



Edwards Business Students' Society By-Laws

Amended on April 6th, 2020

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PREAMBLE

We, the members of the Edwards Business Students' Society, the representative association of undergraduate students at the Edwards School of Business of the University of Saskatchewan, hereby establish these by-laws, which shall serve as the guideline of the organization. We reaffirm our commitment to the following goals of the organization, in order to nurture and increase student involvement in their education:

- 1) The organization shall strive to enrich student life by implementing and supporting extracurricular initiatives and activities that provide for the social, recreational, charity and academic interests of its members, and by serving as the umbrella association for other student-run initiatives at the Edwards School of Business.
- 2) The organization shall offer services and activities that supplement and complement formal education at the Edwards School of Business to ensure its members are properly equipped to enter the workforce upon graduation.
- 3) The organization shall serve as a vehicle for student involvement in their University and education and shall take all feasible measures to provide and promote involvement opportunities to its members.
- 4) The organization shall ensure the fair representation and equal treatment of all its members, regardless of field of study, race, gender, cultural background, sexual orientation, disabilities, or other discriminatory factors.
- 5) The organization shall promote the varied interests of its members to and within the University to ensure the latter conducts its affairs in the best interest of the members of the organization.
- 6) The organization shall work to strengthen ties between its members; students and Student Groups of other faculties; University administration, faculty and staff; and the external community; while considering the impact of its activities on the reputation of the organization and of the Edwards School of Business.
- 7) EBSS Council members may refer to the policies and procedures manual made available to them for further governance and instruction pertaining to the by-laws. It is up to the council members to communicate EBSS policies to the general public and students with matters pertaining to them/when appropriate.

I. NAME

The students' organization of the Edwards School of Business shall be known as the EDWARDS BUSINESS STUDENTS' SOCIETY. (E.B.S.S. Inc.)

II. MISSION

It is the purpose of the Edwards Business Students' Society to work closely with student groups, Edwards Faculty and the local business community in order to provide charitable, social and academic opportunities for the benefit of all Edwards students.

III. DEFINITIONS

1. **ACADEMIC YEAR:** The beginning of classes in September until the end of finals in April
2. **BY-ELECTIONS:** The process by which the President position left vacant and a replacement may be elected
3. **DIRECTORS:** The executive council in the context of the incorporated business
4. **E.B.S.S. INC.:** Edwards Business Students' Society Inc.
5. **GENERAL COUNCIL:** All non-executive members of the E.B.S.S. Inc.
6. **INTER-CLUB COUNCIL:** A council consisting of the Edwards Club presidents
7. **MAJORITY:** 50%+1 of a designated voting group
8. **STUDENT GROUP:** Organized body of students with a particular purpose
9. **THE EXECUTIVE COUNCIL:** President, VP of Marketing, VP of Academics, VP of Marketing, VP of Corporate Relations, VP of Charity, VP of Social, VP of Finance
10. **UNIVERSITY:** The University of Saskatchewan, including the Faculty of the Edwards School of Business

IV. MEMBERSHIP

1. ELIGIBILITY

The persons eligible for membership shall be persons registered in the Edwards School of Business at the University of Saskatchewan during the academic year.

2. MEMBERS

Current students at the Edwards School of Business.

V. EXECUTIVE COUNCIL

The Executive Council shall carry out their duties to the best of their ability as directed by the General Council and the Mission of the E.B.S.S. Inc.

1. COMPOSITION

The Executive Council shall be composed of the following appointed members, with the exception of the President, who shall be elected.

- i. President
- ii. Vice President of Marketing
- iii. Vice President of Corporate Relations
- iv. Vice President of Finance
- v. Vice President of Academic
- vi. Vice President of Social
- vii. Vice President of Charity
- viii. Vice President of Internal

2. EXECUTIVE COUNCIL MEETINGS

- i. E.B.S.S. Inc. Executive Council meetings shall be conducted in accordance to Robert's Rules of Order
- ii. Quorum is represented by a majority of voting members of the Executive Council
- iii. Executive Council meetings can be called by the President at any time
- iv. The President shall convene an Executive Council meeting if petitioned to do so by a majority of Executive Council members
- v. The Executive Council shall meet:
 - a. At least once per week during the academic year (with the exception of exam periods)
 - b. At least once during the December and April exam periods
 - c. At least once per month between May and August
- vi. All Executive Council positions have the right to one (1) vote
- vii. All motions that are put forth before the Executive Council require a majority approval before being passed. This majority approval must be experienced while there is quorum within the meeting
- viii. Executive Meeting reports must be presented as part of the agenda in the following General Council Meeting

3. POWERS OF EXECUTIVE COUNCIL

- a. For the purpose of the Non-Profit Corporations Act, all Executive Council members are considered Directors of the Corporation
- b. The Executive Council shall have approval over any monetary expenditure of a general council member
- c. The Executive Council can overturn any motion of the General Council with a two-thirds majority vote
- d. The Executive Council may, by two-thirds majority vote, recommend to General Council the removal of an Executive Council Member or General Council Member as per Article XIV.

4. EXECUTIVE COUNCIL ADDITIONAL DUTIES

In addition to the duties included in the Job Description Document, all members of the E.B.S.S. Inc. Executive Council shall also be responsible for the following:

- i. Ensuring the success of all events and programs of the E.B.S.S. Inc.
- ii. Must adhere to their responsibilities in their position-specific Terms of Position Contract
- iii. To aid, where possible, with ensuring the success of events held by other college societies from the University of Saskatchewan and other Universities

- iv. Shall conduct themselves in a manner that well represents the E.B.S.S. Inc., the members of the E.B.S.S. Inc., the Edwards School of Business, the University of Saskatchewan, the City of Saskatoon, and the Province of Saskatchewan
- v. Shall be responsible for the planning and execution of orientation

VI. GENERAL COUNCIL

The General Council shall carry out their duties to the best of their ability as directed by the Executive Council and the Mission of the E.B.S.S. Inc.

1. COMPOSITION

The General Council shall be composed of all members of the Executive Council, members of the Presidential and Vice-Presidential Portfolios, as well as Inter-Club Council Leaders. These positions shall be outlined in the supporting Job Description Document.

2. GENERAL COUNCIL MEETINGS

- i. E.B.S.S. Inc. General Council meetings shall be conducted in accordance to Robert's Rules of Order
- ii. Quorum is represented by a majority of voting members of the General Council
- iii. The General Council will meet on a weekly basis, with the exceptions of summer months and final exam season. Meetings can be held or cancelled at the discretion of the Executive Council
- iv. All General Council meetings shall be open to all unless deemed in camera
- v. All General Council positions have the right to one (1) vote except for in the case of having multiple Club Leaders, who will have one vote between them
- vi. General Council Members who hold more than one position only hold the right to one (1) vote
- vii. The Chairperson may only vote to break a tie
- viii. All motions that are put forth before the General Council require a majority approval to be passed. This majority approval must be experienced while there is quorum within the meeting

3. POWERS OF THE GENERAL COUNCIL

- i. The General Council may, by two-thirds majority vote, remove an Executive Council or General Council member from office in accordance to Article XIV.

4. GENERAL COUNCIL ADDITIONAL DUTIES

In addition to the duties included in the Job Description Document, all members of the E.B.S.S. Inc. General Council shall also be responsible for the following:

- i. Ensuring the success of all events and programs of the E.B.S.S. Inc.
- ii. Must adhere to their responsibilities in their position-specific Terms of Position Contract
- iii. To aid, where possible, with ensuring the success of events held by other college societies from the University of Saskatchewan and other Universities
- iv. Shall conduct themselves in a manner that well represents the E.B.S.S. Inc., the members of the E.B.S.S. Inc., the Edwards School of Business, the University of Saskatchewan, the City of Saskatoon and the Province of Saskatchewan

VII. EDWARDS INTER-CLUB COUNCILS AND COMMITTEES

1. EDWARDS INTER-CLUB COUNCILS

- i. The maximum number of clubs allowed under the E.B.S.S. umbrella is up to the discretion of the Executive Council
- ii. Clubs must benefit Edwards undergraduate students through academic, charity or social events
- iii. Clubs must be comprised of at least 50% current Edwards undergraduate students
- iv. Clubs must complete the club information form by August 30th of the current year

2. EDWARDS INTER-CLUB BENEFITS

- i. Edwards Clubs are eligible for up to \$1000 sponsorship from the E.B.S.S. Inc. under the following conditions:
 - a. The event must be offered to all Edwards Students
 - b. A written proposal is made to the E.B.S.S., reviewed by the VP of Finance and VP of Internal, and then approved by the Executive Council
- ii. Edwards Clubs can request up to a 50% sponsorship from the E.B.S.S. Inc. to sponsor a student's participation in a Conference or Competition under the following conditions (subject to financial availability):
 - a. The conference or competition must relate to the Edwards Club Designation (i.e. Finance, Accounting, Human Resources)
 - b. The sponsorship must be offered to all Edwards students within that designation
- iii. All funding is subjective to available funds acquired through sponsorship.

3. COMMITTEES

- i. Members of a committee are not required to be Members of General Council
- ii. Any committee deemed necessary by a member of Executive Council or General Council can be established provided it is approved by a majority vote of the Executive Council and does not violate any E.B.S.S. Inc. Edwards School of Business or University of Saskatchewan regulation
- iii. Recruitment for committees shall be conducted at the discretion of Executive Council, and the Executive Council may delegate any appropriate member of General Council to take on this responsibility

VIII. AMENDMENTS

The By-laws of the E.B.S.S. Inc. can be amended in the following manner:

- i. Amendments to the By-laws can only be considered at a General Council meeting of the membership of the Society
- ii. Proposed amendments must be submitted to the Vice President of Internal at least five days prior to the meeting of which they are to be considered. The Vice President of Internal shall post all such proposals received in a clearly visible and easily accessible location such that the membership of the Society may review them.
- iii. Each member of the Society shall be entitled to one (1) vote at such a General Meeting. No proxy voting will be allowed.
- iv. A minimum of a two-thirds (2/3) vote of all General Council members is required to pass all amendments.

Those amendments receiving the required approval at the general meeting shall come into force on the day the ratification is obtained from the minister of consumer affairs.

IX. INTERPRETATION

- i. The Executive Council shall be responsible for constitutional interpretation; there must be at least fifty-one percent (51%) majority of Executive Council in favour of all rulings
- ii. If a decision cannot be reached by the vote of the Executive Council, the President will have the power of final interpretation of the By-laws
- iii. If the interpretation of the Executive Council and/or the President is challenged by the petition bearing the signatures of ten percent (10%) of current General Council members, as outlined in Article III., it must be taken to a General Meeting for a final decision

X. ELECTIONS

1. TIMING

- i. President Election proceedings will begin in the month of January
- ii. Balloting is to be held on a minimum of two (2) consecutive days, as determined by the majority vote of the Executive
- iii. Campaigning may not commence before the close of applications and must cease at 4:00 pm of the day before the election is to be held
- iv. The Presidential nomination and campaign shall begin two (2) weeks prior to all other E.B.S.S. Inc. elections.
- v. The nominee if not successful for Presidential office will be allowed to enter for another office, regardless of the application deadline having passed
- vi. In the event of an inconclusive verdict (i.e. a tie), a revote of the existing candidates will be initiated within seven (7) days of the previous election

2. VOTING

- i. Voting shall be by secret ballot
- ii. At least seven (7) days prior to the commencement of voting, all candidates shall put forth their platform

3. APPLICATIONS

- i. Applications must be filled out and handed in on a date specified by the current E.B.S.S. Inc. Executive Council
- ii. Any E.B.S.S. Inc. General Council member may apply, with the exception of any members of the Inter-club Council and University Student Council, who are not eligible

4. BY-ELECTIONS

- i. A by-election must be held within fifteen (15) academic days of the E.B.S.S. Inc. President's position becoming vacant, by any cause.
- ii. Notice of a by-election must be given and posted conspicuously at least fifteen (15) academic days prior to the commencement of voting
- iii. Nominations will be conducted in accordance with Article X. Section 3.
- iv. Campaigning will be governed in accordance with Article X. Section 1.
- v. Balloting will be governed in accordance with Article X. Section 2. Subsection i.

- vi. Voting will be conducted in accordance with Article X. Section 2. Subsection i.
- vii. Ratification will be conducted in accordance with Article X. Section 6.

5. ELECTIONS AND APPOINTMENTS CRITERIA

- i. The President shall be an elected position
 - a. In the event that the President of the EBSS sees the incoming President unfit for the position with reasonable evidence, he or she may veto the election and host a By-election within two months of being vetoed. The President must have this signed off by the Associate Dean before taking such action
 - b. Shall be elected by all undergraduate students enrolled in the Edwards School of Business
- ii. The USSU Member of Student Council shall be an elected position
 - a. Shall be elected by all undergraduate students enrolled in the Edwards School of Business
- iii. The Vice President positions shall be appointed by a committee consisting of:
 - a. The Incoming President
 - b. The Outgoing Executive (Advisory only, no voting power in selection)
- iv. The Inter-Club Council Leader positions will be elected or appointed by the appropriate club, association, or Society and their own election policies

6. RATIFICATION OF CANDIDATE

- i. A candidate shall be elected if he or she is the eligible candidate receiving the largest number of those valid ballots cast in a general election in which all members of the E.B.S.S. Inc. are eligible to vote
- ii. In the event of a one (1) candidate contest Executive Council or General Council position, a ratification vote is to be held on which the majority of valid ballots cast must be in favour of ratification in order for the candidate to be declared elected
- iii. In the event that the ratification majority vote is not received, a by-election must be held according to Article X. Section 4.
- iv. If the unsuccessful candidate in the ratification vote is the only person to contest in a by-election originating from Article IX. Section 6. Subsection iii., then he or she shall be automatically ratified for the position

7. TERM OF OFFICE

- i. The term of office for all General Council positions shall begin upon ratification and end the following year upon de-ratification. All position turnover must occur before May 1st.

XI. IMPEACHMENT

1. EXECUTIVE COUNCIL MEMBER

This clause shall apply to all Executive Council members of the E.B.S.S. Inc.

- i. 100% consensus of the Executive Council and General Council of the Executive Member's portfolio, excluding said Executive Member, will constitute a motion to impeach said Executive Member.
- ii. An anonymous ballot vote will be conducted at the following General Council meeting, with the outcome being taken into strong consideration by the remaining Executive Council on the decision to impeach said Executive Member. At the same

General Council meeting, the Executive Member in question will have a chance to speak on their behalf.

- iii. The Executive Council must be in 100% consensus after taking into consideration the General Council's vote
- iv. The impeached individual will automatically tender his or her resignation to the President
- v. In any by-election for the vacant position or future elections for a member of the Executive Council, the impeached de-ratified member cannot run.

2. GENERAL COUNCIL MEMBERS

This clause shall apply to all General Council Members of the E.B.S.S. Inc.

- i. To impeach, documented evidence of performance management must be present.
 - a. A verbal warning is issued by the President or Vice President of the General Member. Signature from the General Member and Executive Member as well as the date will be documented.
 - b. If after two (2) weeks from the verbal warning no improvement has been noted, the General Member will attend a meeting with their Vice President and the President to discuss issues and potential solutions. Minutes will be taken and the document will be signed and dated by all parties present.
 - c. If no improvement is noted two (2) weeks from this meeting with the General Council Member, a motion to impeach the General Council Member will be put forward to the Executive Council Members.
- ii. 100% consensus of the Executive Council will constitute a motion to impeach a General Council Member
- iii. An anonymous ballot vote will be conducted at the following General Council meeting; with the outcome being taken into strong consideration by the remaining Executive Council on the decision to impeach said General Council Member. At the same General Council meeting before the anonymous ballot vote, the General Council Member in question will have a chance to speak on their behalf.
- iv. The Executive Council must be in 100% consensus after taking into consideration the General Council's vote.
- v. The impeached individual will automatically tender his or her resignation to the President
- vi. In any by-election for the vacant position, the impeached General Council Member may not re-run for office until the following academic year.

3. PRESIDENT

This clause shall apply to the President of the E.B.S.S. Inc.

- i. The following are needed in order to signify the impeachment of the President:
 - a. A minimum of two-thirds General Council signatures
 - b. A majority (51%) of Executive Council signatures
 - c. Signatures from both the Dean and Associate Dean of the Edwards
- ii. Should the President be impeached, a By-Election shall be run in accordance with Article X. Section 4. He/she will not be eligible to run for re-election.

4. CODE OF CONDUCT

This clause shall apply to all members of the E.B.S.S. Inc.

- i. Upon ratification to the E.B.S.S. Inc., each member must sign the Code of Conduct and will be held accountable in accordance to the points within the Code of Conduct document.

- ii. If any said points in the Codes of Conduct are violated, this will constitute grounds for a motion for impeachment.
- iii. Regular impeachment processes will be followed as stated in Article XI. Sections 1. through 3.

XII. FINANCIAL REGULATIONS

1. GENERAL

- i. The fiscal year-end of the E.B.S.S. Inc. shall be the last day of April
- ii. Cheques shall be signed by the Vice President of Finance and the President or in his or her absence some third member of Executive Council as is designated by the President
- iii. All bills and amounts of any one purpose whatsoever and of any value involving a General Council Member must first be approved by the Executive Council member to which they are responsible
- iv. The Vice President of Finance shall keep all such books and records as the Executive Council determines
- v. Each Executive Council member shall submit a preliminary budget for the annual expenses within his or her domain by the end of May each year
- vi. Each Council member must submit an updated Budget a minimum of one (1) week prior to an event which they are organizing

2. CONTINGENCY

- i. If the balance of the EBSS General Account ever decreases to the value of \$5000.00 or less, the executive council shall have an emergency meeting to assess decisions pertaining to expenditures.

3. ACCOUNTS

A. FINANCIAL INSTITUTION

The Executive Council shall appoint a Financial Institution to be the bankers for the E.B.S.S. Inc.

B. NEW ACCOUNTS

Shall be established by the Vice President of Finance as deemed necessary

C. STANDING ACCOUNTS

The standing accounts are as follows:

- i. E.B.S.S. Inc. – General Account

D. SIGNING AUTHORITY

Signing Authority on the standing account: E.B.S.S. Inc. – General Account: The signatures of the Vice President of Finance and the President and in his or her absence the signature of some third member of Executive Council as is designated by the President

XIII. ETHICS AND CODE OF CONDUCT

All members of the E.B.S.S. Inc. are expected to conduct council activities, above all else, in accordance with Expectations for Student Conduct in the Standard of Student Conduct in Non-Academic Matters (<http://www.usask.ca/secretariat/student-conduct-appeals/StudentNon-AcademicMisconduct.pdf>).

A. DISCRIMINATION AND HARASSMENT PREVENTION

The E.B.S.S. Inc. is committed to creating and maintaining a positive environment for working and learning that is free of discrimination, as outlined in the Saskatchewan Human Rights Code Act, based on any of the following prohibited grounds: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race and receipt of public assistance. Harassment is not limited to these prohibited grounds and may refer to any repeated or single serious occurrence of inappropriate conduct, comment, display, action or gesture. Furthermore, both discrimination and harassment are prohibited by law and will not be tolerated. The E.B.S.S. Inc. will respond to reports of discrimination and harassment as promptly and effectively as possible and will take appropriate action to prevent and correct behavior that violates this policy.

B. PROTECTION OF PRIVACY

i. Collection of Personal Information

Personal Information will be collected only in the following circumstances:

- a. When it is necessary for the proper administration of the programs, services or general operations of the E.B.S.S. Inc.
- b. Members of the E.B.S.S. Inc. responsible for collecting Personal Information will be able to provide the reason(s) that the collection of such information is necessary
- c. To the extent that the Member collecting Personal Information is unable to answer questions regarding the reasons for collection, the person seeking clarification will be directed to another Member who is better suited to respond to the question(s) being asked
- d. Personal Information about an individual will be collected directly from that individual unless circumstances require that it be obtained from another source.

ii. Protection of Personal Information

The E.B.S.S. Inc. and its Members will take reasonable and prudent measures in accordance to The Privacy Act to protect Personal Information from unauthorized collection, access, use, disclosure or destruction.

Personal Information will be accessed by authorized E.B.S.S. Inc. Members only for the purposes outlined in Section iii. of this policy. Personal information will be stored in a manner which limits access to authorized E.B.S.S. Inc. Members only. This will include:

- a. Storing Personal Information in locations which are not generally accessible to all members and/or the general public;
- b. Securing the rooms and/or filing cabinets containing Personal Information during those times that an Authorized E.B.S.S. Inc. Members is not present; and
- c. Restricting access to Personal Information that is stored in an electronic format to Authorized E.B.S.S. Inc. Members by requiring the entry of usernames and passwords.

iii. Use of Personal Information

The E.B.S.S. Inc. may only use Personal Information:

- a. For the purpose(s) for which it was obtained or compiled, or for a use consistent with that purpose;
- b. For a purpose permitted, authorized or required by the Act; or

- c. For any other purpose provided that the explicit consent for such use has been provided by the individual to whom the Personal Information relates, or by someone duly authorized to provide such consent on behalf of that individual.
- iv. **Retention and Disposal of Personal Information**

Personal Information will be retained by the E.B.S.S. Inc. in accordance with the retention schedule applicable to the information and portfolio unit which has responsibility for that Personal Information.

Once Personal Information is no longer needed for administrative reasons, it will be disposed of in the following manner:

 - a. Paper records shall be destroyed by shredding, incineration or pulping; and
 - b. Electronic records shall be deleted in such a way that the information they contained cannot be recovered using current technology

C. MANAGING AND CONTROLLING MONIES

Each operating unit is responsible for following university procedures to ensure all monies received are handled in a secure manner, deposited on a timely basis to a University account and are subjected to the appropriate internal controls and accounting treatment.

D. CONFLICT OF INTEREST

A conflict of interest occurs when there is a divergence between an E.B.S.S. Inc. member's private/professional interests and their obligations to the E.B.S.S. Inc. such that an independent observer might reasonably question whether the E.B.S.S. Inc. members' actions or decisions are determined by considerations of personal gain, financial or otherwise.

Conflict of interest is a breach of an obligation to the E.B.S.S. Inc. that has the effect of advancing one's own interest or the interests of others in a way detrimental to the interests of, or potentially harmful to, the integrity of the E.B.S.S. Inc. Conflicts of interest and the appearance of conflicts of interest must be avoided.

Since the possibilities for conflict of interest are almost limitless and cannot all be covered in procedures, E.B.S.S. Inc. members are expected to conduct themselves at all times with the highest ethical standards in a manner which will bear the closest scrutiny and are responsible for seeking guidance before embarking on activities which might be questionable.

XIV. NOTWITHSTANDING CLAUSE

- i. There may arise a need for the directors to pass a motion that derogates from one or more of the policies set forth by the By-laws. In such an event, the directors may pass said motion, provided the following conditions are met and respected:
 - a. There must be a pressing need to act in a timely manner.
 - b. The issue this motion attempts to address must be non-recurring.
 - c. The motion cannot pertain to the quorum of any body of this organization.
 - d. The motion must clearly state all articles, sections, and subsections that shall not be applicable to it.
 - e. The motion must be approved by a Special Resolution of the Directors.
 - f. The motion may be in effect no more than four months.
- ii. Failure to meet or respect one or more of the conditions outlined in Article XIV.

Section i. Subsections a. through f., shall render the motion invalid and not applicable.

AMENDMENT LOG

Approvals	Meeting	Date (dd/mm/yyyy)
Amended	Annual General Meeting	03/04/2017
Amended	Annual General Meeting	02/04/2018
Amended	Annual General Meeting	01/04/2019
Amended	General Council Meeting	05/11/2019
Amended	Annual General Meeting	06/04/2020