



Regulations

7th October 2010

These regulations are to provide guidance for the governance of Business Society and are to be read in conjunction with the Constitution (15th August 2010).

These regulations are to be kept on file in accompaniment with the Constitution.

1. Board of Director Vacancies	2
Resignation and Dismissal	2
Responsibilities	2
Election.....	2
2. Director Appointments by Applications.....	2
Application Stage	2
3. Board of Directors Meetings	3
4. General Meetings.....	4
5. Committees.....	4
Powers and Responsibilities.....	4
Appealing Committee Decisions	4
6. Dissolution	5
7. Conducting General Elections	5
Appendices.....	6
Appendix A. Resolution to Dismiss a Director	7
Appendix B. Election of Director at a General Meeting.....	8
Appendix C. Election of Executive at a General Meeting.....	10
Appendix D. Directorship Application Form.....	12
Appendix E. Directorship Interview Form	13
Appendix F. Selection Criteria (Directors by Appointment)	15
Careers Director.....	15
Education Director.....	16
Human Resource Director.....	17
Information Technology Director.....	18
Marketing Director.....	19
Publications Director	20
Social Director.....	21
Sponsorship Director.....	22
Sports Director	23
Appendix G. Form of Proxy	24
Appendix H. Committee Authorization	25
Appendix I. Request for Reimbursement	0
Appendix J. Notice of Appeal.....	27
Appendix K. Decision of the Board of Directors Concerning Appeal	27
Appendix L. Notice of Dissolution	28
Appendix M. General Election Nominations Forms and Guidelines	29

1. Board of Director Vacancies

Resignation and Dismissal

- 1.1 A Director may voluntarily resign from their office by providing a letter to the Chairperson expressed in the form of words.
- 1.2 Any resolution for the dismissal of a Director from their office in accordance to section 6.10 of the Constitution must be made with a form that shall be as near as possible to the form set out in Appendix A.

Responsibilities

- 1.3 The responsibilities of a vacant Director position will transfer temporarily onto the President until such time as a new Director is elected.

Election

- 1.4 In the event of a vacancy of a position on the Board of Directors these processes will come into play so long as it does not impede on the Application Process of section 2 of these Regulations.
- 1.5 A General Meeting shall be held in accordance with section 7 of the Constitution.
- 1.6 Upon notification of members of the intent to elect a new Director, the Chairperson shall accept nominations until twenty-four hours (24) prior to the General Meeting, for:
 - a. Director position in accordance with section 11.13 of the Constitution using the prescribed form (see Appendix B); or
 - b. Executive positions in accordance with section 5.6 of the Constitution using the prescribed form (see Appendix C).
- 1.7 Nominees shall have the opportunity to speak at the General Meeting for five (5) minutes.
- 1.8 Members present at the General Meeting shall vote by secret ballot, using an optional preferential system.

2. Director Appointments by Applications

Application Stage

- 2.1 Following the General Election, the Returning Officers shall call for applications to fulfill the Director Elect vacancies.
- 2.2 Should there be a vacancy within the Executive Elect, these processes shall apply to the appointment of Executive.
- 2.3 The Returning Officers shall be responsible for calling for applications.
- 2.4 Applications shall be submitted to the Returning Officers in accordance with section 7.5 of these Regulations and it shall be the responsibility of the Returning Officers to ensure that all applicants are eligible and are heard by the Executive Elect upon the confirmation of the General Election results.
- 2.5 Applications shall remain open for ten (14) days.
- 2.6 Applications shall be made using the prescribed applications form (see Appendix D).

2.7 Applications will be assessed with reference to the prescribed selection criteria (see Appendix F).

Interview Stage

2.8 Interviews shall be conducted in a twenty-one (21) day period in the same year in which the new Executive has been elected.

2.9 The Interview Stage can occur concurrently with Applications Stage.

2.10 Interviews shall be conducted by at least:

a. One Executive Elects; and

b. Another Executive Elect or a member of the residing Board of Directors.

2.11 Interviews shall be conducted with reference to the prescribed selection criteria (see Appendix F).

2.12 Each interviewer must consider each candidate based on the prescribed application criteria in making their decision.

2.13 BSOC resources can be employed for the purposes of interviews by the Executive Elect with the support of the residing Board of Directors.

2.14 Each interviewer shall complete a form as prescribed in the Regulations use the prescribed interview forms (see Appendix E) and must be signed by all parties in attendance including the Applicant and the two (2) interviewers.

2.15 In the event that an interview has not been conducted within the above time period, it is the responsibility of the Executive Elect to conduct an interview as soon as possible.

Outcome

2.16 Selection of new Directors must not continue unless all the interviews have been conducted, or the candidate has requested to discontinue their application.

2.17 All applicants must be notified if they have either been successful or unsuccessful in their application as soon as practicable.

2.18 As long as the Constitution and the Regulations have been complied with, all appointments shall thereby be considered final.

2.19 At the conclusion of this selection process, at least two-thirds of the Director Elect vacancies must be filled.

a. Should there be vacant Director Elect position, the New Executive must fulfill this position at the earliest possible opportunity in compliance with the Constitution and the Regulation through an Extraordinary General Meeting.

Administrative

2.20 Each year, the Returning Officers shall review and revise the existing application form and interview form questions.

3. Board of Directors Meetings

3.1 Prior to the meeting, the Chairperson shall accept any additions to the agenda of the meeting from the Board of Directors.

3.2 At the meeting, the Chairperson shall provide all members of the Board of Directors with the final agenda of the meeting.

3.3 Items not discussed at the meeting shall be flagged for priority discussion at the next Board of Directors Meeting.

- 3.4 Minutes of the meeting shall be taken and be communicated with the Board of Directors within seven (7) days.
- a. Those present at the meeting who are not members of the Board of Directors, Executive Elect or Director Elect shall be noted in the minutes.
- 3.5 Advance apologies must be communicated to the Chairperson prior to the meeting in the form of written words.

4. General Meetings

- 4.1 General Meetings can be held on non-academic days.
- 4.2 General Meeting will be conducted by the Chairperson.
- a. If the Chairperson is not available or willing to act as Chair of a General Meeting, a Member present at the meeting elected by the majority of Members present shall preside as Chair for that meeting.
- 4.3 Minutes shall be taken by the Vice-President (Internal Operation) and published publically and forward it to the Arc within seven (7) days.

Proxies

- 4.4 The form of proxy to be used shall be as near as possible to the form set out in Appendix G which must be completed and returned to the Vice-President (Internal Operations) not less than forty-eight (48) hours prior to the meeting to which the proxy appointment relates.
- 4.5 The Vice-President (Internal Operations) shall make the proxy form publically attainable to members.
- 4.6 The Vice-President (Internal Operations) will ensure that all completed proxy forms are eligible and are given to the appointed member where possible.

5. Committees

Powers and Responsibilities

- 5.1 A Committee is to be authorized in writing (see Appendix H) and it is the responsibility of the Vice-President (Internal Operations) to maintain these forms.
- 5.2 Officers acting on behalf of BSOC may claim purchases provided:
- a. They are recognized Officers of BSOC; and
 - b. They provide proof-of-purchase documentation.

Meetings

- 5.3 Any Officers of the Committee may nominate themselves to be Convener or Deputy Convener of the Committee.
- 5.4 Convener and Deputy Convener are to be elected by an absolute majority of the Officers present.
- 5.5 The Convener may delegate the task of minute-taker to any Officer however it remains the Convener's responsibility to communicate resolutions and minutes of the meeting to the Board of Directors.

Appealing Committee Decisions

- 5.6 To appeal a resolution of a Committee Meeting, Directors must complete a Notice of Appeal (Appendix J).

- 5.7 Directors present at the Board of Directors Meeting considering the appeal may cast one (1) vote in favor or against the appeal.
- a. In the case of equality voting, the Chair of the Board of Directors Meeting shall have the final say on the appeal.
- 5.8 The outcome of the appeal shall be communicated to the Committee as soon as practicable (Appendix K).

6. Dissolution

- 6.1 A Notice of Dissolution must be completed by members (see Appendix L).

7. Conducting General Elections

- 7.1 General Elections will be for the Executive positions in the capacity as Director Elect.
- 7.2 Call for nominations to be put on the BSOC website and nominations forms to be attached where possible.
- 7.3 Promotions for nominations are to be made public by the Returning Officers.
- 7.4 Nominees must submit a nomination form (see Appendix M) to the Returning Officer.
- 7.5 Methods of communication with the Returning Officers are to be independent and must be outlined in the call for nominations.
- a. Any other communications is to be considered unofficial correspondence (including advice from Chairperson, President regarding Elections).
- 7.6 Candidates to be given ten (10) days to submit their nominations.
- 7.7 Best practice is to discuss with candidates, fair play and proper procedures for campaigning.
- 7.8 Nominees must provide evidence of extracurricular involvement in a club or society by naming at least one referee on the club or society's executive provided that:
- a. They have had substantial involvement and experience in an Arc affiliated club or society where the club or society is affiliated with Arc at the time of the call for nominations; or
- b. They had had substantial leadership involvement in other not for profit organizations; and
- c. The referee is verifiable as a club, society or organization spokesperson.

Appendices



Appendix A. Resolution to Dismiss a Director

Following the conference involving the Board of Directors:

(present #1) _____

(present #2) _____

(present #3) _____

(etc) _____

it was resolved that [full name] be dismissed from office for the reasons of [reasons].

Appendix B. Election of Director at a General Meeting

Nomination procedures (as at September 2010)

A General Meeting has been called to fill vacant position(s) within the BSOC Board of Directors, namely:

- Director

To be considered as a nominee, you must submit your declaration of eligibility and nomination ticket 24 hours before the General Meeting to the Vice-President (Internal Operations).

Eligibility

In order to nominate yourself, you must be/have all of the following:

- Not graduating in the middle of 2011
- Currently enrolled in a undergraduate degree at the Australian School of Business
- At least one academic year's worth of involvement in an Arc affiliated society or club

Requirements

- Candidate must fill out a **declaration of eligibility** form, which must be scanned and attached.
- Each candidate must also fill out a **nomination ticket**, which needs to include:
 - a. Full name
 - b. Student number
 - c. Scanned copy of your Student ID card (front AND back)
 - d. Position you wish to be nominated for
 - e. A summary of why you should be chosen for your respective position
 - f. A referee who can show evidence of your involvement in an Arc affiliated society or club for a minimum period of one academic year.

This must be sent to m.mak@unswbsoc.com 24 hours before the General Meeting.

Declaration of Eligibility

I, (Full Name) _____ declare that I am eligible to be nominated for the UNSW Business Society Board of Directors 2010 and will not graduate from the University of New South Wales Australian School of Business in this calendar year.

Signature: _____

Date: _____

Appendix C. Election of Executive at a General Meeting

Nomination procedures (as at September 2010)

A General Meeting has been called to fill vacant position(s) within the BSOC Board of Directors, namely:

- Executive

To be considered as a nominee, you must submit your declaration of eligibility and nomination ticket 24 hours before the General Meeting to the Vice-President (Internal Operations) or the President.

Eligibility

In order to nominate yourself, you must be/have all of the following:

- Not graduating in the middle of 2011
- Currently enrolled in a undergraduate degree at the Australian School of Business
- Previously/currently been/are an Officer or Director of BSOC

Requirements

- Candidate must fill out a **declaration of eligibility** form, which must be scanned and attached.
- Each candidate must also fill out a **nomination ticket**, which needs to include:
 - a. Full name
 - b. Student number
 - c. Scanned copy of your Student ID card (front AND back)
 - d. Position you wish to be nominated for
 - e. A summary of why you should be chosen for your respective position
 - f. A referee who can show evidence of your involvement in Business Society

This must be sent to m.mak@unswbsoc.com 24 hours before the General Meeting.

Declaration of Eligibility

I, (Full Name) _____ declare that I am eligible to be nominated for the UNSW Business Society Board of Directors 2010 and will not graduate from the University of New South Wales Australian School of Business in this calendar year.

Signature: _____

Date: _____

Appendix D. Directorship Application Form

Please complete and save this form as "FirstName_LastName.docx". Then send this form in an attachment to returningofficers@unswbsoc.com by 11:59pm on 18/10/10. If you are successful, you will progress to the interview stage. Your interview will be in front of a panel consisting of at least one 2011 Executive Elect and either another 2011 Executive Elect or a member of the residing Board of Directors.

POSITION PREFERENCES

Which position(s) are you applying for? Please indicate two preferences below

First preference	Click here to enter text.
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Second preference	Click here to enter text.
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PERSONAL DETAILS

Name	Name as shown on Student Card.	Student No.	UNSW Student Number.
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Mobile	Mobile Number.	Email	Personal email address.
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ELIGIBILITY CRITERIA

Role in Club/Society:	Position held in club/society (e.g. Communications Coordinator, President).
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How long were you involved for?:	Length of involvement with club/society.
----------------------------------	--

Club/Society name:	Click here to enter text.	Arc affiliated in 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Referee Name:	Click here to enter text.	Referee Mobile No.	Click here to enter text.
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Referee Email:	Click here to enter text.
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Please indicate whether you will be graduating mid-2011 or departing on exchange during the 2011 academic year?
 Yes No

INTERVIEW QUESTIONS (please answer all questions below)

1. Tell me about your experience with two previous supervisors with different management styles. In what ways did you modify your behavior to respond to their style?
(max 120 words)

Click here to enter text.

2. In some roles it can be very easy to make errors. Tell me about one system you have implemented in your current role to keep error rates down?
(max 120 words)

Click here to enter text.

Please direct all queries to returningofficers@unswbsoc.com.

FEEDBACK FOR 2ND PREFERENCE

Please ask job specific questions related to the candidate's preference and record your reasons why you think the candidate should or should not be chosen for the position

Please consider:

- * how well you feel the candidate fits the job criteria
- * the ability of the candidate to work in a team environment
- * how well you think the candidate will face adversity and team conflict
- * how well you think the candidate can work independently

Does the candidate meet the required criteria? (Please circle)

Fails to meet

Meets

Exceeds

Please attach a new page to the back of this form to continue writing if necessary.

ADDITIONAL COMMENTS

Candidate name:

Total Pages Used:

Interviewer Signature:

Date:

Audited By:

Date:

Appendix F. Selection Criteria (Directors by Appointment)

Careers Director

The Careers Director will assist the Sponsorship Director in client servicing and providing professional development to members. Careers Directors will work as part of the Sponsorship team in prospecting and liaising with sponsors, proposing and negotiating as well as fulfilling our obligations.

Task
<ul style="list-style-type: none">• Communicate directly with sponsors to facilitate workshops and programs• Engage students with opportunities for professional development (i.e. networking mixers)• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Review event bills for accuracy, and approve payment.• Produce the Annual Careers Guide
Essential
<ul style="list-style-type: none">• Oral and written comprehension and expression – the ability to communicate information and ideas so others will understand• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — adjusting actions in relation to others' actions.• Knowledge of how a Bachelor's degree will assist individuals in career prospects and how each specialisation operates in the commercial world
Work activities
<ul style="list-style-type: none">• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Education Director

The Education Director will provide personal development opportunities for members – specifically through the Peer Mentoring Program. This task will consist of liaising with university services from multiple departments and the coordination and scheduling of hundreds of participants.

Task
<ul style="list-style-type: none">Engage students with opportunities for personal development (e.g. soft skills)Coordinate the Peer Mentoring ProgramReview event bills for accuracy, and approve payment.
Essential
<ul style="list-style-type: none">Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.Speaking — Talking to others to convey information effectively.Time Management — Managing one's own time and the time of others.Service Orientation — Actively looking for ways to help people.Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">Initiative - actively seeking new opportunities to further project beyond expectationsCoordination — Adjusting actions in relation to others' actions.Knowledge of how a Bachelor's degree will assist individuals in career prospects and how each specialisation operates in the commercial world
Work activities
<ul style="list-style-type: none">Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Human Resource Director

The Human Resource Director is charged with the managing and training volunteer (non-Director) members in areas that will best help them in their tasks in aiding BSOC. This can range from running workshops to assist with verbal communication skills to writing processes and systems to help with day-to-day bookkeeping and of accounting of BSOC's monies. The Human Resource Director should also conduct ongoing job analysis of Director's selection criteria and assist with individual's evaluation and feedback.

Task
<ul style="list-style-type: none">• Serve as a link between management and students by handling questions and helping resolve work-related problems.• Plan and conduct committee orientation to foster positive attitude toward organizational objectives.• Plan, organize, direct, control or coordinate the personnel, training, or labour relations activities of an organization.
Essential
<ul style="list-style-type: none">• Oral and written comprehension and expression – the ability to communicate information and ideas so others will understand• Management of Personnel Resources – motivating, developing, and directing people as they work, identifying the best people for the job.• Organisational skills – coordinating actions in relation to others' actions
Desired
<ul style="list-style-type: none">• Studying Management or Organisational Psychology
Work activities
<ul style="list-style-type: none">• Staffing Organizational Units — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.• Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.

Information Technology Director

Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

The IT Director is charged with the responsibility of maintaining all the online communication channels with students/members. This encompasses regular maintenance and content updates on the website (www.unswbsoc.com), social media channels (Twitter, Facebook, YouTube) and email database. The IT Director must be well versed in basic hypertext markup language (HTML) and understand the architecture of a website, including analytics and measurements.

Task
<ul style="list-style-type: none">• Determine sources of web page or server problems, and take action to correct such problems.• Review or update web page content or links in a timely manner, using appropriate tools.
Essential
<ul style="list-style-type: none">• Experience with Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS)• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.• Website management – Basic use of FTP• Social media management – Knowledge of the purposes of social media websites and an effective ability at disseminating information through these channels
Desired
<ul style="list-style-type: none">• Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.• Prior campaigns of work in social media• Experience with Adobe Photoshop or equivalent creativity suite• Experience in managing a content management system (CMS) such as Joomla!, Wordpress or Blogger
Work activities
<ul style="list-style-type: none">• Regular updating of the website's content• Scheduling, coordinating and executing delivery on electronic newsletter (eNews)• Controlling access to societies' online resources (Google Apps)

Marketing Director

Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

Marketing Director is charged with the creative aspects of BSOC. This position encompasses all of the responsibilities of the Art Director, the Copywriter and the Strategy Executive in an advertising agency. The Marketing Director should be skilled in graphic design and be flexible to meet project coordinators in their planning and should advise project coordinators of how to position activities.

Task
<ul style="list-style-type: none">• Create layouts and advertising copy and edit scripts, audio and video tapes, and other promotional material for adherence to specifications.• Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, internal and external stakeholders.• Gather and organize information to plan advertising campaigns.
Essential
<ul style="list-style-type: none">• Experience with Adobe Photoshop or equivalent creativity suite• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.• Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.• Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
Desired
<ul style="list-style-type: none">• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Portfolio of previous artwork
Work activities
<ul style="list-style-type: none">• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.• Thinking Creatively — Developing, designing, or creating new ideas, relationships, systems, or products, including artistic contributions.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Publications Director

The Publications team requires a diverse skill set, from being an editor who is well versed and have great attention to detail to being a designer with the ability to layout an A4 book while maintaining a control over style. The Publications team is concerned with internal stakeholders – i.e. managing advertisements for our upcoming events are placed in eNews, *Comuniecoco* and *Careers Guide*. In addition, they must check artwork of external stakeholders. The Publications team is one of our key communication channels to students, key members of the faculty and our external stakeholders.

Task
<ul style="list-style-type: none">• Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.• Develop story or content ideas, considering reader or audience appeal.• Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
Essential
<ul style="list-style-type: none">• Attention to detail• Reading Comprehension — Understanding written sentences and paragraphs in work related documents.• Writing — Communicating effectively in writing as appropriate for the needs of the audience.• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
Desired
<ul style="list-style-type: none">• Knowledge of Adobe InDesign
Work activities
<ul style="list-style-type: none">• Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.• Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Comuniecoco• Assist Careers Directors in the production of Careers Guide• Assist IT Director in eNews delivery

Social Director

The positions of the Social Director are to create a sense of community within the Australian School of Business. Applicants must be fun-loving while able to multitask with on-the-day event plans and dealing with internal and external stakeholders. A Social Director must have had experience budgeting and coordinating all stages of an event, including concept development, promotions, logistics, execution and debrief.

Task
<ul style="list-style-type: none">• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.• Review event bills for accuracy, and approve payment.• Coordinate: Camp, Cruise, Dance Party and Ball.
Essential
<ul style="list-style-type: none">• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — Adjusting actions in relation to others' actions.
Work activities
<ul style="list-style-type: none">• Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Sponsorship Director

The Sponsorship Director will coordinate the efforts of raising funds for our personal and professional development programs. Primarily, they must identify the goals and objectives of our society and align them with potential sponsors. Furthermore, they should coordinate regular communications with stakeholders and provide internal training on best practices in dealing with clients.

Task
<ul style="list-style-type: none">Producing proposals, presentations, pitchesSetting up meetings with potential clients
Essential
<ul style="list-style-type: none">Time Management — Managing one's own time and the time of others.Service Orientation — Actively looking for ways to help people.Attention to detailReading Comprehension — Understanding written sentences and paragraphs in work related documents.Writing — Communicating effectively in writing as appropriate for the needs of the audience.
Desired
<ul style="list-style-type: none">Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources to communicate to clients.Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.Initiative - actively seeking new opportunities to further project beyond expectations
Work activities
<ul style="list-style-type: none">Communicating regularly with sponsors in a professional manner.Drafting proposals and pitching them to potential clients

Sports Director

The Sports Director is charged with the responsibility of creating a sense of community – through physically engaging events. Sports Directors should have a strong knowledge of popular sports as well as the ad hoc ability to officiate them. In addition, Sports Directors need to have knowledge of budgeting for events as well as an ability to coordinate external stakeholders into hosting a joint event.

Task
<ul style="list-style-type: none">• Ability to manage and coordinate external stakeholders (other student societies).• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Review event bills for accuracy, and approve payment.• Coordinate Sports Day(s).
Essential
<ul style="list-style-type: none">• Knowledge of popular sports as well as an understanding of the officiating rules• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — adjusting actions in relation to others' actions.
Work activities
<ul style="list-style-type: none">• Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Appendix G. Form of Proxy

PROXY FORM

I/

being a full member of BSOC hereby appoint

as my proxy or failing them, the Chair of the meeting to vote for me on my behalf at the General Meeting of BSOC to be held at [Address] on [Date] at [Time] and at any adjournment thereof in the manner indicated below, or in the absence of indication, as the proxy sees fit.

Resolutions

	For	Against
Resolutions 1	[]	[]
Resolutions 2	[]	[]
Resolutions 3	[]	[]

Please sign the Proxy Form below:

Signature of Full Member

Name (Please Print)

Student Number

Date

Appendix I. Request for Reimbursement

Payment Details

Date	Project & Event	Account Name	Receipt	Amount
TOTAL:				

Payee Details

Name:	Committee:	
Mobile No:	Supervising Officer:	
Preferred method of payment (please circle one): Cash / Direct Deposit		
Bank details (for direct deposit only): A/C Name:	BSB:	A/C No.
Payee Signature:		Date:

Office Use Only

Received/Paid By:	Signature:	Date:
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Have receipts been attached to the back of this sheet? (Please circle one) Y / N		

Appendix J. Notice of Appeal

Dear Chairperson,

We are appealing the resolution of (Committee name) on the grounds of (reason of appeal). We seek the audience of the Board of Directors at a Board of Directors Meeting to reach a conclusion on this matter.

Yours Faithfully,

(signatories)

(full name)

Appendix K. Decision of the Board of Directors Concerning Appeal

After investigation into the matter, the Board of Directors *resolves* to deny/uphold the appeal on (Committee name)'s resolution to (action) at the (meeting date) meeting at (meeting venue). The Committee is hereby notified as to the decision of the Board of Directors.

Appendix L. Notice of Dissolution

To the Chairperson:

Pursuant to section 14 of the Constitution of the University of New South Wales Business Society, the undersigned members submit the following notice of intent to dissolve the corporation:

1. On (insert meeting date) the shareholders of the corporation unanimously adopted a resolution to begin dissolution of the corporation on (insert date). The resolution further sets forth the following:
 - a. That at the earliest practicable date, the following will be accomplished:
 - i. Complete liquidation of University of New South Wales Business Society;
 - ii. Payment of all corporate debts; and
 - iii. Distribution of any remaining cash, securities, and cash realized from the sale of securities or assets to an appointed organisation or trustee.
 - b. That the directors and officers of University of New South Wales Business Society are authorized and directed to immediately initiate the liquidation of the society so that its assets or the proceeds therefrom can be distributed to an appointed organisation or trustee.
 - c. That promptly thereafter, University of New South Wales Business Society will be surrendered and the society dissolved.
 - d. That University of New South Wales Business Society discontinue transacting all business as of (insert date), except that which is necessary or incidental to liquidation and winding up affairs.
2. The names and addresses of the Executives are:
 - a. President
 - b. Vice President (Internal Operations)
 - c. Vice President (External Operations)
 - d. Vice President (Activities)
 - e. Treasurer
3. The names and addresses of the Directors are:
 - a. Careers Director
 - b. Careers Director
 - c. Careers Director
 - d. Education Director
 - e. Education Director
 - f. Sponsorship Director
 - g. Social Director
 - h. Social Director
 - i. Social Director
 - j. Sports Director
 - k. Sports Director
 - l. Information Technology Director
 - m. Marketing Director
 - n. Marketing Director
 - o. Publications Director
 - p. Publications Director
 - q. Human Resources Director
 - r. Human Resources Director

Dated: (insert date)

By: (obtain notarization)

Nomination procedures (as at August 2010)

This year's General Elections will be for the members of the Executive, namely:

- President
- Chairperson
- Vice-President (External Operations)
- Vice-President (Internal Operations)
- Vice-President (Activities)
- Treasurer

To be considered as a nominee for the Executive, you must submit a grouped nomination of 6 eligible candidates.

Eligibility

In order to nominate yourself, you must be/have all of the following:

- Not graduating in the middle of 2011
- Currently enrolled in a undergraduate degree at the Australian School of Business
- At least one academic year's worth of involvement in an Arc affiliated society or club
- If you are nominating yourself as part of a team you must form your team before the polling date(s)

Requirements

- Each candidate must fill out a **declaration of eligibility** form, which must be scanned and sent back to **returningofficers@unswbsoc.com** two weeks before polling starts (see attached)
- Each candidate must also fill out a **nomination ticket**, which needs to include:
 - a. Full name
 - b. Student number
 - c. Scanned copy of your Student ID card (front AND back)
 - d. Name of your grouped candidate
 - e. Position you wish to be nominated for
 - f. A summary of why you should be chosen for your respective position
 - g. A referee who can show evidence of your involvement in an Arc affiliated society or club for a minimum period of one academic year.

This must also be sent to returningofficers@unswbsoc.com two weeks before polling starts. Grouped candidates must compile all individual nomination tickets into a single document.

Declaration of Eligibility

I, (Full Name) _____ declare that I am eligible to be nominated for the UNSW Business Society Board of Directors 2010 and will not graduate from the University of New South Wales Australian School of Business within the next calendar year.

Signature: _____

Date: _____