

**THE CANADIAN ASSOCIATION  
OF BUSINESS STUDENTS**

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# JDC CENTRAL POLICY

**POLICY COORDINATORS**

**Vice-President, Competitions**  
CABS Leadership Team  
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**DATE EFFECTIVE**

May 1 , 2022

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 JDC Central 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 July 20<sup>th</sup>, 2020. Further, this document has a sunset clause of the end of the current Fiscal Year (FY2021). At this time, this policy will be voided and superseded by the previously approved JDC Central policy. 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).

## **GENERAL PROVISIONS**

### **1. PURPOSE AND SCOPE**

- 1.1. The purpose of this policy is to provide clear guidance to the JDC Central Stakeholders and to ensure consistency amongst every edition of JDC Central.
- 1.2. The scope of this policy applies to JDC Central, property of the Canadian Association of Business Students, as well as the JDC Central stakeholders.

### **2. DEFINITIONS**

2.1.1 The below terms are defined as follows:

CABS Liaison	The CABS Executive that is formally tasked with liaising between the PT and the CABS Executives. Typically, the VP Competitions
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 April 30 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 PT 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, PT, and CABS Leadership 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"> <li>● Each competing school’s delegation, as represented by no more than one (1) vote from one (1) Captain or appointed alternative representing the delegation;</li> <li>● The PT, as represented by no more than one (1) vote from one (1) Executive Director;</li> <li>● In case of a tie, the Leadership Team will be the tie-breaking vote, as represented by one (1) vote from the CABS Liaison</li> </ul>
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 entitled to vote at an annual meeting of member
Program Team (PT)	The JDC Central Program Team in charge of 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, or Bid	A presentation submitted by a person or persons who are students or alumni of a Member school posing their candidacy as JDCC Executive Directors
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>Members elected or appointed to the CABS Board, the President, and Executive Vice President of the CABS Leadership 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"> <li>● Members elected or appointed to the CABS Board, whether it is a President of a Commerce Student Association (or similar), an alumni, or a professional executive; as represented by one (1) vote per board member;</li> <li>● The CABS Leadership Team; as represented by one (1) vote from the CABS President and one (1) vote from the CABS Executive Vice President</li> </ul>

2.1.2 The terms that appear in this policy are defined in the Policy of Definitions; terms that do not appear in that list of definitions but do appear in the “Definitions” section of the Bylaws of the Corporation are equally enforceable in this policy.

## 2.2 Interpretation

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

### **3 GOVERNANCE**

#### 3.1 Ownership

3.1.1 The Competition shall be entitled “JDC Central” and governed as follows, where:

3.1.1.1 JDC Central is the property of CABS; and

3.1.1.2 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.

#### 3.2 In-Year Governance

3.2.1 This Policy document governs matters relating to the Competition where:

3.2.1.1 It recognizes the preeminence of the By-Laws of CABS in the event that one or both of the documents appear to be in-conflict or inconclusive;

3.2.1.2 This Policy and the Corporate Directive shall be governed by the Board and interpreted and enforced by the Leadership Team.

3.2.2 The JDC Central Corporate Directive, which:

3.2.2.1 Provides details and in-year information related to the competition;

3.2.2.2 Provides the rules of the Competition;

3.2.2.3 Provides some of the deadlines which captains must respect;

3.2.2.4 The Program Team and In-Year Stakeholders are expected to work within the confines of;

3.2.2.5 May be modified only by ordinary resolution of the In-Year Stakeholders, but where all decisions may be overturned by a special resolution by the year-over-year stakeholders.

#### 3.3 Process to Host

3.3.1 The CABS Liaison shall facilitate an annual Proposal process, where:

3.3.1.1 The CABS Liaison prepares a 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;

3.3.1.2 Only groups that meet the following criteria are eligible to place a bid:

3.3.1.2.1 The proposed Executive Directors must be students or alumni of an active Member school in good standing;

3.3.1.2.2 The proposed Executive Directors must have signed support from an active Member school indicating their willingness to host the event at their university;

3.3.1.2.3 Preference will be given to a Proposal that is supported by a BSA.

3.3.2 A letter of intent to bid received before the CABS Roundtable Conference the year prior to the competition will automatically be considered. A letter of intent received thereafter will be considered at the discretion of the Leadership Team.

3.3.3 The CABS Liaison shall facilitate the annual Proposal process, where:

3.3.3.1 All eligible groups shall present their Proposal to the Board, either in person or via internet;

3.3.3.2 All Proposals are subject to constructive Board criticism to which the bidders must respond, including agreeing to make recommended changes;

3.3.3.3 All Proposals, inclusive of any changes agreed to during the Proposal, are submitted to the Board for:

3.3.3.3.1 An election, in the event where multiple bids are proposed;

3.3.3.3.2 A vote of confidence, in the event where only one bid is proposed.

3.3.4 In the case of no bids being tendered, a failsafe bid may be presented to the Board by the Leadership Team.

### 3.4 Voting and Decision Making

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

- 3.4.1.1 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:
  - 3.4.1.1.1 Ordinary resolution, which requires a simple majority of fifty percent (50%) plus one (1);
  - 3.4.1.1.2 Special resolution, which requires a two-thirds (2/3) majority;
- 3.4.1.2 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;
- 3.4.1.3 Quorum required for all resolutions motioned regarding JDC Central is (2/3) or 66.6% or greater of all eligible voting members;
- 3.4.1.4 A Board vote will facilitate the relegation process, where:
  - 3.4.1.4.1 each Director of the Board shall receive one (1) vote per available spot for a delegation to compete;
  - 3.4.1.4.2 the stakeholders with an active application to compete in a given year shall forfeit all votes toward open competition slots in the given year;
- 3.4.1.5 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 CABS Liaison.

## **4 COMPETITION**

### 4.1 Criteria

4.1.1 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.

### 4.1.2 Letter of Intent

4.1.2.1 All schools that wish to participate in JDC Central must partake in the relegation process set out in the JDCC Policy, in section 4.1.6. 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.

#### 4.1.2.2 Submission of Letter of Intent

4.1.2.2.1 A signed letter stating the school's intention to compete at JDC Central must be signed by:

4.1.2.2.1.1 Team Captains;

4.1.2.2.1.2 Commerce Students' Society (or equivalent) President;

4.1.2.2.1.3 The Dean or Associate Dean of the School of Business.

4.1.2.2.2 The Letter of Intent template is provided in the appendices of this Policy document.

4.1.2.2.3 Failure to submit the Letter of Intent by the deadline will jeopardize the school's ability to compete in JDCC.

#### 4.1.3 Half delegation exceptions

4.1.3.1 A delegation that is applying to compete in the Competition for the first time will be mandated to send a half delegation;

4.1.3.2 A delegation that is applying to compete in the Competition after a hiatus of one (1) to three (3) years will be mandated to send a half delegation unless approved by the Board to send a full delegation;

4.1.3.3 A delegation that is applying to compete after a hiatus of more than three (3) years will be considered a first-time applicant, unless granted exception from the board;

4.1.3.4 Any delegation can apply to compete as a half delegation within a given year. The application should demonstrate the specific need to compete as a half delegation. The CABS Board of Directors shall approve applications at its discretion.

#### 4.1.4 Team Composition

##### 4.1.4.1 Full Team Composition

4.1.4.1.1 Below is the composition of a full team, which sends competitors in all categories.



- 4.1.4.1.1.1 Captain(s) - One (1) or Two (2);
- 4.1.4.1.1.2 Academic - Three (3) competitors per case, for up to eight (8) cases;
  - 4.1.4.1.1.2.1 Teams may choose to compete in six (6), seven (7), or eight (8) cases.
- 4.1.4.1.1.3 Debate - Four (4) competitors;
- 4.1.4.1.1.4 Sports - Six (6) competitors; two of which can be alternates
- 4.1.4.1.1.5 Social - Four (4) competitors;
- 4.1.4.1.1.6 Faculty Advisor - One (1);
- 4.1.4.1.1.7 Godparent - One (1) or two (2);
- 4.1.4.1.1.8 Volunteer - Two (2) or Three (3);

#### 4.1.4.2 Half Team Composition

##### 4.1.4.2.1 Half teams are to consist of:

- 4.1.4.2.1.1 Captain(s) - One (1) or Two (2);
- 4.1.4.2.1.2 Academic - Three (3) competitors per case, for exactly four (4), five (5), or six (6) cases;
- 4.1.4.2.1.3 Exactly one of the following: Social, Sports, or Debate – Competitors follow full delegation compositions respectively;
- 4.1.4.2.1.4 Faculty Advisor - One (1);
- 4.1.4.2.1.5 Godparent - One (1) or Two (2);
- 4.1.4.2.1.6 Volunteer - Two (2) or Three (3);

#### 4.1.4.3 Additional Attendees

- 4.1.4.3.1 At the discretion of the Program Team, 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.).

#### 4.1.4.4 Submission of Preferred Cases for Half Teams

4.1.4.4.1 All half teams must submit a written request for the academic cases that they wish to participate in. Half teams must participate in four (4) academic cases, and one (1) between the social, debate, and sports competitions.

4.1.4.4.2 The submission must list the four (4) 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 placed at the bottom of the ranking list. Final decision for assignment of cases and other categories rests with the JDC Central Program Team and will be done in consultation with the affected parties.

4.1.4.4.3 This request must be returned to the JDC Central Program Team by the date set by the CABS Leadership Team.

#### 4.1.4.5 Academic Competition

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

4.1.4.5.1.1 Accounting;

4.1.4.5.1.2 Business Strategy;

4.1.4.5.1.3 Entrepreneurship;

4.1.4.5.1.4 Finance;

4.1.4.5.1.5 Human Resources;

4.1.4.5.1.6 International Business;

4.1.4.5.1.7 Digital Strategy;

4.1.4.5.1.8 Marketing;

4.1.4.5.2

#### 4.1.4.6 Academic Team Composition

4.1.4.6.1 An academic case team must be comprised of three (3) competitors. Captains must apply to the JDC Central Program Team 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 the Program Team on a case by case basis.

4.1.4.6.2 Competitors registered for an academic case cannot compete in any athletics, debate, or social competition unless called upon as a substitute with permission from the Program Team. 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). Substitutions are permitted on a case-by-case basis as approved by the Executive Director(s), with appeals going to the CABS Liaison.

4.1.4.6.3

4.1.4.7 Academic Scoring

4.1.4.7.1 Each academic case, will be judged by a panel of industry representatives from 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. Judges will provide a ranking first to last..

4.1.4.8 Debate Team Composition

4.1.4.8.1 A debate team must be comprised of four (4) competitors. Captains must apply to the JDC Central Program Team 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 Program team on a case by case basis. Competitors registered for debate cannot compete in any athletics, academic, or social competition unless called upon as a substitute with permission from the Program Team (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 permitted on a case-by-case basis as approved by the Executive Director(s), with appeals going to the CABS Liaison.

4.1.4.9 Sports Competition

4.1.4.9.1 The sports competition will consist of two (2) tournaments. Each sport will be recognized as an individual tournament within the overall sports competition. The sports selected may be traditional physical sports, or e-sports. At any point in time, there should be between 3 and 6

delegates playing per team. Of those delegates playing, there must be at least one male or non-gender identifying player and one female or non-gender identifying player.

4.1.4.9.2 The game selection is primarily at the discretion of the Director(s) of sports.

#### 4.1.4.10 Sports Team Composition and Eligibility

4.1.4.10.1 Each team must be composed of six (6) competitors with a minimum of one (1) being female or non-gender identifying and a minimum of one (1) being male or non-gender identifying. Delegates who compete in the Sports Competition are not eligible to compete in any academics, debate or social competition, unless called upon as a substitute as outlined in the Corporate Directive.

4.1.4.10.2 Each sports team must also recognize one (1) team captain and one (1) alternate captain. The referees have the option of only speaking with the captain and alternate captain in the case of a disputed call or heated situation.

4.1.4.10.3 Each team may select one (1) male or non-gender identifying and one (1) female or non-gender identifying substitute player from their respective JDC Central delegation to compete in the event that a member of the sports team is 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.

#### 4.1.4.11 Social Team Composition and Eligibility

4.1.4.11.1 A social team must be comprised of four (4) competitors. Each team must have two (2) male or non-gender identifying and two (2) female or non-gender identifying competitors. Delegates who compete in the Social Competition are not eligible to compete in any academics, debate or sports competition, unless called upon as a substitute as outlined in the Corporate Directive.

#### 4.1.4.12 Consulting Project Competition

4.1.4.12.1 The purpose of the Consulting Project is to bring together multiple disciplines for a dynamic and compelling competition. All members of

the delegation are expected to participate. Delegations may not use outside assistance as part of the project.

4.1.4.12.2 The project will be judged on by a panel of industry representatives upon its completion. The judging panel will use a rubric (defined in the Corporate Directive) in order to assign a score to each delegation. Judges will have the opportunity to adjust team scores throughout their term. The panel of judges will remain the same for all teams to provide consistent scoring. 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.

#### 4.1.5 Payment submissions and documents submission

4.1.5.1 All schools must submit their payments using the means allowed by the CABS Leadership Team.

4.1.5.2 All schools must submit their documents as indicated by the CABS Leadership Team and/or the JDCC Program Team.

4.1.5.3 Details concerning delegate fees can be found in the appendices of this document.

#### 4.1.6 Relegation

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

4.1.6.1.1 The Competition shall have no more than fourteen (14) competing delegations at one time;

4.1.6.1.2 In a given competition year, spots for new schools to compete can be made available through the relegation process at the discretion of the CABS Leadership Team;

4.1.6.1.3 In the event that a full delegation falls within the bottom three (3) in the overall JDC Academic Cup standings, that delegation no longer has a secure position to compete in the following competition year;

4.1.6.1.4 In the event that a half delegation falls within the bottom three (3) in the overall JDC Academic Cup standings, that delegation will remain in a secure position and will be allowed to send a full delegation in the following competition year;

4.1.6.1.5 Whereas schools that are hosting in the current year and schools that successfully won a bid to host the competition in the following year are exempt from relegation;

4.1.6.1.6 Full 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 once again.

#### 4.1.7 Charity Competition

4.1.7.1 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.

#### 4.1.7.2 Team Composition and Eligibility

4.1.7.2.1 All team members as defined in the Team Composition and Eligibility section of this document are eligible to compete in the Charity Competition, with the exception of the faculty advisor. All activities completed by JDCC team members that contribute to the Charity Competition must start no earlier than September first (1st) and end no later than December twenty fifth (25th) during the calendar year immediately preceding JDCC.

#### 4.1.7.3 Charity Competition Process

4.1.7.3.1 The Charity Competition will be comprised of two components, including volunteer hour recognition and fundraising activity recognition. Activities recognized under one component of the Charity Competition cannot be recognized under the other component.

#### 4.1.7.4 Charity Competition Point Allocation

4.1.7.4.1 The charity competition will allow each school to accumulate up to four (4) points, which will be attributed as follows:

##### 4.1.7.4.1.1

4.1.7.4.1.2 Up to two (2) points will be allocated based on the total dollar amounts as follows:

- 4.1.7.4.1.2.1 Dollars raised per delegate will be determined by dividing the total eligible charity dollars raised by eligible team members. This includes captains, delegates, godparents, volunteers and faculty advisors, to a maximum of 44 team members. Teams will be ranked from most to least dollars per delegate per following formula:  
 Total Eligible Dollars Raised / Total Eligible Team Members.  
 The points will be allocated per formula:  
 Dollars Score = Dollars Per Delegate - [(Rank - 1) \* (0.15)].  
 Schools that raise less than \$100 will receive 0 points.
- 4.1.7.4.1.3 Up to two (2) points will be allocated based on the total volunteer hours as follows:
- 4.1.7.4.1.3.1 Hours raised per delegate will be determined by dividing the total eligible charity hours completed by eligible team members. This includes captains, delegates, godparents, volunteers and faculty advisors, to a maximum of 44 team members. Teams will be ranked from most to least hours per delegate per following formula:  
 Total Eligible Hours Complete / Total Eligible Team Members.  
 The points will be allocated per formula:  
 Volunteer Hours Score = Volunteer Hours Per Delegate - [(Rank - 1) \* (0.15)].  
 Schools that volunteer less than 50 hours will receive 0 points.
- 4.1.7.4.2 The team with the highest point total will be named the champions of the Charity Competition.
- 4.1.7.5 Participation Competition
- 4.1.7.5.1 This section outlines the structure, rules and evaluation of the Participation Competition at JDCC. This section serves as the basis for all decisions made in regards to the Participation Competition.
- 4.1.7.5.2 Team Composition and Eligibility
- 4.1.7.5.2.1 All team members as defined in the Team Composition and Eligibility section of this document are eligible to compete in 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

#### 4.1.7.5.3 Participation Point Standings

- 4.1.7.5.3.1 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.
- 4.1.7.5.3.2 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

#### 4.1.7.6 School of the Year Points Allocation

4.1.7.6.1 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 contribution towards the achievement of the JDC Central School of the Year award.

#### 4.1.7.6.2 JDC Central School of the Year

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

Academic Competition	72
Debate Competition	10
Sports Competition	10
Social Competition	10
Consulting Project	4
Charity Competition	4
Participation Competition	<u>10</u>
Total	120

- 4.1.7.6.2.2 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 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.
- 4.1.7.6.2.3 Awards will also be presented to the second (2nd) and third (3rd) ranked teams.



4.1.7.6.2.4 Final point calculations and awards presented for each competition are described in detail in the following subsections.

#### 4.1.7.6.3 Academic Competition Awards

4.1.7.6.3.1 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)]

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

4.1.7.6.3.3 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.

4.1.7.6.3.3.1 The highest overall academic score is determined by the sum of the top 6 academic scores for each delegation.

#### 4.1.7.6.4 Debate Competition Awards

4.1.7.6.4.1 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:

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

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

4.1.7.6.4.4 The Best Speaker Award will be presented to the top debater at the discretion of the debate judges and the Director of Debate.

#### 4.1.7.6.5 Sports Competition Awards

4.1.7.6.5.1 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.

4.1.7.6.5.2 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.  
The Corporate Directive must outline guidelines and processes for ranking all participating teams from first to last, per sport or e-sport. Each sport will be scored out of 10 points. Following this ranking, each sports' points will be allocated based on the following formula: Sports Competition Score = Sports Competition Points - [(Rank - 1) \* (0.5)].

4.1.7.6.5.3 The Sportsmanship Trophy will be awarded to the sports delegate that best exemplified the highest level of sportsmanship and interschool bonding during the two days of sports tournaments.

#### 4.1.7.6.6 Social Competition Awards

4.1.7.6.6.1 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:

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

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

#### 4.1.7.6.7 Consulting Project Awards

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

4.1.7.6.7.2 Awards will be presented for the top three ranked teams in the Consulting Project Competition.

#### 4.1.7.6.8 Charity Competition Awards

4.1.7.6.8.1 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.

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

#### 4.1.7.6.9 Participation Competition Awards

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

4.1.7.6.9.2 Participation Competition Score = Participation Competition Points - [(Rank - 1) \* (0.5)]

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

#### 4.1.7.6.10 Deadlines Point Deductions

4.1.7.6.10.1 Whereas reasonable deadlines are established to ensure the efficient and effective functioning of the competition, a deduction points system is applied to a school's respective team's total score purely on making specific deadlines. If a team misses a deadline, the appropriate deduction from the overall score of at least 1% will be made. These deadlines include, but are not limited to:

4.1.7.6.10.1.1 Payments;

4.1.7.6.10.1.2 Registration; and

4.1.7.6.10.1.3 Submissions of required documents.

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

4.1.7.6.10.2.1 Letter of intent submission

4.1.7.6.10.2.2 Team Roster submission deadline

4.1.7.6.10.2.3 First and second payments

4.1.7.6.10.2.4 Rooming lists

4.1.7.6.10.3 All deadlines are due at 11:59 PM in the time zone of the host city as found in the Corporate Directive . Deadlines are set by the JDCC Program Team and can be found in the corporate directive.

4.1.7.6.10.4 All documents sent via mail must be postmarked on the due date.

## **5 STRUCTURE**

5.1 The Program Team shall:

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

5.1.2 consist of additional positions whose primary responsibilities are defined by the roster of minimal roles and responsibilities, as prescribed herein;

5.1.3 consist of the following mandatory positions, whereas one individual, including a standing Executive Director, may assume the title and responsibilities of one or more said positions at one time;

5.1.3.1 Director of Corporate Relations;

5.1.3.2 Director of Human Resources;

5.1.3.3 Director of Engagement;

5.1.3.4 Director of Academic;

5.1.3.5 Director of Social;

5.1.3.6 Director of Sports;

5.1.3.7 Director of Events;

5.1.3.8 Director of Debate;

5.1.3.9 Director of Digital Operations / Strategy;

5.1.3.10 Director of Logistics.

5.1.4 The Program Team may consist of other positions as deemed necessary and appointed by the Executive Director(s):

- 5.1.4.1 These roles shall be outlined within the bid to host the competition, and may only be changed with approval by the CABS Leadership Team;
- 5.1.4.2 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);
  - 5.1.4.2.1 In the event that there are 2 individuals in co-director positions, the overseeing ED must distinguish one as the lead director, and the other as the associate. If a director does not have previous JDCC experience, they will be by default the associate director.
- 5.1.5 The Program Team 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.
- 5.1.6 The recruitment and selection process for the Program Team shall be defined as follows:
  - 5.1.6.1 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;
    - 5.1.6.1.1 Directors shall be hired by the Executive Director(s) a minimum of 10 months prior to the commencement of the competition. Directors who have JDCC experience will be given priority over candidates who do not, for all positions. In the event a candidate does not have JDCC experience, BSA experience will be considered. The responsibility then falls on the Executive Director overseeing that portfolio to appropriately train and onboard the candidate, regardless of their experience, while assisting in managing the portfolio.

In the event that a mandatory Director position becomes vacant, that position must be filled within 3 weeks of the date of vacancy. During the hiring process, it is the overseeing Executive Directors responsibility to manage the portfolio, continuing in lieu until someone is hired for the role.
  - 5.1.6.2 In the event of the position not being filled, CABS will intervene to help fill the role, or appoint someone for the position
- 5.1.7 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;

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

5.1.8.1 The Executive Director(s) shall decide the Program Team'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 of the Policy;

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

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

5.1.10 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.

5.1.11 In the event that the Program Team is not fulfilling its duties, or that the Leadership Team believes the team's performance to be unsatisfactory, the Leadership Team may require that the Executive Director(s) hire additional people to fulfill the roles and responsibilities of the Program Team.

## 5.2 Roles & Responsibilities

5.2.1 The Program Team 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;

5.2.2 The Program Team 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;

5.2.3 The Directors of the Program Team shall report to the Executive Director(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;

5.2.4 The Program Team is tasked with providing a formalized system in which they must communicate the progress of the Competition planning to stakeholders, where:

5.2.4.1 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.

5.2.4.2 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.

5.2.4.3 A full progress update on the competition planning must be provided to the in-year stakeholders at each captain's meeting.

### 5.3 Removal of Program Team Members (not including the Executive Director(s))

5.3.1 Program Team Members may be removed from the Program Team following a special resolution vote of non-confidence by:

5.3.1.1 the Executive Directors and CABS liaison, when there are two chairs; or

5.3.1.2 the Executive Directors, CABS liaison and the CABS President, when there is only one Executive Director;

5.3.1.3 the motion must be made in accordance with procedures for special resolutions.

5.3.2 In the case that a non-confidence vote is resolved in the affirmative, the Executive Director(s) shall be tasked with handling the re-appointment of the position, so long as it is in accordance with this Policy.

### 5.4 Removal of Executive Director(s)

5.4.1 An Executive Director may be removed only in extreme circumstances where it is felt by the CABS Leadership 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 JDCC);

5.4.2 At any time during the mandate of the Executive Director(s), only the CABS Leadership Team may motion to have one or both chairs removed by vote of non-confidence, where:

5.4.2.1 such motion must be adopted only by a special resolution of the Year-over-Year Stakeholders,

5.4.2.2 the Executive Director(s) must be given a minimum of five (5) days' notice before the motion may occur;

5.4.3 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:

5.4.3.1 such a motion must be adopted by only a unanimous resolution by the CABS Leadership Team

5.4.3.2 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.

5.4.3.3 the Executive Director(s) are not required to be given advanced warning of the vote due to the timeliness of the situation.

5.4.4 If a non-confidence vote is resolved in the affirmative, where:

5.4.4.1 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 this policy.

5.4.4.2 no Executive Director remains following a vote of non-confidence, it will be the responsibility of the CABS Leadership Team to mitigate any negative impacts and take whatever actions necessary, including but not limited to internal promotion of Program Team Members to the position of Executive Director, to maintain the best-overall experience for all stakeholders of the Competition.



## 6 DELEGATIONS

### 6.1 Eligibility

6.1.1 Participant selection shall be at the discretion of each delegation; where all delegates are required to meet the specific eligibility requirements as follows:

6.1.2 Competitors in academics, sports, debate, and social must:

6.1.2.1 Must be represented by a business student association that is an active member of, and in good standing with, the Canadian Association of Business Students;

6.1.2.2 Be enrolled as students for at least one semester of the academic year in which JDCC is held;

6.1.2.3 Being enrolled requires 60% course load minimum, 40% for those with a permanent disability;

6.1.2.4 Must be in an undergraduate degree program in management, commerce, or business studies (or directly related fields);

6.1.2.5 Cannot have officially graduated before the last day of the competition;

6.1.2.6 Must be enrolled at the same University that they are representing;

6.1.2.7 May not be a member of the CABS Leadership Team or any sub-committee in the same fiscal year of the competition;

6.1.2.8 Must not be a current member of the CABS' Board of Directors.

6.1.3 The final decision on whether an institution's degree meets eligibility standards will be at the discretion of the CABS Leadership Team;

6.1.4 No more than one (1) delegation may represent any CABS Member school.

6.1.5 Team Volunteers:

6.1.5.1 Must be enrolled as undergraduate students for at least one semester in the academic year in which JDCC is held;

6.1.5.2 Cannot have officially graduated before the last day of the competition;

6.1.5.3 Must be enrolled at the same University that they are representing.

### 6.1.6 Captains:

- 6.1.6.1 May be a maximum of one calendar year removed from the same university that they are representing;
- 6.1.6.2 Must not be on the Leadership Team of CABS;
- 6.1.6.3 Must not be JDCC volunteers and must have never been a member of the JDC Central Program Team during that competition year;
- 6.1.6.4 Must be represented by a business student association that is an active member of and in good standing with CABS;

### 6.1.7 Godparents may be selected at the discretion of the delegation, provided that the person:

- 6.1.7.1 Is not part of the CABS Leadership Team;
- 6.1.7.2 Is or was not a volunteer or member of the JDCC Program Team during that competition year.

### 6.1.8 Faculty advisors must:

- 6.1.8.1 Be faculty or staff members at their respective schools;
- 6.1.8.2 Not be members of the JDCC Program Team;
- 6.1.8.3 Not be JDCC volunteers;
- 6.1.8.4 Not be on the CABS Leadership Team;
- 6.1.8.5 Be registered prior to the competition with the JDCC Program Team;

### 6.1.9 No member of a team may be employed at any time during the competition year by a sponsor within that competition year.

## 6.2 Expectations of Participants

- 6.2.1 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.

6.2.2 Team Captains must ensure that all members of their delegation are cognizant to the importance and consequences of the delegates' actions.

6.2.3 The participants must:

6.2.3.1 Respect all JDC Central Competitors, Organizers, and stakeholders;

6.2.3.2 Respect the rules of the Competition and solve any problems through goodwill;

6.2.3.3 Interact with one-another with respect and courtesy;

6.2.3.4 Respect and appreciate the contributions of other participants;

6.2.4 Disregarding these expectations may result in the disqualification of individual delegates, and/or a strike against their delegation. Once a delegation reaches three (3) strikes they will be disqualified from the competition.

6.3 Applying to Compete

6.3.1 An applicant team must be associated with a CABS member school.

6.3.2 Applications to compete shall be voted on by year-over-year stakeholders at the Roundtable conference or presented by the CABS Liaison at any Board of Directors meeting ;

6.3.2.1 Schools with an active application to compete will not be eligible to vote.

6.3.2.2 Applications to compete must be presented to the Board. A written version of the proposal in addition to a slide deck must be submitted to the Board. The following information should be highlighted by the applicant;

6.3.2.2.1 Information about the member school, commerce student society or affiliated organization, and school competition history;

6.3.2.2.2 A proposal on how the member school can add value to the Competition;

6.3.2.2.3 Demonstrate preparedness to compete in the Competition;

6.3.2.2.4 Display school's fit within JDC Central's spirit and standards.

6.3.2.3 Grading rubrics are to be provided and will be made available within the Corporate Directive, which will be sent to the applicant team.

6.3.3 All schools without a confirmed spot to compete in the competition year must submit a formal proposal to the CABS Leadership Team at a minimum of two (2) weeks before the commencement of Roundtable by 11:59pm EST.

6.3.4 All schools must send a delegation upon being approved to compete by the Board.

## **7 APPEALS AND DISQUALIFICATIONS**

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

7.1.1 An in-year or year-over-year stakeholder makes such a motion; or

7.1.2 the delegation in question may be able to make a formal defense to the Board.

7.2 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 PT. The appeals process will be executed as follows:

7.2.1 The appeal process is a constructive investigation of a previously made decision and all involved parties must be prepared with the most complete information possible.

7.2.2 A decision that this document establishes as being final and closed to appeal cannot be appealed and will not be reconsidered.

### **7.3 Competition-Specific Appeals**

#### **7.3.1 Academic, Debate, and Consulting Project Competition Appeals**

7.3.1.1 Appeals regarding decisions made in the Academic, Debate, and Consulting Project Competitions must be directed to the Director of Academics, Director of Debate, or Director of Engagement (Consulting Project) or respectively 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 Program Team's headquarters.

7.3.1.2 In the event that a decision is made that a delegation, or 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 by email to their Captains, including names of the Program Team 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.

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

### 7.3.2 Sports Competition Appeals

7.3.2.1.1 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.

7.3.2.1.2 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.

7.3.2.1.3 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.

### 7.3.3 Social Competition Appeals

7.3.3.1.1 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.

7.3.3.1.2 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.

7.3.3.1.3 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 Program Team'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.

#### 7.3.4 Charity Competition Appeals

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

#### 7.3.5 Participation Competition Appeals

7.3.5.1 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.

7.3.5.2 Appeals with respect to the Spirit of Competition portion of the Participation Competition may only be raised when the Program Team 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.

7.3.5.3 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.

#### 7.4 Submission of an Appeal

7.4.1 A JDCC Captain, with the exception of Sports and Social Competition Appeals, must bring forward appeals as described in their respective

subsections above. All appeals must be directed to the appropriate member of the Program Team for the competition from which the appeal is based.

## 7.5 Recognition of Appeal

7.5.1 An appeal may be dismissed by the Program Team if the appeal is not valid (i.e. appealing a decision which is final and closed to appeal):

7.5.2 An appeal may be deferred by the Program Team for any of the following reasons:

7.5.2.1 Appeal lacks a reasonable amount of supporting information; or

7.5.2.2 Appeal is not presented in a constructive manner.

7.5.3 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 Program Team for consideration.

7.5.4 In the case that an appeal is deferred or dismissed by Director on the Program Team, 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 the Executive Directors, the JDCC Captain may request that the appeal be escalated to the CABS Liaison. Please note that the chain of decisions is Director - Executive Director - CABS Liaison as described above. This means that an Executive Director can overrule a Director and the CABS Liaison can override the Executive Directors.

7.5.5 Once an appeal is recognized by the Program Team, a formal hearing of the appeal will begin.

## 7.6 Hearing and Ruling of Appeals

7.6.1 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 Program Team 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.

7.6.2 A hearing of the appeal will be scheduled with JDCC Captains and Program Team 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.

7.6.3 The Program Team 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 Program Team 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.

## 7.7 Neutral Third Party

7.7.1 For all appeals, 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 Program Team 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 Program Team member's absence.

7.7.2 The CABS Liaison may overturn the decision of the Program Team if he or she can demonstrate that the Program Team 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.

## 7.8 Statute of Limitations

7.8.1 Appeals may only be requested under the following conditions:

7.8.1.1 The decision being appealed occurred less than three (3) hours before the time at which the appeal was submitted to the Program Team;

7.8.1.2 The appeal was submitted to the Program Team within 30 minutes of the end of the event on Sunday.

7.8.1.3 If any of the above conditions are false, the decision will be considered final and closed to appeal.

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

## 8 MEETINGS



- 8.1 A minimum of three (3) transition or preparation meetings for the captains must take place, leading up to and before JDCC each competition year. These meetings may be made virtual at the discretion of the Program Team in concert with the Leadership Team. Meetings may include without limitation:
  - 8.1.1 One of the Canadian Business Students Conference (CBSC) or the Canadian Leadership Retreat (CLR), at the discretion of the Executive Directors and chosen in the best interest of the Delegations;
  - 8.1.2 The JDCC Virtual Conference, held during the summer of the year prior to the Competition; and
  - 8.1.3 The November Captains' Meeting.
- 8.2 Where the presence of at least one captain or respectively appointed proxy is mandatory at a minimum of three (3) meetings;
  - 8.2.1 Failure to do so may result in disqualification from the current Competition.
  - 8.2.2 Exemptions may be granted by the CABS Liaison under extraordinary circumstances.

## **9 SPONSORSHIP**

- 9.1 In order to maintain a high level of professionalism with the many corporations that sponsor JDCC, teams are required to check all prospective sponsors with the JDCC Program Team.
- 9.2 Teams are not permitted to approach potential sponsors unless given written permission from both the JDCC PT and CABS Liaison.
  - 9.2.1 Teams who fail to seek proper approval through the means provided by the Program Team may be subject to point deductions.

## **10 AMENDMENTS AND INTERPRETATIONS**

- 10.1 Amendments to the JDCC Policy
  - 10.1.1 Amendments to this Policy require a special resolution of Board of Directors.
- 10.2 Amendments to the JDCC Corporate Directive

10.2.1 The JDCC Corporate Directive must be reviewed and approved by the CABS Liaison as provided by the Program Team;

10.2.2 The Board may ask for amendments to be made to the JDCC Corporate Directive if deemed necessary.

### 10.3 Interpretation

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

10.3.2 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.

## 11 APPENDICES

### 11.1 Appendix A. Letter of Intent

11.1.1 A signed letter stating the school's intention to compete at JDC Central must be signed by:

11.1.1.1 Team Captains

11.1.1.2 Commerce Students' Society (or equivalent) President; and

11.1.1.3 Dean of the School of Business

11.1.2 The letter must include the following statements:

11.1.2.1 "[University name] formally submits its intent to compete at JDC Central 20XX as a [Full delegation / half delegation]"

11.1.2.2 "[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]."

11.1.2.2.1 "[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 Program Team should [University name] withdraw, wholly or partially, from the competition."

11.1.3 This letter must be returned to the JDC Central Program Team prior to the deadline set by the CABS Liaison.

## 11.2 Appendix B. Payment of Fees

### 11.2.1 Payment Details

- 11.2.1.1 Payment of a non-refundable deposit must be made, equivalent to the lesser of 100% of the complete delegate fee for any year as prescribed by the corporate directive, or 100\$. This deposit will be followed by a payment of the remainder of delegate fees owed, if applicable at the discretion of the Program Team, and are required for each delegate prior to the competition. Both payments will have deadlines, which will be indicated in the Corporate Directive by the CABS Leadership Team and the JDCC Program Team.
- 11.2.1.2 The delegate fees for JDCC delegates and faculty advisors will be disclosed annually in the Corporate Directive.
- 11.2.1.3 Cheques must be made payable to “The Canadian Association of Business Students” and sent to the address provided by the CABS Leadership Team each respective year.
- 11.2.1.4 E-transfers should be made to the CABS VP Finance at [vpfinance@cabsonline.ca](mailto:vpfinance@cabsonline.ca).
  - 11.2.1.4.1 Please include within the memo of the e-transfer your school name and what the payment pertains to.