

CANADIAN ASSOCIATION OF BUSINESS STUDENTS, INC.

MEMBER ACCREDITATION POLICY

DATE EFFECTIVE: AUGUST 15, 2015

POLICY COORDINATOR:
CHAIR OF THE BOARD OF DIRECTORS

Upon being duly motioned and seconded and in witness herein, we hereby acknowledge that the content of this document represents the true nature of the Member Accreditation Policy of the CANADIAN ASSOCIATION OF BUSINESS STUDENTS, INC. [The Corporation], which has been approved by a 2/3 majority vote of the Board of Directors of [The Corporation], at the Board meeting held August 15, 2015. We further acknowledge that this Policy shall be interpreted under the laws in effect in the province of Ontario, judicial district of Mississauga (the original place of incorporation)

ELIE LUBENDO
CHAIR OF THE BOARD OF DIRECTORS

CALVIN PARKER
PRESIDENT

KIRAN SINGH
VICE-CHAIR OF THE BOARD OF DIRECTORS

SECRETARY

GENERAL PROVISIONS

ARTICLE 1: PREFACE

1.1 The Corporation is mandated to support the conference and competition circuit for business students and business student leaders. This commitment to member schools requires baseline standards for quality, sustainability and continual innovation and improvement of member schools. The Policy on Member Accreditation aims to provide the framework of rules for ensuring this ongoing commitment to monitoring member practices and motivate the development of member initiatives in their respective business school communities.

ARTICLE 2: PURPOSE

2.1 To render an evaluation for each member Business Student Association (BSA) of the CABS that is fair, accurate, consistent, and free from personal bias.

ARTICLE 3: SCOPE

3.1 The scope of this policy extends to the administration and process of administering the CABS Accreditation Standards Program.

ARTICLE 4: DEFINITIONS

4.1 The following terms will be used throughout this document and are hereby defined. Terms that do not appear in this list of definitions but do appear in the “Definitions” section of the Bylaws of the Corporation are equally enforceable in this policy.

| | |
|---|---|
| CABS | The Canadian Association of Business Students |
| Member schools (BSA) | Members of the Canadian Association of Business Students |
| DSU | Divisional Student Unions that represent a non-business faculty or a university-wide general student union |
| Special Projects Committee | The committee which will have the responsibility of working the CABS with the CABS Vice President, Members, to score and rank schools within the accreditation criteria |
| Accreditation Scoring Criteria | The scoring system and rubric used to rank schools in the overall accreditation process as outlined in Appendix A and Article 9 |
| Accreditation Standards Program Scoring Process | The process of scoring respective schools against the Accreditation Scoring Criteria Rubric as referenced in Article 9 |

ARTICLE 5: ASSESSING NEW MEMBERS

- 5.1 The following policy does not provide guidance with regards to the admittance of new Member schools to Class B standing.
- 5.2 The following policy does not provide guidance with regards to the admittance of Class B Member schools as new Class A Members of the Corporation.
- 5.3 The following policy does apply to Class B members seeking admittance to Class A membership for the purposes of incorporating the Member school in the discount discovery process as outlined in Article 12 and assessing final member dues owed upon entrance as a Class A Member.

ARTICLE 6: GENERAL PROCESS

- 6.1 The general process of the CABS Accreditation Program will be as follows:
 - 6.1.1 Documents will be received by member schools
 - 6.1.2 The board of directors will ratify the directors on the Special Projects Committee at the Annual General Meeting of the Corporation
 - 6.1.3 The directors on the Special Projects Committee will review submitted documents from the Member schools and score
 - 6.1.4 The CABS Vice President, Members and Alumni Relations shall ratify the scores of each Special Projects Committee member
 - 6.1.5 Once ratified, member schools will be placed in three buckets based on their overall accreditation score from the current or most previously scored year of each member
 - 6.1.6 The bucket each member school is placed into shall correspondence with a related discount on a member school's membership fee
 - 6.1.7 A Member BSA's score may count for up to 2 years unless there are material changes to the Accreditation Standards Program, this Member Accreditation Policy, or the related Membership Fee Discounts as outlined in Article 13

ARTICLE 7: DOCUMENT RECEIVERSHIP

- 7.1 To render an evaluation for each member BSA, each Member BSA shall:
 - 7.1.1 Submit any and all documents in order for the BSA to be scored in the following categories and judged subcategories as specified in Appendix 1:
 - 7.1.1.1 Administration
 - 7.1.1.1.1 Governance Systems
 - 7.1.1.1.2 Democratic Systems
 - 7.1.1.2 Services
 - 7.1.1.2.1 Club Relations

- 7.1.1.2.2 Advocacy & Lobbying
 - 7.1.1.3 Foundations
 - 7.1.1.3.1 Organizational Structure
 - 7.1.1.3.2 Transparency & Accountability
 - 7.1.1.3.3 External Partnerships
 - 7.1.1.4 Events
 - 7.1.1.4.1 Charitable Events
 - 7.1.1.4.2 Social Events
 - 7.1.1.4.3 Academic Events
 - 7.1.1.4.4 Networking Events
 - 7.1.1.5 Sustainability
 - 7.1.1.5.1 Strategic Planning
 - 7.1.1.5.2 Oversight & Management Control Systems
- 7.1.2 CABS shall seek out Membership documents for the purpose of administering the Accreditation Standards Program no later than 1 month prior to the third ordinary meeting of the board of Directors of the Corporation held annually in Winnipeg at the National Business School Conference
- 7.1.3 Member BSA's shall send in documents for the purpose of being scored in the Accreditation Standards Program no later than 7 weeks prior to the Annual General Meeting of the Corporation held annually at the CABS Roundtable
- 7.1.4 Should the Special Projects Committee seek clarification on any submitted documents, the BSA shall have seven days from the date of the written request to submit additional material
 - 7.1.4.1 An Email shall be a sufficient communication medium to facilitate written requests
- 7.1.5 Any documents sent after the 7 week deadline prior to the Annual General Meeting of the Corporation shall not be admissible for use in the Accreditation Standards Program scoring process
- 7.1.6 To be valid, documents must:
 - 7.1.6.1 Not be hearsay but be evidence of a physical form, or
 - 7.1.6.2 Be third party documents that can in some form, be validated by that third party upon request
- 7.1.7 A Member BSA that chooses to not enter the Accreditation Standards Program scoring process for the current fiscal period and maintain a score of a previous fiscal period as governed under Article 13 must give notice, in writing to the CABS Vice President, Member and Alumni Relations prior to the third ordinary general meeting of the board of directors of the

Corporation held annually in Winnipeg at the National Business School Conference

7.1.7.1 For the purposes of written notice, an email shall suffice

ARTICLE 8: STRIKING AND APPOINTING THE COMMITTEE

8.1 The Special Projects Committee shall be appointed, on an annual basis, by a simple majority vote of the Board of Directors no later than:

8.1.1 The Annual General Meeting of the Corporation

8.1.2 The third ordinary general meeting of the board of directors of the Corporation held annually in Winnipeg at the National Business School Conference

ARTICLE 9: REVIEWING AND SCORING PROCESS

9.1 The Special Projects Committee will review the documents submitted by the BSAs and evaluate the documents according to this Accreditation Scoring Criteria Rubric as presented in Appendix 1

9.2 Two Special Projects Committee members will score each member school, as determined by the CABS Vice President, Members and Alumni Relations

9.3 The absence of documents will not result in a deduction however it will affect a Member BSA's ability to score highly in any judged subcategory

9.4 Each Special Projects Committee member shall score each assigned member school out of 5 points, as directed by the criteria outlined in the Accreditation Scoring Criteria Rubric, in the following subcategories

9.4.1 Governance Systems

9.4.2 Democratic Systems

9.4.3 Club Relations

9.4.4 Advocacy & Lobbying

9.4.5 Organizational Structure

9.4.6 Transparency & Accountability

9.4.7 External Partnerships

9.4.8 Charitable Events

9.4.9 Social Events

9.4.10 Academic Events

9.4.11 Networking Events

9.4.12 Strategic Planning

9.4.13 Oversight & Management Control Systems

9.5 The Special Project Committee Member shall assign the following points to a school for the Administration category as follows:

9.5.1 Shall apply the score out of 5 in Club Relations to the following formula:

9.5.1.1 Governance Systems Score / $5 * 100$

9.5.2 Shall apply the score out of 5 in Advocacy & Lobbying in the following formula:

9.5.2.1 Democratic Systems Score / $5 * 80$

9.5.3 Shall total the aggregate points from the Governance Systems and Democratic Systems subcategories to a category score that shall not exceed 180

9.6 The Special Project Committee Member shall assign the following points to a school for the Services category as follows:

9.6.1 Shall apply the score out of 5 in Club Relations to the following formula:

9.6.1.1 Club Relations Score / $5 * 80$

9.6.2 Shall apply the score out of 5 in Advocacy & Lobbying in the following formula:

9.6.2.1 Advocacy & Lobbying Score / $5 * 60$

9.6.3 Shall total the aggregate points from the Club Relations and Advocacy & Lobbying subcategories to a category score that shall not exceed 140

9.7 The Special Project Committee Member shall assign the following points to a school for the Foundations category as follows:

9.7.1 Shall apply the score out of 5 in Organizational Structure to the following formula:

9.7.1.1 Organizational Structure Score / $5 * 80$

9.7.2 Shall apply the score out of 5 in Advocacy & Lobbying in the following formula:

9.7.2.1 Transparency & Accountability Score / $5 * 60$

9.7.3 Shall apply the score out of 5 in External Partnerships in the following formula:

9.7.3.1 External Partnership Score / $5 * 60$

9.7.4 Shall total the aggregate points from the Organizational Structure, Transparency & Accountability, and External Partnerships subcategories to a category score that shall not exceed 200

9.8 The Special Project Committee Member shall assign the following points to a school for the Events category as follows:

9.8.1 Shall apply the score out of 5 in Charitable Events to the following formula:

9.8.1.1 Charitable Events Score / $5 * 90$

9.8.2 Shall apply the score out of 5 in Social Events in the following formula:

9.8.2.1 Social Events Score / $5 * 60$

9.8.3 Shall apply the score out of 5 in Academic Events in the following formula:

- 9.8.3.1 Academic Events Score / $5 * 100$
- 9.8.4 Shall apply the score out of 5 in Networking Events in the following formula:
 - 9.8.4.1 Networking Events Score / $5 * 70$
- 9.8.5 Shall total the aggregate points from the Charitable Events, Social Events, Academic Events, and Networking Events subcategories to a category score that shall not exceed 320
- 9.9 The Special Project Committee Member shall assign the following points to a school for the Sustainability category as follows:
 - 9.9.1 Shall apply the score out of 5 in Strategic Planning to the following formula:
 - 9.9.1.1 Strategic Planning Score / $5 * 90$
 - 9.9.2 Shall apply the score out of 5 in Oversight & Management Control Systems in the following formula:
 - 9.9.2.1 Oversight & Management Control Systems Score / $5 * 70$
 - 9.9.3 Shall total the aggregate points from the Strategic Planning and Oversight & Management Control Systems subcategories to a category score that shall not exceed 160
- 9.10 The Special Project Committee Member shall then assign an overall total score, that shall not exceed 100, to each assigned member school based on the aggregate scores of the following categories:
 - 9.10.1 Administration as calculated in Article 9.5 and Article 9.5.3
 - 9.10.2 Services as calculated in Article 9.6 and Article 9.6.3
 - 9.10.3 Foundations as calculated in Article 9.7 and Article 9.7.4
 - 9.10.4 Events as calculated in Article 9.8 and Article 9.8.5
 - 9.10.5 Sustainability as calculated in Article 9.9 and Article 9.9.3
- 9.11 The Special Project Committee Member shall embody the following characteristics with respect to their scoring process:
 - 9.11.1 Review the documents for each category and subcategory to ensure completeness
 - 9.11.2 Review the documents again to determine the quality and fit of these documents according to the Accreditation Scoring Criteria Rubric
 - 9.11.3 Assign values within the Accreditation Scoring Criteria Rubric for the category before moving on to the next category
 - 9.11.4 It is important to stay focused on scoring each section separately
 - 9.11.4.1 If a Special Projects Committee Member becomes confused or cannot decide on an appropriate score, refer to the scoring ratings.

- 9.11.4.2 It is acceptable for the Chair of the Special Projects Committee or members of the Committee to call for a recess of the committee in order to focus and continue to score consistently and equitably
- 9.11.5 Evaluate documents in their completeness and functional value
- 9.11.6 Impartiality is critical to the fair evaluation of BSA's accreditation standing
- 9.12 This process shall be completed, with all scoring for all schools, sent to the CABS Vice President, Members and Alumni Relations, no later than 5 weeks prior to the Annual General Meeting
- 9.12.1 The special projects committee member should be keeping pace at roughly 2 schools reviewed per week to achieve these mandated deadline

ARTICLE 10: RATIFYING COMMITTEE MEMBER SCORING

- 10.1 To ratify the scoring process of the Special Projects Committee, the CABS Vice President Members and Alumni Relations shall vouch that
 - 10.1.1 Two Special Projects Committee Members have scored each school
 - 10.1.2 That no Special Projects Committee Member has ranked a Member BSA which it is within arm's length of
 - 10.1.2.1 Arm's length is defined as neither conferring a degree, attending, ever resident from the area of, nor personally tied by other means to that Member BSA
 - 10.1.3 All documents scored were submitted on time
 - 10.1.4 Any clarifying documents sent in were not to circumvent the deadline rules and were necessary for the fair and objective scoring of the Member BSA and/or other Member BSA's and were sent in within the allotted time frame
- 10.2 Once scores are ratified, the CABS Vice President Members and Alumni Relations shall
 - 10.2.1 Where the two (2) readers' assigned total accreditation scores are within 10% discrepancy of one another, the average of the total accreditation scores will be assigned to the BSA
 - 10.2.1.1 Does not apply to subcategory and total category scoring
 - 10.2.2 Where the two (2) readers' assigned scores are greater than 10% discrepancy of one another, a third reader will review the profile, and the average of the two higher scores will be assigned to the BSA.
 - 10.2.2.1 Does not apply to subcategory and total category scoring
 - 10.2.2.2 This third reader shall be a member of the Special Projects Committee that was not one of the two original Special Projects Committee members which ranked the BSA in question
 - 10.2.2.3 This third reader shall score the BSA across the entire Accreditation Standards Program process as outlined in Article 9.

10.2.3 This process, other than third (or fourth) readership, for all member schools, shall be completed by no later than 4 weeks prior to the Annual General Meeting

10.2.4 Third readership process shall be completed by no later than 1 week prior to the Annual General Meeting

ARTICLE 11: PROCESS OF GENERATING AN OVERALL BSA RANKING

11.1 Once the entire ratification process in Article 10 has been completed, the CABS Vice President, Members and Alumni Relations, shall:

11.1.1 Rank every Member BSA by total accreditation from top third (highest scoring) through bottom third (lowest scoring)

11.1.1.1 Thirds shall be defined as:

11.1.1.1.1 Thirds = Number of schools / 3

11.1.1.1.2 In the case of the size of membership not being divisible by 3:

11.1.1.1.2.1 Top and bottom thirds will be rounded down an integer

11.1.1.1.2.2 The middle third will be rounded up to a whole integer such that:

11.1.1.1.2.2.1 Member schools scored = Top third + Middle third + Bottom third

11.1.1.1.2.2.2 The middle third will be increased by an integer until the equation in Article 11.1.1.1.2.2.1 holds true

11.1.1.1.2.2.3 For example, if there are 29 member schools, the thirds will be the following:

11.1.1.1.2.2.3.1 Top third: highest 9 scoring schools

11.1.1.1.2.2.3.2 Bottom third: lowest 9 scoring schools

11.1.1.1.2.2.3.3 Middle third: the other 11 schools not included in the top and bottom thirds

11.1.2 Bucket each school into tiers of

11.1.2.1 Bucket A: top third

11.1.2.2 Buckets B: middle third

11.1.2.3 Bucket C: bottom third

11.1.3 The score used shall either be the recently judged score in the most recent Accreditation Standards Program scoring process or the most recent Accreditation Standards Program score of each school that did not

11.2 The CABS Vice President, Members and Alumni Relations shall communicate to each Member BSA their individual Bucket (A, B, or C) no later than 72 hours prior the Annual General Meeting of the Corporation held annually at CABS Roundtable

- 11.3 Class B members and any non-member schools who chose to enter the Accreditation process shall be included in the bucketing process

ARTICLE 12: SCHOOL RANKING DISCOUNT DISCOVERY PROCESS

- 12.1 As in accordance with CABS Financial Policy, the following buckets will correspond to the following discount rates on their membership fee based on school budget size:
- 12.1.1 Bucket A: 25%
 - 12.1.2 Bucket B: 15%
 - 12.1.3 Bucket C: 0%
- 12.2 The discount rate shall not remain constant for a period where a member chooses not to enter the Accreditation Standards Program scoring process and maintain a previous fiscal period score, only the total accreditation score shall be carried forward to a future period for the purposes of determining where a Member BSA shall be placed bucketing process outlined in Article 11
- 12.3 The finalization of membership fees and the related discount shall be completed by no later than 48 hours prior to the Annual General Meeting of the Corporation held annually at CABS Roundtable

ARTICLE 13: LONGEVITY OF THE RANKING AND ACCOMPANYING DISCOUNT

- 13.1 Each individual Member BSA score shall be saved and held in the overall ranking process for the shorter of the following period:
- 13.1.1 Two successive fiscal periods, or in
 - 13.1.2 A fiscal period in which the Accreditation Scoring Criteria Rubric has been amended, and/or in
 - 13.1.3 A fiscal period in which the Financial Policy has been amended with respect to Membership Fee discounts
- 13.2 A Member BSA discount will not be saved and held during any periods should the BSA not submit any accreditation documents, only the score from the most recently ranked fiscal period shall be awarded for the purpose of the school ranking and discount discover process
- 13.3 In a period where a BSA applies for scoring in the Accreditation Standards Program, a BSA will be scored across all areas categories and judged on all subcategories of the Accreditation Scoring Criteria Rubric in generating an updated score for the overall ranking and discount discovery processes

ARTICLE 14: REPORTING AND TRANSPARENCY

- 14.1 At the conclusion of the Accreditation Standards Program process, the Vice President, Members and Alumni Relations, shall:

- 14.1.1 Publish each Member BSA's final category scores (after the averaging in the ratification process in Article 10) and the two or three Special Projects Committee Members who scored that Member BSA, to each Member BSA on an individual basis and shall not release any information of any Member BSA to another Member BSA
- 14.1.2 The Member BSA may consult to any or all of two or three Special Projects Committee Members for clarification on, but not to defend or amend the respective subcategory scores awarded by that specific Special Projects Committee Member
- 14.1.3 This consultation process to specific Special Projects Committee Members shall cease after March 30th
- 14.2 If, for any reason, during the process of Article 14.1, a Special Projects Committee Member does not feel a Member BSA has been ranked fairly, a third or fourth reader shall be assigned ,in accordance with the third reader assigning in Article 10.2, to:
 - 14.2.1 Perform the entire Article 10 ratification process and confirm the work of the CABS Vice President, Members and Alumni Relations with regard to:
 - 14.2.1.1 The category scores and total accreditation score of a Member BSA
 - 14.2.1.2 The third or fourth reader shall not be able to re-conduct the discount discovery process as the Member BSA accreditation scores and standings (i.e. bucket placement) may not be published to anyone outside of that respective Member BSA
 - 14.2.1.3 The third or fourth reader shall not re-perform the scoring process described in Article 9
- 14.3 The Reporting and Transparency process with regards to fourth readership shall be completed by no later than May 31st

ARTICLE 15: POLICY AMENDMENTS

- 15.1 Neither the CABS Management Team nor the Special Projects Committee shall have power in unilaterally amending any contents of this Member Accreditation Policy
- 15.2 But for Article 15, Article 7.1.1, Article 9.4, Article 9.5 and Appendix 1 may be amended with the approval of a simple majority vote of the board of directors
- 15.3 Article 15, Article 7.1.1, Article 9.4, Article 9.5 and Appendix 1 may be amended with the approval of a supermajority vote of the board of directors

APPENDIX A: ACCREDITATION SCORING CRITERIA RUBRIC

Scoring Rubric

- I. Administrative (180)**
 - A. Governance Systems (100)
 - B. Democratic Systems (80)
- II. Services (140)**
 - A. Club Relationships (80)
 - B. Advocacy & Lobbying (60)
- III. Foundations (200)**
 - A. Organizational Structure (80)
 - B. Organization Transparency & Accountability (60)
 - C. External Partnerships (60)
- IV. Events (320)**
 - A. Charitable Events (90)
 - B. Social Events (60)
 - C. Academic Events (100)
 - D. Networking Events (70)
- V. Sustainability (160)**
 - A. Strategic Planning (90)
 - B. Oversight & Management Control Systems (70)
- VI. Total Accreditation Score (1000)**



Each of the five (5) categories contains criteria deemed by CABS to be essential components for a high-functioning and sustainable BSA. Categories and subsequent criteria are assigned a point value determined by the Special Projects Committee to drive organizational development and emphasize opportunities for further growth of the CABS membership.

The categories should not be viewed as a checklist, but rather a suggested framework for providing value to their respective members. The scoring framework is set up to respect the diverse operations and services provided by BSAs to their members.

I. Administration (A)**BSA:** _____ **Accreditor:** _____**Governance Systems (100)**

| Score | Criteria |
|-----------------------|--|
| 0 | No supporting documents in the form of a constitution/bylaws or policy handbook provided. |
| 1 | Supporting documents lack detail, congruency, demonstrates contradictions, or content not germane to the documentation type. |
| 2 | Supporting documents demonstrate minimal coverage of operations, voting, mandates, and governing structure. Documents are sufficient for operational fulfillment, but lack rigor and robustness. |
| 3 | Supporting documents satisfy governing expectations for annual operations of a Business Student Association. All relevant fields for documents are represented and congruent. |
| 4 | Supporting document are well conceived, organized, and congruent with the position and operations of the organization. Documents are up to date and offer a strong foundation for governing and administration of the BSA. |
| 5 | Supporting documents are of comparative legal standing, capable of withstanding legislative battery, and showcase sustainable governing structures that respect and represent their intended membership. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 *100 |

I. Administration (B)**BSA:** _____**Accreditor:** _____**Democratic Systems (80)**

| Score | Criteria |
|--------------------------------------|--|
| 0 | No supporting documents provided. |
| 1 | Supporting documents lack detail, congruency, or insufficiently cover range of electoral practices. |
| 2 | Supporting documents demonstrate minimal coverage of elections, voting protocols, governing structure. Documents are sufficient for operational fulfillment, but lack checks and balances to mitigate malfeasance. |
| 3 | Supporting documents satisfy electoral expectations for annual leadership selection of a Business Student Association. All relevant fields for documents are represented and congruent. |
| 4 | Supporting documents are well conceived, organized, and congruent with the operations of the organization. Documents are up to date and provide clear execution of elections and lines of communication between candidates and constituents. |
| 5 | Supporting documents are of comparative legal standing and capable of withstanding external scrutiny. Results are ratified, presented to constituents, and disposed of accordingly. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 80 |
| Administration Category Total | |
| | Governance Systems Subcategory Score (out of 100) |
| | Democratic Systems Subcategory Score (out of 80) |
| | Administration Category Total Score (out of 180) |

II. Services (A)**BSA:** _____**Accreditor:** _____**Club Relationships (80)**

| Score | Criteria |
|-----------------------|---|
| 0 | No supporting documents provided and/ or no intention to complement or collaborate with the offerings, programs, or initiatives of subsidiaries/business clubs/ DSUs. |
| 1 | Supporting documents indicate that the BSA provides minimal opportunities for clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA does not participate in conversation with subsidiaries/ business clubs/DSUs to provide service to the overall business faculty. |
| 2 | Supporting documents indicate that the BSA provides inconsistent opportunities for clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA communicates with subsidiaries/ business clubs/DSUs when required, which may lead to complementary or collaborative efforts to provide service to the overall business faculty. |
| 3 | Supporting documents indicate that the BSA usually provides opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA communicates with clubs/DSUs to provide service to the overall business faculty, which may lead to complementary or collaborative efforts to provide service to the overall business faculty. |
| 4 | Supporting documents indicate that the BSA provides permanent opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA always communicates with subsidiaries/ business clubs/DSUs to provide service to the overall business faculty, which usually leads to complementary or collaborative efforts to provide service to the overall business faculty. |
| 5 | Supporting documents indicate that the BSA provides permanent opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA actively leads communication with subsidiaries/ business clubs/ DSUs. The BSA's proactive approach to subsidiaries/ business clubs/DSUs always leads to complementary or collaborative efforts to provide service to the overall business faculty. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 80 |

II. Services (B)**BSA:** _____**Accreditor:** _____**Advocacy & Lobbying (60)**

| Score | Criteria |
|--------------------------------|---|
| 0 | No supporting documents provided and/ or no intention to explore opportunities to engage with administration, the university student union, and/or other prominent campus organizations. |
| 1 | Supporting documents indicate that the BSA provides minimal opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA does not participate in conversation with affiliate organizations. |
| 2 | Supporting documents indicate that the BSA provides inconsistent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA communicates with affiliate organizations when required, which may lead to further interaction between the BSA and these organizations. |
| 3 | Supporting documents indicate that the BSA usually provides opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA maintains communication with affiliate organizations in order to effectively represent its membership. |
| 4 | Supporting documents indicate that the BSA provides permanent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA maintains communication with affiliate organizations and is a prominent representative body among these organizations in order to effectively represent its membership. |
| 5 | Supporting documents indicate that the BSA provides permanent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA initiates communication with affiliate organizations and is a recognized representative body among these organizations in order to effectively represent its membership. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 60 |
| Services Category Total | |
| | Club Relationships Subcategory Score (out of 80) |
| | Advocacy & Lobbying Subcategory Score (out of 60) |
| | Services Category Total Score (out of 140) |

III. Foundations (A)**BSA:** _____**Accreditor:** _____**Organizational Structure (80)**

| Score | Criteria |
|-----------------------|--|
| 0 | No supporting documents provided and no apparent intention to organize in an effective and efficient manner. |
| 1 | Supporting documents consist of governance documents that outline the roles within the organization, but with no clear delegation of authority or responsibilities. Supporting documents are ambiguous and the organization's structure can change easily from year-to-year. The BSA's internal structure consists of only a few executive roles. |
| 2 | Supporting documents indicate that the BSA has semi-formalized roles in its organization, with some responsibilities clearly delegated to each position. The BSA has an internal structure with a few support roles to the executive, outlined in a simple organizational chart. Supporting documents indicate that the BSA's reporting structures are still under development. |
| 3 | Supporting documents indicate that the BSA has a formalized structure, with all responsibilities of the executive clearly outlined in governance documents. The BSA has a fairly well-developed internal structure, with support teams under each portfolio, and this structure is clearly outlined with reporting lines in a complete organizational chart. |
| 4 | Supporting documents indicate that the BSA has a mature, formalized structure for both the executive and the underlying support roles. All responsibilities and reporting structures are clearly outlined by governance documents, complex organizational charts, and team registers. Supporting documents also indicate that the BSA has developed or is in the process of developing internal and external committees to improve their operational excellence and ability to represent their constituents. |
| 5 | Supporting documents indicate that the BSA has an advanced, well-established structure that unambiguously identifies the responsibilities, roles, and reports for each role. Every aspect of the BSA's functioning is accounted for in their governance documents, organizational charts, and team registers. Supporting documents indicate that the BSA is structured in a way that allows subordinate teams to operate and execute in an independent manner, while still retaining full transparency with the executive through reporting structures. The BSA has well-developed committees with clear and unambiguous terms of reference. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 80 |

III. Foundations (B)**BSA:** _____**Accreditor:** _____**Transparency & Accountability (60)**

| Score | Criteria |
|-----------------------|---|
| 0 | No supporting documents provided and no apparent intention to disclose operational & strategic details, report financial results, or conduct year-end reports. |
| 1 | Supporting documents indicate that the BSA has a weak level of transparency and accountability. Meeting minutes are recorded infrequently, notices of meetings are often sent out with little lead time or not published at all, and agendas are rarely prepared. The BSA's supporting documents indicate that there is little to no public disclosure of operational and financial results. The BSA does not hold an Annual General Meeting open to its membership. |
| 2 | Supporting documents indicate that the BSA has a fair level of transparency and accountability. Meeting minutes are recorded most of the time and meeting details and agendas are published within a reasonable standard of advance notice. The BSA holds an Annual General Meeting open to its membership, but there is evidence suggesting these meetings provide little opportunity for membership to voice their concerns and hold their BSA accountable. Supporting documents provide evidence of public disclosure of financial and operational details during annual meetings, but only a high-level overview. |
| 3 | Supporting documents indicate that the BSA has a moderate level of transparency and accountability. Minutes and agendas are prepared for all meetings and are available to the membership upon request. Notices of all meetings are published well in advance, and are widely distributed. Annual General Meetings are open to the membership, with ample opportunity for concerns and questions to be communicated by the membership to the BSA's representatives. Supporting documents indicate that detailed financial results and annual reports on the BSA's operations are made available to the membership during AGMs. Financial statements and annual reports are available to the membership upon request. |
| 4 | Supporting documents indicate that the BSA has an above-average level of transparency and accountability. All supplemental materials associated with meetings are prepared, archived, and publically available at any time on the internet and in hard-copy form. The BSA's supporting documents indicate that the BSA holds more than one general meeting per year open to the membership, each attended by significant proportions of the membership. Evidence suggests that the general meetings allow for free and open intra-membership discussion and debate on motions on the floor and results presented by the executive. Detailed financial results are presented, and the accuracy of the results have been verified by an auditor that is external to the BSA. An annual report on operations is presented at the BSA's AGM, and is publically available on the internet and in hard-copy form. |
| 5 | Supporting documents indicate that the BSA is exceptionally transparent and accountable to its membership. All materials from internal and general meetings are prepared, archived, and publically available at any time on the internet and in hard-copy form. The BSA's supporting documents indicate that the BSA holds many general meetings per year open to the membership, each attended widely by the membership. Supporting documents indicate that in addition to opportunities to seek transparency & accountability at general meetings, there are formal and accessible methods for students to voice their concerns and seek information on all aspects of the BSA in an ad-hoc fashion. The BSA prepares detailed financial results and reports which have been verified and scrutinized by a registered auditor external to the BSA and university. These results and statements, as well as detailed and comprehensive annual reports, are also available to the membership at any time on the internet and in hard-copy form. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 60 |

III. Foundations (C)**BSA:** _____**Accreditor:** _____**External Partnerships (60)**

| Score | Criteria |
|--------------------------------|--|
| 0 | No supporting documents provided and/or the BSA has had a severe deterioration of monetary corporate support in the year that signals impairment in their relationship management. |
| 1 | Supporting documents indicate a minimal number of partnerships for a handful of events (or a minimal percentage). Supporting documents do not suggest much substantial link between the relationship and the service offering (i.e. sponsorship is essentially a donation with limited tangible value coming to the sponsor or the students). |
| 2 | Supporting documents indicate that the BSA engages in some small corporate partnerships of minimal dollar value (relative to their budget) that also confers to some minimal incremental value for their sponsors and constituents through the BSA's own offerings. |
| 3 | Supporting documents indicate that the BSA has a number of strong corporate and non-corporate relationships that add value to a few of the BSA's core offerings for its students. |
| 4 | Supporting documents indicate that the BSA relatively (as a percentage of an overall budget) or absolutely has a number of corporate relationships and also ties in many non-corporate professional development partners. The BSA may also have a streamlined process with its subsidiary and/or affiliate clubs to centralize corporate partnerships but the value added to sponsors and/or the BSA constituents is. not overly substantial, obvious, or progressive. |
| 5 | Supporting documents indicate that the BSA relatively (as a percentage of an overall budget) or absolutely has a number of corporate relationships and also ties in many non-corporate professional development partners. These corporate and non-corporate partners tie in hand-in-hand to the offerings of the BSA and confer substantial value for both the sponsor and its constituents. The BSA is fairly progressive in what sponsors are involved with and the BSA has branding/corporate guidelines or a streamlined/centralized process for its subsidiary and/or affiliated clubs. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 60 |
| Services Category Total | |
| | Organizational Structure Subcategory Score (out of 80) |
| | Transparency & Accountability Subcategory Score (out of 60) |
| | External Partnerships Subcategory Score (out of 60) |
| | Services Category Total Score (out of 200) |

IV. Events (A)**BSA:** _____**Accreditor:** _____**Charitable Events (90)**

| Score | Criteria |
|-----------------------|--|
| 0 | No supporting documents are provided and/or a serious issue has developed which questions the intentions and/or funding of charitable causes through the funds raised at said events being scored for the charitable event category. |
| 1 | The BSA runs a handful of charitable events, with a near majority run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). |
| 2 | The BSA runs a handful of charitable events, with a near majority run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised. |
| 3 | The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA does a well-rounded job at focusing both on the competition or nationally driven offerings but also commits substantial time, effort, and raises funding for its own charitable events. |
| 4 | The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised in both its own charitable events and any competition or nationally related initiatives. |
| 5 | The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised in both its own charitable events and any competition or nationally related initiatives. The BSA's own charitable events are very creative, are very innovative, are for an outstanding cause, and significant time and effort is evident in the event's execution in addition to the resultant collection of funds. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 90 |

IV. Events (B)**BSA:** _____**Accreditor:** _____**Social Events (60)**

| Score | Criteria |
|-----------------------|---|
| 0 | No supporting documents provided and/or the BSA has encountered issues with alcohol related events incurring material damages for either itself, another CABS member, or the CABS. |
| 1 | The BSA runs one annual social event for each of its main cohorts, defined as first year and upper year, to offer an event that does not focus on the classroom. |
| 2 | The BSA runs a handful of social events for both first years and upper years. |
| 3 | The BSA runs, or indirectly supports, a business specific orientation week, grad ball, and a number of other key offerings that link students to classroom and extracurricular activities through social means. |
| 4 | The BSA runs, or indirectly supports, a business specific orientation week, grad ball, and a number of other key offerings that link students to classroom and extracurricular activities through social means. These events have a specific pattern and purpose (identifiable by either a theme or key value propositions or rights of passage/history/tradition for that school/BSA) and can be linked to a collaborative and open environment that the business school community enjoys as a result of these events. |
| 5 | The BSA runs, or indirectly supports, a business specific orientation week, grad ball, and a number of other key offerings that link students to classroom and extracurricular activities through social means. These events have a specific pattern and purpose (identifiable by a theme or key value propositions or rights of passage/history/tradition for that school/BSA) and can be linked to a collaborative and open environment that the business school community enjoys as a result of these events. The BSA goes out of its way to ensure risks are properly managed and when issues arise, are dealt with in an appropriate manner. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 60 |

IV. Events (C)**BSA:** _____**Accreditor:** _____**Academic Events (100)**

| Score | Criteria |
|-----------------------|---|
| 0 | No supporting documents provided. |
| 1 | The BSA helps support the administrative function of BSA or non-BSA subsidiary clubs offer exam and midterm-specific preparatory sessions or of some other informal form. |
| 2 | The BSA helps support and/or runs some form of exam and midterm preparation sessions and also carries course specific resources such as an exam bank or course packages. |
| 3 | The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA might also nominally support its students in external conferences through the use of subsidies or administration of applications processes. |
| 4 | The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA might also nominally support its students in external conferences through the use of subsidies or administration of applications processes. The BSA may run a handful of academic events with a short-term focus (events are inconsistent on an annual basis). |
| 5 | The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA also engages in supporting and running initiatives that provide course linked and non-course linked incentives that complement the educational value of a student's degree at their respective institutions through speaker series, individual and team related technical/pitch competitions, and in-house & externally open conferences (for example). The BSA also has a dedicated external conferences & competitions program which highly incentivizes non-course performance in preparing for conferences & competitions, and includes training students and subsidizing their attendance in these conferences & competitions as a reward for their effort in participating in the program. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 100 |

IV. Events (D)**BSA:** _____**Accreditor:** _____**Networking Events (70)**

| Score | Criteria |
|------------------------------|---|
| 0 | No supporting documents provided. |
| 1 | The BSA supports and/or runs other non-BSA or BSA subsidiary clubs in running some general networking events throughout the year. |
| 2 | The BSA runs or directly assists and oversees a non-BSA or BSA subsidiary club in running some general networking events throughout the year. |
| 3 | The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different industry connection opportunities. |
| 4 | The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different opportunities for connections to be made. The BSA also makes a conscious effort to run a number of academic offerings which also translate into networking opportunities for students through the use of active alumni. |
| 5 | The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different opportunities for connections to be made. The BSA also makes a conscious effort to run a number of academic offerings which also translate into networking opportunities for students through the use of active alumni. The BSA also makes a conscious effort to deliver more value than what can be found through campus initiatives, supporting and operating networking events in off campus areas such as employer workplaces, large financial hubs, and other areas where industry professionals gather in a formal setting. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 70 |
| Events Category Total | |
| | Charitable Events Subcategory Score (out of 90) |
| | Social Events Subcategory Score (out of 60) |
| | Academic Events Subcategory Score (out of 100) |
| | Networking Events Subcategory Score (out of 70) |
| | Services Category Total Score (out of 320) |

V. Sustainability (A)**BSA:** _____**Accreditor:** _____**Strategic Planning (90)**

| Score | Criteria |
|-----------------------|---|
| 0 | No supporting documents provided. |
| 1 | Supporting documents indicate that the BSA conducts a termly action plan for its major events and initiatives through a pre-term initiatives plan and utilize a rolled forward budget that achieves a long standing mandated objectives and vision of the organization. |
| 2 | Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and rolled forward budget that achieves long standing mandated objectives and vision of the organization. |
| 3 | Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a recently initiated (current year) biennial strategic plan. |
| 4 | Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a previously initiated multiannual strategic plan of the BSA to serve its constituents. |
| 5 | Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a multiannual strategic plan of the BSA to serve its constituents. The BSA makes resource forecasts in its financial leadership function to understand resource gaps for future plans and attempts to identify how (financial, for example) resource gaps can be met. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 90 |

V. Sustainability (B)**BSA:** _____**Accreditor:** _____**Oversight & Management Control Systems (70)**

| Score | Criteria |
|--------------------------------|---|
| 0 | No supporting documents provided. |
| 1 | Supporting documents indicate that the BSA only assesses its performance through the use and self-review of budgets and actual financial performance. |
| 2 | Supporting documents indicate that the BSA assesses its performance through the use and self-review of budgets and comparing event specific year over year data such as social media attention and attendance. |
| 3 | Supporting documents indicate that the BSA incorporates the informal advice of alumni into its operational outlook and may have a Board set up to approve its operating plan and/or operating budget for the year. The BSA will incorporate some key performance indicators (KPIs) into its annual plan to determine whether milestones are met. |
| 4 | Supporting documents indicate that the BSA incorporates the informal advice of alumni into its operational outlook and may have a Board set up to approve its operating plan and/or operating budget for the year. The BSA will focus on utilizing qualitative and quantitative KPIs that relate to its operating goals and shows signs of timely reviews to determine whether milestones are met. The BSA also uses KPIs to adjust and update their milestones expected performance and expectations as key objectives are met or not met. |
| 5 | Supporting documents indicate that the BSA incorporates multiple levels of oversight into its operations. The BSA will potentially have alumni advice through formal (Board) or informal (Honourary President) methods and possibly mandates transition or requirements of certain executive functions (i.e. President must be a former executive or must have been on the BSA's associated "Council") in order to reduce the inherent risks of yearly executive turnover. The BSA uses qualitative and quantitative KPIs, ratified by some formal method other than the executive itself (i.e. a Board) and is evaluated by/on those KPI targets on a timely basis (more than a simple annual review). Oversight functions incorporate a multiannual strategic plan and budgets/financial forecasts to evaluate the BSA's performance during the year. |
| Score Assigned | Justification |
| | |
| | Sub Category Score = Score Assigned / 5 * 70 |
| Services Category Total | |
| | Strategic Planning Subcategory Score (out of 90) |
| | Oversight & Management Control Systems Subcategory Score (out of 70) |
| | Sustainability Category Total Score (out of 160) |

VI. Total Accreditation Score

BSA: _____

Accreditor: _____

| Total Accreditation Score | |
|----------------------------------|---|
| | Administration Category Total Score (out of 180) |
| | Services Category Total Score (out of 200) |
| | Foundations Category Total Score (out of 140) |
| | Events Category Total Score (out of 320) |
| | Sustainability Category Total Score (out of 160) |
| | Total Accreditation Score (out of 1000) |