three (3) being females and three (3) being males. Delegates who compete in the Sports Competition are not eligible to compete in any other competition at JDCC, except the Charity and Participation Competitions.

Each team must also recognize one (1) team captain and one (1) alternate. Team should make an attempt at having these players identified with letters on their jerseys.

The referees have the option of only speaking with the captain and alternate captain in the case of a disputed call or heated situation.

Each team may select one (1) male and one (1) female substitute player from their respective JDC Central team to compete in the event that a member of the sports team is injured and unable to compete. Once these players are called to play in the sports Competition, they become ineligible to compete in any other competition at JDC Central.

3.4.10 Social Competition

This section outlines the structure, rules and evaluation of Social Competition at JDC Central. This section serves as the basis for all decisions made in regards to the Social Competition.

3.4.11 Social Team Composition and Eligibility

A social team must be comprised of four (4) competitors. Each team must have two (2) male and two (2) female competitors. Delegates who compete in the Social Competition are not eligible to compete in any other competition at JDCC, except the Charity and Participation Competitions.

3.5 Payment submissions and documents submission

All schools must submit their payments using the means allowed by the CABS management team and all schools must submit their documents as indicated by the CABS management team and/or the JDCC Organizing committee
Details concerning delegate fees and payment dates can be found in the appendices of this document

3.6 Relegation

The Competition shall maintain a high standard of quality and integrity, within inherent limitations of space and time, by employing a relegation system, where:

- a. the competition shall have no more than fourteen (14) competing delegations at one time;
- b. in a given competition year, a minimum of three (3) spots for new schools to compete will be made available through a relegation process;
- c. in the event that a full delegation falls within the bottom three (3) in the “School of the Year” category, that delegation no longer has a secure position to compete at JDC Central in the following competition year;

- d. delegations who are successful in not being in the bottom three (3) places are eligible to compete in the following competition year without having to submit an application to compete, and have secured a place to compete;
- e. half delegations are exempt from relegation, as they are not eligible for the “School of the Year” category;
- f. where schools that have submitted and successfully won a bid to host JDC Central for the competition year are exempt from relegation, the bottom three (3) “School of the Year” teams will be calculated without consideration for the future host of the competition.

3.7 Charity Competition

This section outlines the structure, rules and evaluation of Charity Competition at JDCC. This section serves as the basis for all decisions made in regards to the Charity Competition.

3.7.1 Team Composition and Eligibility

All team members as defined in the Team Composition and Eligibility section of this document are eligible to compete in the Charity Competition. All activities completed by JDCC team members that contribute to the Charity Competition must be completed between September first (1st) and December twenty fifth (25th) during the calendar year immediately preceding JDCC.

3.7.2 Charity Competition Process

The Charity Competition will be comprised of three components, including the Groovin’ for Charity event, volunteer hour recognition and fundraising activity recognition. Activities recognized under one component of the Charity Competition cannot be recognized under any other component.

3.7.3 Charity Competition Point Allocation

The charity competition will allow school to accumulate up to five (5) points, which will be attributed as follow:

1. 1 point will be allocated to every school that completes the Groovin' for Charity event while respecting the event criteria stated in the JDCC Corporate Directive
2. Up to two (2) points will be allocated based on the total dollar amounts as follow:

Top Five (5) teams:

- Team with highest total : 2 points
- Team with second highest total : 1.75 points
- Team with third highest total : 1.5 points
- Team with fourth highest total : 1.25 points
- Team with fifth highest total : 1 point

Other teams:

- Greater than one thousand (1000)dollars : 0.75 points
- Greater than five hundred (500) dollars : 0.5 points
- Less than five hundred (500) dollars : 0 points

3. Up to two (2) points will be allocated based on the total dollar amounts as follow:

Top five (5) teams:

- Team with highest total : 2 points
- Team with second highest total : 1.75 points
- Team with third highest total : 1.5 points
- Team with fourth highest total : 1.25 points
- Team with fifth highest total : 1 point

Other teams:

- Greater than two (2) hundred hours : 0.75 points
- Greater than 150 hours : 0.5 points
- Less than fifty (50) hours : 0 points

4. The team with the highest point total will be named the champions of the Charity Competition.

3.8 Participation competition

This section outlines the structure, rules and evaluation of Participation Competition at JDCC. This section serves as the basis for all decisions made in regards to the Participation Competition.

3.8.1 Team Composition and Eligibility

All team members as defined in Article V: Delegations, Section Eligibility of the JDC Central Bylaws compete in the Participation Competition. No team member can be exempt from the Participation Competition, with the exception of volunteers who are not a part of the official team roster. The actions of JDCC delegates while participating in official JDCC events, including components of the competition that lie outside of the main competition dates, will contribute to the participation score for their respective school

3.8.2 Participation Point Distribution

Participation Points are awarded to encourage competitive congeniality at JDCC. The points will be divided into three (3) categories as follows:

Creativity	/30
Spirit of the Competition	/30
Attendance	/40
Total Score	/100

Teams will be evaluated on their performance in these categories throughout the weekend.

3.8.3 Participation Point Standings

Participation points from each category will be added together to form a team's overall participation score. Teams will be ranked from highest to lowest and the team with the most participation points will be named champions of the Participation Competition.

Teams will be ranked by total score and awarded for participation based on that rank. In the event of a tie, both teams will be recognized for that rank

3.9 Awards

At the conclusion of all the competitions, awards will be presented at the Awards Gala. These awards are divided into two categories including Recognition Awards and Achievement Awards. Each award listed below will be presented at the gala

3.9.1 Recognition Awards

Recognition awards do not contribute to the JDC Central School of the Year or Half Team of the Year point totals and are awarded in recognition of outstanding effort

and contribution of members of the JDC Central competition. These awards, along with their criteria, are listed below.

3.9.2 Faculty Advisor Award Criteria

Every school is required to have a faculty advisor to attend JDC Central and this award recognizes a faculty member that demonstrates exemplary commitment and dedication to his or her team. The faculty advisor does not have to be present to receive the award. This person embodies the spirit of JDC Central in excellence, integrity, congeniality and involvement.

To be eligible for this award, each JDCC Captain must submit a one (1) page letter of recommendation outlining their faculty advisors' involvement and activities throughout the year. This letter should show how this individual has gone above and beyond to provide value and service to the school's JDCC team and the JDCC competition as a whole. A photo of the faculty advisor must be provided with the letter of recommendation. Written submissions must be completed and sent to the OC by December 25th.

Teams Captains and faculty members will be sent all the applications to review. Each school has one (1) vote for Faculty of the Year (1 from captain(s)) and the OC will receive one (1) vote.

Only first place will be awarded.

3.9.3 Captains of the Year Award

This award recognizes a competing team's organizing committee for outstanding effort and dedication throughout the year. The award will be judged on the following criteria:

- Adherence to deadlines
- Organization and quality of documentation
- Initiative within your team and school
- Community involvement
- Contribution to JDCC as a whole
- Compliance with JDCC Rules & Regulations
- Overall conduct and spirit during the competition weekend

The JDCC OC will select the winner of this award. Only first place will be awarded.

3.9.4 Volunteer of the Year

This award recognizes the contributions of a JDCC volunteer who has gone above and beyond to ensure the success of JDCC. This person will have made significant contributions to the operations of JDCC and will have shown

leadership, good judgment and respect for others. The JDCC VP Human Resources will select the winner of this award. Only first place will be awarded.

3.9.5 Groovin' for Charity Award

This award recognizes the team that raised the most money during their Groovin' for Charity event, including dollars raised and virtual dollars awarded for extended length events. At the time this award is presented, the OC will also make a vanity cheque presentation to the charity for which the funds were donated. Only first place will be awarded.

3.9.6 Sportsmanship Award

This award recognizes the team that displays the best spirit of competition throughout JDCC. This team will have actively supported other teams by cheering, offering support and assistance, maintaining composure in competitive environments, showing respect to others, and adhering to the rules of JDCC. The winner of this award will be selected by the OC. Only first place will be awarded

3.9.7 Team MVP Awards

This award recognizes the MVP of each team that displays the best spirit of competition leading up to and throughout JDCC. Selected by Team Captain(s), the MVP Award is a certificate and will be awarded to one member of each team at the Wine and Cheese.

3.9.8 Top Speakers Awards

These awards recognize the top 3 speakers from the debate tournament based on their overall speaker score from the round-robin portion of the debate tournament

3.10 School of the year points allocation

JDC Central School of the Year awards are determined by performance in the various competitions throughout JDC Central as outlined in this document. Points are awarded to all competitors based on their performance in each competition and contribute towards the achievement of the JDC Central School of the Year and Half Team of the Year awards.

3.10.1 JDC Central School of the Year

The point distribution for the different JDC Central competitions is outlined below:

Academic Competition	80 (64%)
Debate Competition	10(8%)
Sports Competition	10(8%)
Social Competition	10(8%)
Charity Competition	5 (4%)
<u>Participation Competition</u>	<u>10 (8%)</u>
Total	125

All numbers will be rounded to two (2) decimal places. Teams will be ranked from highest to lowest according to the point distribution above. The full team with the highest number of points will be named JDC Central School of the Year and will be presented with the JDC Central School of the Year trophy.

Awards will also be presented to the second (2nd) and third (3rd) ranked teams. Final point calculations and awards presented for each competition are described in detail in the following subsections.

3.10.2 Academic Competition Awards

Points earned for the Academic Competition will be determined by using the final rankings for each case in the Academic Competition. The formula to determine the point allocation for each case will be: Academic Case Score = Academic Case Points - [(Rank - 1) * (0.5)]

Awards will be presented for the top three ranked teams in each academic case.

The team that has the highest overall score in the academic competition will be awarded the Academic Cup. Second (2nd) and third (3rd) rankings in the academic cup category will be recognized, however no award will be presented.

3.10.3 Debate Competition Awards

Points earned for the Debate Competition will be determined by using the final rankings in the Debate Competition. The formula to determine the point allocation will be:

Debate Competition Score = Debate Competition Points - [(Rank - 1) * (0.5)]

Awards will be presented to the top three ranked teams in the Debate Competition.

3.10.4 Sports Competition Awards

An award will be issued for 1st, 2nd, and 3rd place winners in each respective sport. No award will be given for sports team of the year.

Points earned for the Sports Competition will be determined by using the points allocated in each tournament. Points will be added together for a total out of twenty (20) then divided by two (2) a cumulative score with a maximum of 10 points.

3.10.5 Social Competition Awards

Points earned for the Social Competition will be determined by using the final scores for the Social Competition. The formula to determine the point allocation will be:

Social Competition Score = Social Competition Points - [(Rank - 1) * (0.5)]

Awards will be presented to the top three ranked teams in the Social Competition.

3.10.6 Charity Competition Awards

Points earned for the Charity Competition will be exactly equal to the total charity points awarded as outlined in the Charity Competition section of this document.

An award will be presented for both total charity dollars and for the amount of volunteer hours.

3.10.7 Participation Competition Awards

Points earned for the Participation Competition will be determined by using the final scores for the Participation Competition.

Awards will be presented to the top three ranked teams in the Participation Competition.

3.11 Deadlines

Throughout the history of JDC Central, Co-Chairs have articulated the need to implement a policy in order to ensure that deadlines are met by all participating schools.

Each year, multiple teams missing multiple deadlines impede the progress and organization of JDC Central. For this reason, the competition was not able to reach its full potential in that specific year and has delayed the competition for years to come.

The JDC Central Organizing Committee is committed to providing its delegates with the experience of a lifetime. In order to deliver on these commitments, the planning process must be well thought out and meticulously planned. As the Organizing Committee is

committed to making their deadlines, similar expectation is made of Team Captains to meet their corresponding deadlines.

3.11.1 Deadlines points allocation

A deduction points system is implied for 1% of a school's respective team's total score purely on making specific deadlines. Each team is awarded 1%, which becomes effective once the respective team's Team Captain is appointed. If a team misses a deadline, the appropriate deduction from the 1% will be made. These deadlines include, but are not limited to:

- Payments;
- Registration; and
- Submissions of required documents.

Points will be recorded, documented and submitted for review by the Organizing Committee prior to JDC Central. Exact point deductions will occur at the discretion of the Organizing Committee. Some important deadlines that may carry larger deductions include:

- Letter of intent submission
- Team Roster submission deadline
- First and second payments
- Rooming lists

* All deadlines are due at 11:59pm in the time zone of the host school. Deadlines can be found in the Corporate Directive **All documents sent via mail must be postmarked on the due date.

SECTION 4

Organizing Committee

4.1 Structure

The Organizing Committee shall:

a) consist of at least one (1) Executive Director, but no more than two (2) Executive Directors(s);

b) Consist of the following mandatory positions, whose primary responsibilities are defined by the roster of minimal roles and responsibilities:

- i. Director of Corporate Relations
- ii. Director of Human Resources
- iii. Director of Charity
- iv. Director of Academic
- v. Director of Social
- vi. Director of Sports
- vii. Director of Events
- viii. Director of Debate
- ix. Director of Logistics

c) The OC may consist of other positions as deemed necessary and appointed by the Director(s):

- i. these roles shall be outlined within the bid to host the competition, and may only be changed with an ordinary resolution by year-over-year stakeholders;
- ii. any position, mandatory or optional may be fulfilled by multiple people, and the primary responsibilities shared between those people, as approved by the Director (s);

d) The OC may motion to exclude a mandatory position, provided that the roles and responsibilities as defined by the official job description are appointed to one or more other positions, mandatory or optional; where such motion requires an ordinary resolution by the year-over-year stakeholders.

e) The recruitment and selection process for the OC shall be defined as follows:

- i. Directors shall be hired by the Executive Director (s) a minimum of 10 months prior to the commencement of the competition. In the event that a mandatory Director position becomes vacant, that position must be filled within 3 weeks of the date of vacancy;
- ii. In the event of the position not being filled, CABS will intervene to help fill the role, or appoint someone for the position

ii. the roster of Directors must be presented at each captain's meeting, including a description of the qualifications of the Directors and in the event of a change from the

previous vote, the most recent roster must be ratified by ordinary resolution by the in-year stakeholders;

iii. Extraordinary efforts should be taken to ensure that OC Members have no conflict of interest toward any delegation, where alleged conflicts of interest or biases held by any OC Member will be monitored and investigated thoroughly by the Director(s) and the CABS Management Team.

f) The Director (s) shall decide the OC's internal organization structure within their bid to host within the guidelines for mandatory roles and will be ratified by an ordinary resolution by the year-over-year stakeholders in accordance with Section 2.3 of the Policy;

- i. Decision-making authority within the OC shall be at the discretion of the Executive Director(s), but must be formally communicated to the CABS Management Team and Year-over-Year Stakeholders no later than at the same time as the OC organization structure is presented and ratified, and where formal job descriptions for each of the Director positions must be presented;

g) The Executive Director(s) shall report directly to the CABS Liaison who shall serve as the primary point of contact between CABS and the OC, except for extraordinary or extenuating circumstances;

h) In the event of a decision where the Executive Director(s) cannot come to a unanimous resolution, the CABS Liaison will serve as the tie-breaking vote as outlined in Section 2.3 of this Policy;

i) In the event that the OC is not fulfilling its duties, or that the Management Team believes the team's performance to be unsatisfactory per the mandated duties outlined in the Key Roles and Responsibility Document, the Management Team may require that the Executive Director(s) hire additional people to fulfill the roles and responsibilities of the OC.

4.2 Roles & Responsibilities

a) The OC shall be tasked with the start-to-finish planning, organization, day to day decision making, and execution of the Competition in a way that strives to create the best-overall experience, maintains the highest academic standards, and encompasses the "JDCC Spirit" for all stakeholders;

b) The OC shall plan, organize, and execute the Competition in full-accordance with the JDC Central Policy, the Corporate Directive, and any other pertinent documents or clearly-understood best-practices;

- c) The Vice-Presidents of the OC shall report to the Chair(s), in accordance with the internal organization structure and reporting channels that are set forth by the Executive Directors and approved by an ordinary resolution of the Year-over-Year Stakeholders;
- d) The OC is tasked with providing a formalized system in which they must communicate the progress of the Competition planning to stakeholders, where:
 - i. A full progress update on each Director portfolio must be provided to the CABS Liaison a minimum of every two weeks, commencing ten (10) months prior to the competition and lasting until two (2) months prior to the competition.
 - ii. A full progress update on each Director portfolio must be provided to the CABS liaison a minimum of once weekly in the final two (2) months prior to the competition.
 - iii. A full progress update on the competition planning must be provided to the In-year stakeholders at each captains meeting.

4.3 Removal of OC Members (not including the Executive Director(s))

These procedures shall apply for the removal of the members of the OC, where:

- a) OC Members may be removed from the OC following a special resolution vote of non-confidence by:
 - i. the Executive Directors and CABS liaison, when there are two chairs; or
 - ii. the Executive Directors, CABS liaison and the hosting business student association president, when there is only one Executive Director;
 - iii. the motion must be made in accordance with procedures for special resolutions.
- b) in the case that a non-confidence vote is resolved in the affirmative, the Chair(s) shall be tasked with handling the re-appointment of the position, so long as it is in accordance with Section 4.1 of this Policy.

4.4 Removal of Executive Director (s)

- a) An Executive Director may be removed only in extreme circumstances where it is felt by the CABS Management Team that all other avenues for conciliation have been fully exhausted or where there are serious allegations of gross misconduct (including, but not limited to, criminal offences or conduct in direct violation of the mission, vision, values, or ethical frameworks that guide the execution of the Competition);
- b) At any time during the mandate of the Executive Director(s), only the CABS Management Team may motion to have one or both chairs removed by vote of non-confidence, where:
 - i. such motion must be adopted only by a special resolution of the Year-over-Year Stakeholders,

- ii. the Executive Director(s) must be given a minimum of five (5) days' notice before the motion may occur;
- c) Should allegations of gross misconduct occur within one (1) month of the Competition start date or during the weekend of the Competition, the CABS Executives may motion a vote of non-confidence in the Executive Director(s), where:
 - i. such a motion must be adopted by only a unanimous resolution by the CABS Management Team
 - ii. formal communication of the decision and an overview of the rationale behind the decision to remove the Executive Director(s) must be provided to the In-Year, and Year-over-Year Stakeholders in a timely manner.
 - iii. the Executive Director(s) are not required to be given advanced warning of the vote due to the timeliness of the situation
- d) If a non-confidence vote is resolved in the affirmative, where
 - i. one Executive Director remains, that person shall take on the role of Executive Director, until such time that the vacant Executive Director position can be filled, (if feasible and desired by said Executive Director) in accordance with Section 4.1 .
 - ii. no Executive Director remains following a vote of non-confidence, it will be the responsibility of the CABS Management Team to mitigate any negative impacts and take whatever actions necessary, including but not limited to internal promotion of OC Members to the position of Executive Director, to maintain the best-overall experience for all stakeholders of the Competition.

SECTION 5

Delegations

The Organizing Committee to the best of their abilities will enforce the policies stated in

5.1 Eligibility

- i. Participant selection shall be at the discretion of each delegation; where all delegates are required to meet the specific eligibility requirements as follows:
- ii. Competitors in academics, sports, debate, and social must:
 - 1. be enrolled as students for at least one semester of the academic year in which JDCC is held
 - 2. Enrolled requires 60% course load minimum, 40% for those with a permanent disability

3. must be in an undergraduate degree program in management, commerce, or business studies (or directly related fields);
 4. degrees in economics are not considered directly related to business fields and will not be considered for eligibility
 5. cannot have officially graduated before the last day of the competition;
 6. must be enrolled at the same University that they are representing;
- iii. Team volunteers:
1. must be enrolled as undergraduate students for at least one semester in the academic year in which JDCC is held
 2. cannot have officially graduated before the last day of the competition
 3. must be enrolled at the same University that they are representing
- iv. Captains may be a maximum of one calendar year removed from the same university that they are representing;
1. must not be on the Management Team of CABS;
 2. must not be JDCC volunteers and must have never been a member of the JDC Central OC during that competition year;
 3. participants must be represented by a business student association that is an active member of and in good standing with CABS;
- v. Godparents and may be selected at the discretion of the delegation, provided that the person:
1. is not part of the CABS Management Team;
 2. is or was not a volunteer or member of the JDC Central OC during that competition year.
- vi. Faculty advisors must:
1. be faculty or staff members at their respective schools
 2. not be members of the JDCC OC
 3. not be JDCC volunteers
 4. not be on the CABS Management Team
 5. be registered prior to the competition with the JDCC OC

- vii. The final decision on whether an institution's degree meets eligibility standards will be at the discretion of the CABS Management Team.
- viii. No more than one (1) delegation may represent any CABS Member school

5.2 Expectations of Participants

- a) Participants involved in the Competition must protect the interest and the reputation of the Competition and respect these engagements by conducting themselves with integrity. The end-goal should always be to promote the Competition and its positive values.
- b) Team Captains must ensure that all members of their delegation are cognizant to the importance and consequences of the delegates' actions.
- c) The participants must:
 - i. Respect all JDC Central Competitors, Organizers, and stakeholders
 - ii. Respect the rules of the Competition and solve any problems through goodwill;
 - iii. Interact with one-another with respect and courtesy;
 - iv. Respect and appreciate the contributions of other participants;

5.3 Applying to Compete

- a) An applicant team must meet the Eligibility Criteria, as defined in the CABS ByLaws
- b) Applications to compete shall be voted on by year-over-year stakeholders at Roundtable
 - i. Schools with an active application to compete will not be eligible to vote.
 - ii. Applications to compete will be reviewed on their ability to fit within the competition's spirit and standards.
 - iii. Grading rubrics are available within "The JDC Central Application to Compete & Bid Grading Rubric"
- c) All schools without a confirmed spot to compete in the competition year must submit a formal application to the CABS Management Team at a minimum of two (2) weeks before the commencement of Roundtable at 11:59pm EST.
 - i. All schools must send a full delegation upon confirming intent to compete, with the exception of their first competition year, or after a hiatus of one (1) year.

5.4 Half Delegations

- a) A delegation that is applying to compete in the Competition for the first time or applying to return to the Competition after a hiatus of one (1) or more will be mandated to send a half delegation.

SECTION 6

Appeals and Disqualifications

A delegation may be disqualified from participating in the Competition of the current fiscal year by a special resolution of Board, where:

- a. such a motion may be motioned by any JDC Central stakeholder (in-year or year-over-year)
- b. the delegation in question may be able to make a formal defense to the Board;

Any decision which is not considered final and closed to appeal as written in the JDC Central Policy or Corporate Directive may be appealed to the OC. The appeals process will be executed as follows

6.1 General Appeals Process

All JDC Central Captains and the OC acknowledge that the appeal process is a constructive investigation of a previously made decision and agree to be prepared with the most complete information possible to be presented in a constructive manner. This includes bringing forward statements from delegates.

A decision that this document establishes as being final and closed to appeal cannot be appealed and will not be reconsidered. It is the responsibility of the JDC Central Captain to ensure that all team members are aware of JDC Central rules and regulations, paying particular attention to non-appealable offenses.

6.1.1 Neutral Third Party

For all appeals, the Canadian Association of Business Students (CABS) shall act as a neutral third party and be present at the hearings of all appeals, which are voted on by the Executive Directors. In the event that the final vote is tied, a representative from CABS shall cast the tie-breaking vote. Furthermore, should a member of the OC be unable to hear an appeal or forgo his or her right to vote on the appeal, a representative from CABS shall cast a vote in the OC member's absence.

The CABS representative overseeing appeals may overturn the decision of the OC if he or she can demonstrate that the OC has deliberately neglected its responsibility to complete its due diligence. The decision to overturn an appeal ruling must be made in the hearing and cannot be made after the close of the hearing.

6.2 Submission of an Appeal

A JDCC Captain, with the exception of Sports and Social Competition Appeals, must bring forward appeals as described in their respective subsections below. All appeals must be directed directly to the appropriate member of the Organizing Committee for

the competition from which the appeal is based. These roles are defined in the competition specific sections below. Appeals must be requested as outlined below.

Statute of Limitations

Appeals may only be requested under the following conditions:

1. The decision being appealed occurred less than three (3) hours before the time at which the appeal was submitted to the OC
2. The appeal was submitted to the OC Within 30 minutes of the end of the event on Sunday If any of the above conditions are false, the decision will be considered final and closed to appeal.

Appeals for the Social and Sports Competitions are subject to additional restrictions, described in their respective subsections below

Recognition of Appeal

An appeal may be dismissed by the OC for any of the following reasons:

1. Appeal is not valid (ie. appealing a decision which is final and closed to appeal)

An appeal may be deferred by the OC for any of the following reasons:

1. Appeal lacks a reasonable amount of supporting information
2. Appeal is not presented in a constructive manner

Deferred appeals will remain active until the decision is considered final and closed to appeal, as per the Statute of Limitations above. During this time, the JDCC Captain may revise the appeal and resubmit it to the OC for consideration.

In the case that an appeal is deferred or dismissed by a JDCC Director, the JDCC Captain may request that the appeal be escalated to the Executive Directors. In the event that an appeal is deferred or dismissed by a Executive Directors, the JDCC Captain may request that the appeal be heard by another Executive Director.

In the event that a simple majority of Executive Director defer or dismiss the appeal, the JDCC Captain may request that the neutral third party named above decide to dismiss the appeal or open the appeal for hearing. The neutral third party cannot decide to further defer an appeal.

Once an appeal is recognized by the OC, a formal hearing of the appeal will begin.

6.3 Hearing and Ruling of Appeals

If a team is named in an appeal filed by another JDCC Captain, the Captain of the defending team will be notified immediately by the OC and must immediately begin assembling information to defend his or her position. Failure to prepare and present complete information in a constructive manner may result in a judgment against the defending team and a deduction of Participation Points.

A hearing of the appeal will be scheduled with JDCC Captains and OC members that are named in the appeal at the earliest possible time following the submission

of the appeal. Reasonable consideration will be given to parties, which are required to gather additional information before the hearing.

The OC must make all reasonable attempts to gather complete statements from involved parties to ensure that an objective view of the situation is presented at the hearing before making a final decision. All rulings on appeals will be made by the OC after hearing testimony from involved parties. Rulings will be decided as per the procedures outlined in the subsections below. These decisions will be considered final and closed to further appeal.

6.3.1 Competition Specific Appeals

Additional restrictions are imposed on appeals in the following competitions.

6.3.1.1 Academic and Debate Competition Appeals

Appeals regarding decisions made in the Academic and Debate Competitions must be directed to the Director of Academics and all Executive Directors via two of three forms of communication email, text or verbal communication (phone, face-to-face) stating the purpose of the appeal, parties involved, and basic relevant information. If a JDCC Captain requires access to a computer to submit an appeal, he or she will be granted access to a computer in the OC's headquarters.

In the event that a decision is made that an academic or debate case team wishes to appeal, the case team should ask a JDCC volunteer to communicate their intent to appeal to their JDCC Captain. The case team is entitled to draft a short statement on paper, including names of the OC member or JDCC volunteer that made the decision in question, which the JDCC volunteer will deliver to the appropriate JDCC Captain. At this point in time, the team may continue to move forward through the competition process while their JDCC Captain files the appeal, pending the ruling on the appeal.

The Directors of Academics has the authority to make a final decision on the appeal if consensus between parties can be reached. In the absence of consensus, the Director of Academics will be responsible for making a recommendation, which will be voted on by the Executive Directors.

6.3.1.2 Sports Competition Appeals

Appeals regarding decisions made in the Sports Competition must be directed to the Director of Sports during the course of the tournament and do not have to be submitted in writing. Appeals must be presented immediately following the conclusion of the match for which the appeal is based and may only be brought forward by the Sports Team Captain. Appeals made after the beginning of the next match or after the close of the tournament will not be considered.

Appeals may not be made to alter the outcome of any match, as referees' decisions are considered final. Appeals should be for the purpose of clarifying interpretation of

rules and implementing said clarifications moving forward. Under no circumstance will the outcome of an appeal be enforced retroactively.

The Director of Sports will be responsible for making a decision on each appeal at the time it is raised. This decision will be considered final and closed to further appeal.

6.3.1.3 Social Competition Appeals

Appeals regarding decisions made in the Social Competition must be directed to the Director of Social and do not have to be submitted in writing. Appeals must be presented immediately following the conclusion of the event for which the appeal is based and may only be brought forward by the Social Team Captain. In this circumstance, the Director of Social will be responsible for making a decision.

Appeals that are not presented immediately following an event or appeals to overturn the decision of the Director of Social must be brought forward by the JDCC Captain and must be directed to the Director of Social and both Executive Directors via e-mail.

If a JDCC Captain requires access to a computer to submit an appeal, he or she will be granted access to a computer in the OC's headquarters. Under no circumstance will such an appeal be permitted to alter the standings of an event. In this circumstance, the Director of Social will be responsible for making a recommendation, which will be voted on by the Executive Directors.

6.3.1.4 Charity Competition Appeals

Appeals will not be permitted in the Charity Competition and all decisions by the OC will be considered final and closed to appeal.

6.3.1.5 Participation Competition Appeals

Appeals will not be permitted with regards to the Attendance portion of the Participation Competition and participation registers will be considered final and closed to appeal once submitted for tallying by the JDCC volunteer in charge.

Appeals with respect to the Spirit of Competition portion of the Participation Competition may only be raised when the OC informs a competing team of a point deduction. These appeals must be brought forward by the JDCC Captain and must be submitted to both Executive Directors and the relevant Director, if applicable. The appeal must be sent via email, stating the purpose of the appeal, parties involved, and basic relevant information.

If a JDCC Captain requires access to a computer to submit an appeal, he or she will be granted access to a computer in the OC's headquarters.

The relevant Director will be responsible for making a recommendation, which will be voted on by the Executive Directors. In the absence of a Director in the appeal review, the Executive Directors will be jointly responsible for making a final decision.

SECTION 7

Meetings

A minimum of three (3) transition or preparation meetings for the captains must take place, leading up to and before JDCC each competition year:

Which may include without limitation:

1. Spring Transition Meeting (STM);
2. Eastern Canadian Leadership Retreat (ECLR);
3. Canadian Business Students Conference (CBSC) ;
4. November Captains Meeting;

where the presence of at least one captain or respectively appointed proxy is mandatory at a minimum of three (3) meetings;

1. Failure to do so will result in disqualification from the current Competition.
2. Exemptions may be granted by the CABS liaison under extraordinary circumstances.

Minutes must be taken at all meetings and made available to the captains, Management Team of CABS and the Board within ten (10) days subsequent;

SECTION 8

Amendments and Interpretations

8.1 Amendments to the JDCC Policy

Amendments to this Policy require a special resolution of Board of Directors.

8.2 **Amendments to all JDC Central Documents**

The JDCC Corporate Directive must be reviewed and approved by the President and VP Competitions of CABS ;

The board may ask for amendments to be made to the JDCC corporate Directive if deemed necessary

8.3 **Interpretation**

The right and responsibility of the interpretation of the JDC Central Policy lies upon the Year-Over-Year Stakeholders of the Competition;

Where ambiguity lies within any of the JDCC official documents, with the exception of the JDC Central Policy, the decision shall go to the CABS Liaison

SECTION 9

Documents Affected by

The documents affected by this Policy are:

- The JDC Central Corporate Directive

Appendices

Appendix A. Letter of Intent

A signed letter stating the schools intention to compete at JDC Central must be signed by:

- A. Team Captains
- B. Commerce Students' Society (or equivalent) President; and
- C. Dean of the School of Business

The letter must include the following statements:

- A. "[University name] formally submits its intent to compete at JDC Central 2012 as a [Full delegation / half delegation]"
- B. "[University name] recognizes that any financial losses caused by the actions or members of the [JDCC Team] will be covered by the [Commerce Students' Society name] and/or [University name]."
- C. "[University name] further recognizes that the submission of this letter of intent confirms the school's participation in JDC Central and [University name] may be held accountable for any losses incurred by the JDC Central Organizing Committee should [University name] withdraw, wholly or partially, from the competition."

Teams may elect to add additional statements, but should consult the JDC Central Organizing Committee prior to doing so. Any clauses added to the letter that preclude the above responsibilities will render the Letter of Intent void.

This letter must be returned to the JDC Central Organizing Committee prior to **July 1st 2015**

Appendix B. Payment of Fees

Below are details for delegate fees and payment procedures. Delegate fees include the costs of accommodations, meals, night events and transportation throughout the course of the competition weekend.

Payment Details

Payment of a \$100 non-refundable deposit is required for each delegate before October 9th 2015. Payment of the balance of delegate fees (\$250) is due on November 6th 2015.

Cheques should be made payable to “The Canadian Association of Business Students” and sent to:

The Canadian Association of Business Students
Attn: Finance
PO BOX 95018 Kingsgate
Vancouver, BC
V5T 4T8

Please include within the memo your school name, and what the payment pertains to.