

COCA

POLICY MANUAL

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Updated: July 2016

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Section 1

Letters Patent

Canadian Organization of Campus Activities

Industry Canada
Canada Corporations Act

C A N A D A

LETTERS PATENT

WHEREAS an application has been filed to incorporate a corporation under the name

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

THEREFORE the Minister of Industry by virtue of the powers vested in him by the Canada Corporations Act, constitutes the applicants and such persons as may hereafter become members in the corporation hereby created, a body corporate and politic in accordance with the provisions of said Act. A copy of the said application is attached hereto and forms part hereof.

Date of Letters Patent - October 20, 1997

GIVEN under the seal of office of the Ministry of Industry.

(Signed)
for the Minister of Industry

RECORDED 8th December, 1997

File Number: 342763-3

(Signed)
Deputy Registrar General of Canada

(Seal of the Ministry of Industry)

Canadian Organization of Campus Activities

APPLICATION FOR INCORPORATION OF A CORPORATION WITHOUT SHARE CAPITAL

UNDER PART II OF THE CANADA CORPORATIONS ACT

To the Minister of Industry.

Industry Canada
Corporations Directorate
9th Floor, Journal Tower South
365 Laurier Avenue West
OTTAWA, ON K1A 0C8

I

The undersigned hereby apply to the Minister of Industry for the grant of a charter by letters patent under the provisions of Part II of the Canada Corporations Act constituting the undersigned, and such others as may become members of the Corporation thereby created, a body corporate and politic under the name of

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

The undersigned have satisfied themselves and are assured that the proposed name under which incorporation is sought is not the same or similar to the name under which any other company, society, association or firm, in existence is carrying on business in Canada or is incorporated under the laws of Canada or any province thereof or so nearly resembles the same as to be calculated to deceive except that of CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES which has signified its consent to the use of the said name and that it is not a name which is otherwise on public grounds objectionable.

II

The applicants are individuals of the full age of eighteen years with power under law to contract. The name, the address and the occupation of each of the applicants are as follows:

Andrea Gagliardi - Student Association Programmer
Robert Alexander Hale - Student Association Manager
Jayson Victor Duggan - Student Association Programmer
Jayne Elizabeth Woods - Student Association Programmer
Justin Tawil - Student
Sara Stasiuk - Student Association Programmer
Ranjan K. Guha - Booking Agent
Michael John Joeseph Woods - Musician
Peter Bryan Stanbridge - Student Association Programmer
Leatrice Spevack - Student Association Administrator
James Wayner - Student Association Manager
John Bertram Young - Student Association Programmer

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The said Andrea Gagliardi, Robert Alexander Hale, Jayson Victor Duggan, Jayne Elizabeth Woods, Justin Tawil, Sara Stasiuk, Ranjan K. Guha, Michael John Joseph Woods, Peter Bryan Stanbridge, Leatrice Spevack, James Wayner, and John Bertram Young will be the first directors of the Corporation.

III

The objects of the Corporation are:

1. To provide assistance for member institutions to establish quality campus activities, programming, through education, information sharing and resources.
2. To enhance the skill development of members through the annual National Conference and regional meetings.
3. To foster year-round communication and networking amongst members through special projects, regional meetings, and the newsletter.
4. To stimulate regional program development in Western, Central and Eastern Canada through leadership provided by regional representatives and within a national forum at the annual conference.
5. To support those members providing entertainment, product or services to campuses by encouraging communication and interaction between members.
6. To pursue a significant increase in the participation of French Canadian and ethnic performers at the annual conference.

IV

The operations of the Corporation may be carried on throughout Canada and elsewhere.

V

The place within Canada where the head office of the corporation is to be situated is:
981 Wellington Road, Suite 341, London, Ontario N6E 3A9.

VI

It is specially provided that in the event of dissolution or winding-up of the corporation, all its remaining assets after payment of its liabilities shall be distributed to one or more qualified donees as defined under the provisions of the Income Tax Act.

VII

Canadian Organization of Campus Activities

In accordance with Section 65 of the Canada Corporations Act, it is provided that, when authorized by by-law, duly passed by the directors and sanctioned by at least two-thirds of the votes cast at a special general meeting of the members duly called for considering the by-law, the directors of the corporation may from time to time:

- a. borrow money upon the credit of the corporation
- b. limit or increase the amount to be borrowed
- c. issue debentures or other securities of the corporation
- d. pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient and,
- e. secure any such debentures, or other securities, or any other present or future borrowing or liability of the corporation, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Corporation, and the undertaking and rights of the Corporation.

Any such by-law may provide for the delegation of such powers by the directors to such officers or directors of the corporation to such extent and in such manner as may be set out in the by-law.

Nothing herein limits or restricts the borrowing of money by the corporation on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the corporation.

VIII

The by-laws of the corporation shall be those filed with the application for letters patent until repealed, amended, altered or added to.

IX

The corporation is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the corporation are to be used in promoting its objects.

Dated at Toronto in the Province of Ontario, the 18th day of July, 1997.

(Signed by the twelve applicants.)

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TRANSITION TO THE CANADA NOT-FOR-PROFIT CORPORATIONS ACT

COCA received its Certificate of Continuance under Section 211 of the Canada Not-for-profit Corporations Act (CNCA) on August 8, 2014.

A new Bylaw No. 1 compliant with the CNCA was approved by the COCA Membership at the Annual General Meeting in Edmonton, Alberta on June 12, 2015 and filed with Industry Canada on July 21, 2015.

Section 2

By-Law No. 1

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

(the “Corporation”)

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the **CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES** upon the continuance of the Corporation under the provisions of the Canada Not-for-Profit Corporations Act S.C. 2009, c.23

BE IT ENACTED as a by-law of the Corporation as follows:

GENERAL

SECTION 1 — INTERPRETATION

1.1 Definitions

In this By-law and all other By-laws of the Corporation, unless the context otherwise requires:

- (1) **"Act"** means the *Canada Not-For-Profit Corporations Act*, S.C. 2009, c. 23 including the Regulations made pursuant to the Act, as such statute or Regulations may be amended, restated or in effect from time to time.
- (2) **"Articles"** means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.
- (3) **"Board"** means the board of directors of the Corporation, and **"Director"** means a member of the Board.
- (4) **"By-law"** means this By-law and any other By-law of the Corporation as amended and which are, from time to time, in force and effect.
- (5) **“Corporation”** means the Canadian Organization of Campus Activities or “COCA”.
- (6) **"meeting of members"** includes an annual meeting of members or a special meeting of members; and **"special meeting of members"** includes a meeting of any class of member and a special meeting of all members entitled to vote at an annual meeting of members.
- (7) **"ordinary resolution"** means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution.
- (8) **"proposal"** means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act.

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(9) **"Regulations"** means the regulations made under the Act, as amended, restated or in effect from time to time.

(10) **"special resolution"** means a resolution passed by a majority of not less than two-thirds (2/3rds) of the votes cast on that resolution.

1.2 Interpretation

(1) In the interpretation of this By-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and **"person"** includes an individual, body corporate, partnership, trust, joint venture or unincorporated organization or organization.

(2) Other than as specified above, words and expressions defined in the Act have the same meanings when used in this By-law.

1.3 Severability

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

1.4 Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the secretary of the Corporation shall be the custodian of the corporate seal.

1.5 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

1.6 Financial Year End

The financial year end of the Corporation shall be the 31st day of December.

1.7 Banking Arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by such officer of the Corporation and/or other person as the Board may by resolution from time to time designate, direct or authorize.

1.8 Borrowing Powers

The Board may, without authorization of the members:

- (a) borrow money on the credit of the Corporation;
- (b) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;
- (c) give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- (d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.

1.9 Annual Financial Statements

The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in such subsection 172(1) are available at the registered office of the Corporation and that any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

SECTION 2- DIRECTORS

2.1 Number of Directors

The Board shall consist of the number of Directors specified in the Articles, being a minimum of three (3) to a maximum of twelve (12). The Board shall be comprised of a fixed number of Directors as determined from time to time by the members by ordinary resolution or, if the ordinary resolution and powers of the Directors to determine the number, by resolution of the Board.

2.2 Election and Term of Office of Directors - Chair and Past Chair of National Conference: One Year Term

The members shall by ordinary resolution at each annual meeting at which an election of directors is required, elect two directors, one of whom shall act as chair of the National Conference and one of whom shall act as past chair of the National Conference for a one year term expiring not later than the close of the first annual meeting of members following the election.

2.3 Election and Term of Office of Directors - Remaining Directors: Two Year Term

Subject to the foregoing, the members shall, by ordinary resolution, elect the directors at the first meeting of members and at each succeeding annual meeting at which an election of directors is required, and the directors shall be elected to hold office for a two year term expiring not later than the close of the second annual meeting of members following the election. Directors may serve a third consecutive year if elected to fill a vacancy left by a director who dies, resigns or is removed.

2.4 Qualification

Every director shall be at least eighteen (18) years of age and shall be a member of the Corporation, or shall become a member of the Corporation within ten (10) days after election or appointment as director, provided that the chair of the National Conference and the past chair of the National Conference shall be members of any of the Eastern, Central or Western classes of members.

2.5 Appointment of Student Director

The directors may appoint one additional director, who shall be a student and who shall be either an Eastern Region member, Central Region member, or a Western Region member and who shall hold office for a one year term expiring not later than the close of the next annual meeting of members.

2.6 Removal

The members of a corporation may by ordinary resolution at a special meeting remove any director or directors from office.

2.7 Filling Vacancy

A vacancy created by the removal of a director may be filled at the meeting of the members at which the director is removed. A vacancy created by the resignation or death of a director may be filled by a quorum of directors.

SECTION 3— MEETINGS OF DIRECTORS

3.1 Calling of Meetings of Board of Directors

Meetings of the Board may be called by the chairperson, the vice-chair or any two Directors at any time.

3.2 Notice of Meeting of Board of Directors

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in the section on giving notice of meeting of Directors of this By-law to every Director of the Corporation not less than three days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the By-laws otherwise provide, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

3.3 Regular Meetings of the Board of Directors

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3)

(Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

3.4 Alternate Modes of Participation

Subject to the consent of all directors of the Corporation, a meeting of directors may be held by telephone conference, electronic or other means of communication as permit all directors to hear one another simultaneously and instantaneously, and a director participating in such meeting by such means is deemed to be present at the meeting.

3.5 Votes to Govern at Meetings of the Board of Directors

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

3.6 Committees of the Board of Directors

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such resolutions as the Board may from time to time make. Any committee member may be removed by resolution of the Board.

SECTION 4 — OFFICERS

4.1 Appointment of Officers

The Board may designate the offices of the Corporation, appoint officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the activities and affairs of the Corporation. A Director may be appointed to any office of the Corporation. An officer may, but need not be, a Director unless these By-laws otherwise provide. Two or more offices may be held by the same person.

4.2 Description of Offices

(1) Unless otherwise specified by the Board (which may, subject to the Act, modify, restrict or supplement such duties and powers), the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- (a) ***Chairperson of the Board*** — The chairperson of the Board, if one is appointed, shall be a Director. The chairperson of the Board, if any, shall, when present, preside at all meetings of the Board and of the members. The chairperson shall have such other duties and powers as the Board may specify;
- (b) ***Vice-Chair of the Board*** — The vice-chair of the Board, if one is appointed, shall be a Director. If the chair of the Board is absent or is unable or refuses to act, the vice-chair of the Board, if any, shall, when present, preside at all meetings of the Board and of the members. The vice-chair shall have such other duties and powers as the Board may specify;

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- (c) **President** — If appointed, the president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the Board, have general supervision of the activities and affairs of the Corporation;
- (d) **Secretary** — If appointed, the secretary shall attend and be the secretary of all meetings of the Board, members and committees of the Board. The secretary shall enter, or cause to be entered, in the Corporation's minute book minutes of all proceedings at such meetings. The secretary shall give, or cause to be given, as and when instructed, notices to members, Directors, the public accountant and members of committees. The secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation; and
- (e) **Treasurer** — If appointed, the treasurer shall have such powers and duties as the Board may specify.
- (f) **Executive Director**— If appointed, the executive director shall attend meetings of the Board at the discretion of the Board. The executive director shall have such other duties and powers as the Board may specify.

(2) The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board or president requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

4.3 Vacancy in Office

(1) In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earliest of:

- (a) the officer's successor being appointed;
- (b) the officer's resignation, such officer ceasing to be a Director (if a necessary qualification of appointment); or
- (c) such officer's death.

(2) If the office of any officer of the Corporation shall be or become vacant, the Board may, by resolution, appoint an individual to fill such vacancy.

SECTION 5 — MEMBERS

5.1 Membership Conditions

There shall be three classes of members in the Corporation, namely, Eastern Region members, Central Region members, and Western Region members. Membership in the Corporation shall be available only to individuals interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the board or in such other manner as may be determined by the board. The following conditions of membership shall apply:

Eastern Region Members

- a. Eastern Region membership shall be available to individuals at post-secondary institutions located in Newfoundland, Prince Edward Island, New Brunswick or Nova Scotia who have applied for and been accepted into membership in the Corporation and who have paid the appropriate fee.
- b. Membership shall be for a twelve month term which shall include not less and not more than one national conference.
- c. As set out in the articles, each Eastern Region member is entitled to receive notice of, attend and vote, either in person or by proxy, at all Eastern Region meetings of members and at all Annual General and Special meetings of members.

Central Region Members

- a. Central Region membership shall be available to individuals at post-secondary institutions located in Quebec or Ontario who have applied for and been accepted into membership in the Corporation and who have paid the appropriate fee.
- b. Membership shall be for a twelve month term which shall include not less and not more than one national conference.
- c. As set out in the articles, each Central Region member is entitled to receive notice of, attend and vote, either in person or by proxy, at all Central Region meetings of members and at all Annual General and Special meetings of members.

Western Region Members

- a. Western Region membership shall be available to individuals at post-secondary institutions from British Columbia, Alberta, Saskatchewan or Manitoba who have applied for and been accepted into membership in the Corporation and who have paid the appropriate fee.
- b. Membership shall be for a twelve month term which shall include not less and not more than one national conference.
- c. As set out in the articles, each Western Region member is entitled to receive notice of, attend and vote, either in person or by proxy, at all Western Region meetings of members and at all Annual General and Special meetings of members.

5.2 Membership Dues

The annual full membership fee shall be established by the Board.

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

5.3 Termination of Membership

A membership in the Corporation is terminated when:

- (a) the member dies or resigns;
- (b) the member is expelled or his or her membership is otherwise terminated in accordance with the Articles or By-laws;
- (c) the member's term of membership expires; or
- (d) the Corporation is liquidated and dissolved under the Act.

5.4 Effect of Termination of Membership

Subject to the Articles, upon any termination of membership, the rights of the member automatically cease to exist.

5.5 Discipline of Members

(1) The Board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

- (a) violating any provision of the Articles, By-laws or written policies of the Corporation;
- (b) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole and absolute discretion; or
- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

(2) If the Board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the Board, shall provide 20 days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make a written submission to the president, or such other officer as may be designated by the Board, in response to the notice received within such 20-day period. If no written submission is received by the president, the president, or such other officer as may be designated by the Board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If a written submission is received in accordance with this section, the Board shall consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further 20 days from the date of receipt of the submission. The Board's decision shall be final and binding on the member, without any further right of appeal.

SECTION 6— MEETINGS OF MEMBERS

ANNUAL GENERAL MEETING

6.1 Timing

The Annual General meeting of members shall be held during the National Conference on a date to be determined by the directors that is not later than fifteen (15) months after the date of the last preceding meeting but not later than six (6) months after the end of the Corporation's preceding financial year.

6.2 Notice of Meeting of Members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

- (a) by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- (b) by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

6.3 Members Calling a Members' Meeting

The Board shall call a special meeting of members in accordance with subsection 167(3) (Directors Calling Requisitioned Meeting) of the Act, on written requisition of members carrying not less than 5% of the voting rights. If the Directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.

6.4 Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the Directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act or the Articles or By-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

6.5 Chair of Meeting of Members

If the chairperson of the Board and the vice-chair of the Board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

ANNUAL MEETINGS OF EASTERN, CENTRAL, AND WESTERN MEMBERS

6.6 Timing

Each of the three (3) classes of members shall meet individually as a class during the National Conference, on a day prior to the Annual General meeting of members. Each class shall

agree upon a nominee for the board of directors from its class membership to be presented to the members at the Annual General meeting of members.

6.7 Persons Entitled to be Present

Eastern Region members are entitled to attend all Eastern Region meetings of members; Central Region members are entitled to attend all Central Region meetings of members; and, Western Region members are entitled to attend all Western Region meetings of members.

6.8 Chair of the Meeting

Either of the two (2) directors who are also Eastern Region members may chair the Eastern Region meetings of members, provided that if a director is standing for re-election that director may not chair the meeting; either of the two (2) directors who are also Central Region members may chair the Central Region meetings of members, provided that if a director is standing for re-election that director may not chair the meeting; and either of the two (2) directors who are also Western Region members may chair the Western Region meetings of members, provided that if a director is standing for re-election that director may not chair the meeting.

6.9 Quorum at Meetings of Members

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be a majority of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

6.10 Votes to Govern at Meetings of Members

At any meeting of members, every question shall, unless otherwise provided by the Articles, the By-laws or the Act, be determined by a majority of the votes cast on the question. In case of an equality of votes on a show of hands, on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

6.11 Proposals Nominating Directors at Annual Meetings of Members

Subject to the Regulations, any proposal may include nominations for the election of Directors if the proposal is signed by not less than 5% of members entitled to vote at the meeting at which the proposal is to be presented.

6.12 Cost of Publishing Proposals for Meetings of Members

The member who submitted the proposal shall pay the cost of including the proposal and any statement in the notice of meeting at which the proposal is to be presented, unless otherwise provided by ordinary resolution of the members present at the meeting.

6.13 Place of Meeting of Members

Subject to compliance with section 159 (Place of Meetings) of the Act, meetings of the members may be held at any place within Canada determined by the Board or, if all of the members entitled to vote at such meeting so agree, outside Canada.

6.14 Participation by Electronic Means at Meetings of Members

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this By-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

6.15 Meeting of Members Held Entirely by Electronic Means

If the Directors or members of the Corporation call a meeting of members pursuant to the Act, those Directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the Act, entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

SECTION 7 — NOTICE

7.1 Method of Giving Notices

(1) Any notice (which term includes any communication or document), other than notice of a meeting of members or a meeting of the Board, to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the By-laws or otherwise to a member, Director, officer or member of a committee of the Board or to the public accountant shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or, in the case of notice to a Director, to the latest address as shown in the last notice that was sent by the Corporation in accordance with subsections 128(1) (Notice of Directors) or 134(1) (Notice of Change of Directors) and received by the Director appointed under the Act;
- (b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
- (c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- (d) if provided in the form of an electronic document in accordance with Part 17 (Documents in Electronic or Other Form) of the Act.

(2) A notice so delivered shall be deemed to have been given when it is delivered personally

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or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, Director, officer, public accountant or member of a committee of the Board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

7.2 Omissions and Errors

The accidental omission to give any notice to any member, Director, officer, member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 8 — DISPUTE RESOLUTION

8.1 Dispute Resolution Mechanism

If a dispute or controversy among members, Directors, officers or committee members of the Corporation arising out of or related to the Articles or By-laws, or out of any aspect of the activities or affairs of the Corporation is not resolved in private meetings between the parties, then such dispute or controversy shall be settled by a process of dispute resolution as follows to the exclusion of such persons instituting a law suit or legal action:

- (a) the dispute shall be settled by arbitration before a single arbitrator, in accordance with the *Arbitration Act, 1991* (Ontario) or as otherwise agreed upon by the parties to the dispute. All proceedings relating to arbitration shall be kept confidential, and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law; and
- (b) all costs of the arbitrator shall be borne by such parties as may be determined by the arbitrator.

SECTION 9 — AMENDMENT AND REPEAL

9.1 Amendment

(1) Subject to the Articles, the Board may, by resolution, make, amend or repeal any By-laws that regulate the activities or affairs of the Corporation. Any such By-law, amendment or repeal shall be effective from the date of the resolution of the Board until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the By-law, amendment or repeal is confirmed or confirmed as amended by the members, it remains effective in the form in which it was confirmed. The By-law, amendment or repeal ceases to have effect if it is

Canadian Organization of Campus Activities

not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

(2) This section does not apply to a By-law that requires a special resolution of the members according to subsection 197(1) (Amendment of Articles or By-laws) of the Act. Pursuant to subsection 197(1) of the Act, a special resolution of the members is required to make any amendments to sections 5.1, 6.1, 7.1 and this section 9.1(2) if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m) of the Act.

SECTION 10 — EFFECTIVE DATE

10.1 Effective Date

This by-law shall be effective when made by the Board.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 7th day of June, 2015, and confirmed by the members of the Corporation by special resolution on the 12th day of June, 2015.

Dated as of the 12th day of June, 2015.

Anthony Willem Leendertz, Director

Timothy Fraser, Director

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Section 3

Operating Policies

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

COCA NEWSLETTER

Approved June 2, 1985
Reviewed December 2, 1987
Amended May 29, 2003

1. The COCA newsletter should be based on information drawn from member schools and associate members and be circulated to both.
2. The newsletter should be published on-line or in print three times a year, once each in the months of October, February, and April.
3. Content of the newsletter should include:
 - a) A message from the upcoming Conference committee chair and one from the Chairperson of the Board of Directors.
 - b) Recent job posting and new programming appointments.
 - c) Touring schedules, recent signings and other news from associate members.
 - d) Surveys and survey results.
 - e) Reports from Board members and Regional meetings.
 - f) Reports of current campus happenings.
 - g) Case studies of unique programs on member campuses.
 - h) Notification of relevant workshops.
 - i) Paper relevant to Canadian programming.
 - j) A report on the immediate past Conference.
4. The budget of the newsletter shall be determined by the COCA Board of Directors.
5. The COCA name will be attached to all communications.
6. The editor shall be a full member of COCA appointed by the Board of Directors.
7. The editor must be responsible to the name and reputation of COCA.

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8. The editor will not print any potentially libelous material.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

COCA LIBRARY

Approved June 1, 1985
Revised December 2, 1987

1. That COCA institute, effective the 1985 Conference, a COCA library.
2. The library consist of all COCA documents, (i.e. policies, correspondence, minutes, etc.) and all programming papers which are donated to the library.
3. All papers prepared for the Annual Conference or any regional meetings be automatically included, with the author's permission, in the COCA library.
4. A permanent staff full member of COCA or the head office administrator shall be appointed by the Board of Directors to be the custodian of the library. The Chairperson of COCA shall also maintain a file of all library documents.
5. All COCA members shall have access to articles in the library.
6. COCA members, upon forwarding the reasonable cost of reproduction and postage, may receive copies of library items.
7. A list of all library items will be available to all COCA members. Notice of all library materials will be posted twice a year, one of which will be at the Annual Conference.
8. All library transactions be subject to any COCA audit.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

REFUNDS

Approved December 2, 1987

1. COCA membership fees are non-refundable.
2. With the exception of showcase fees, COCA Annual Conference Fees are fully refundable until one (1) month before the Conference; 50% refundable between two (2) weeks and one (1) month before the Conference, and not refundable less than two (2) weeks before the Conference.
3. Showcase fees for acts that have been selected to showcase are not refundable less than six (6) weeks before the Conference or within one week of acceptance in the event of an alternate showcase.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

NOTIFICATION OF BOARD POSITIONS

Approved June 5, 1991

Update May, 1994

1. For the annual election of the COCA Board of Directors, it shall be the *Chair's* responsibility to advertise the job duties of the director positions in the February and April issues of COCA Notes.
2. It shall be the Regional and Associate Board of Directors representatives' responsibility:
 - a. to advertise the job duties of the director positions in any communications to the membership, and
 - b. to promote involvement at all regional/associate meetings.
3. It shall be the responsibility of the chair-elect of the national conference committee to provide an opportunity at the national conference to promote involvement on the coming year's national conference committee. A short information meeting that is listed on the conference schedule will be the usual way to achieve this requirement.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

GRIEVANCE PROCEDURES POLICY

Approved December 2, 1987

COCA has established a mechanism by which school or associate members may have their arguments reviewed in formal and objective manner to provide a satisfactory resolution to a particular problem that is fair and reasonable. The grievance procedure was designed to be a last resort in settling disputes. COCA and the Ethics and Grievance Committee are neither a collection agency nor legal counsel. The function capabilities set by the Board of Directors are limited, and the objectives of the process is to secure satisfaction without resorting to sanction. If and when a dispute has been determined to warrant COCA's involvement, a complete file of all correspondence contracts, telephone conversation and any related documents should be forwarded to COCA's chairperson of the Board of Directors and the head office administrator for formal grievance action.

When a written complaint is received by the Chairperson of the board, every attempt will be made to settle the matter there. If the complainant finds this unacceptable, the complainant will be directed to deal with the Ethics and Grievance Committee who will in turn evaluate the circumstances. If the complaint is found valid by all members of the committee, the chairperson of the committee will start formal proceedings; if not, the complaint will be dropped and the parties so freed. With appropriate documentation the Ethics and Grievance Committee:

- 1) Will be appointed by the chairperson of the Board at the first appropriate Board of Directors meeting following elected office.
- 2) The Ethics and Grievance committee will be appointed by the Chairperson of the Board of Directors and be made up of one Regional Board of Director member residing in the Region of where the complaint was founded, along with an appointed Board of Director Member and his/her designate as seen fit.
- 3) An unanimous agreement by the committee must be reached in the decision making processes before the course of sanction is enforced.
- 4) If there is an unanimous agreement by the committee that the complaint is valid, the complete file and course of sanction will be forwarded to Board of Directors for assessment through the Chairperson of the Board and subject to Board review.
- 5) The COCA Board of Directors may exceed or lighten the recommended sanctions levied by the Ethics and Grievance Committees as they see fit.

Possible Sanctions

Against COCA college and university members

- a) A letter of censure to each institution school member
- b) No participation in COCA Regional Conferences
- c) No participation in COCA National Convention
- d) Publication of the results of the proceedings in the Newsletter "COCA Notes"
- e) Suspension of membership (as seen fit by the Ethics and Grievance Committee) with no refund of payment in year of course subject to Board approval action

Against COCA Associates

- a) No showcase privilege at regional
- b) No showcase privilege at the National Convention
- c) No exhibit hall privilege at regional
- d) No exhibit hall privilege at the National Convention
- e) Request to AF of M, Players Guild or any Governing Licensing Bodies for suspension of agency license
- f) Publications of results of the proceedings in the Newsletter "COCA Notes"
- g) Suspension of membership with no refund of payment
- h) A letter of censure to each school member

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

SITE SELECTION OF THE NATIONAL CONFERENCE

Approved June 16, 1984
Amended January 20, 2002
Amended June 16, 2009

1. Site selection of the national conference in two years shall be made at the current national conference.
2. Each year the Board of Directors shall research and make recommendations to the Site Selection Committee regarding the location and facility for the national conference 2 years after the current national conference.
3. The Board must abide by criteria established in an operating policy outlining the requirements of the conference facility and host city.
4. The outgoing COCA Chair will announce the location of the national conference in two years at the closing banquet of the national conference.
5. The site selection committee shall consist of the members of the outgoing and incoming boards of directors.
6. The Chair of the outgoing Board shall chair the site selection meeting.
7. The Chair will submit two or three sites for consideration by the site selection committee.
8. The winning proposal must receive a simple majority of the votes. In the event of a tie, the incoming chair shall cast a 2nd vote.
9. Once the decision has been made, the site selection committee shall be sworn to secrecy until the outgoing COCA Chair makes the announcement at the closing banquet.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

SHOWCASES - OPERATING POLICY

Approved Dec/87
Revised August 91
Amended January 20, 2002
Amended November 2007
Amended November 23, 2008
Amended November 30, 2009
Amended November 18, 2015

At COCA Conferences, a variety of artists are selected to perform on showcase stages over the course of the conference. The showcase lineup will consist of a cross section of disciplines within the entertainment industry.

Although this policy is intended for a COCA national conference, any school hosting a COCA regional conference that involves showcases, must also strictly adhere to the guidelines contained in this policy.

Artists are selected to showcase based on talent, previous exposure to the market and widespread appeal. Other factors such as price, contract riders, performance recommendations, discipline of performance and type of promotional material available, contribute to the selection decision.

The showcase selection committee, comprised of students and professional campus activities programmers from both colleges and universities, meets* to review applications and select showcase acts. Committee members are selected for their knowledge of entertainment and its relationship to the campus market. (*Note: in an effort to encourage national participation, this meeting should not happen in person, but instead, decisions can be made via a conference calls, online chats, etc.)

Rather than hold live auditions, the committee selects acts based on the presentation of materials made available to them. All applications must include online material that can be reviewed (audio and/or videos), and all musical acts must apply using an electronic application program as directed by the COCA Board. The committee reviews recorded material, contract rider, prices, technical requirements, recommendations, reviews promotional material and any other pertinent information that the applicant feels would be beneficial to include. The committee may reach out and select artist(s) to showcase that have not previously completed showcase applications.

Applicants are reviewed according to criteria that ensure quality and variety. After the list is narrowed through an elimination process, the committee votes and selects a specific number of acts to appear in each showcase. A prioritized list of alternate acts, are chosen in case any of the original selections are unable to appear. The selection committee is allowed to encourage the participation of the COCA membership in the selection process by means of an online vote to decide up to 20% of the acts that will appear, with each school getting one vote.

Selection Committee

The Board appoints the chair of the showcase selection committee on the recommendation of the conference chair. The Board appoints the remaining four members of the showcase selection committee upon the recommendation of the chair of the showcase selection committee.

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The showcase selection committee shall consist of: the conference chair, the chair of the showcase selection committee, and four school member representatives (no school may have more than one person on the committee). No person may be the chair of the showcase selection committee for more than 2 consecutive years, nor may any person sit on the committee for more than 3 consecutive years (unless that person is the conference chair in the 4th year). The showcase selection committee, in conjunction with the Board, may also appoint a special 'singer/songwriter showcase chair (please see 'General Showcase Policies #19 below).

It is recommended that the selection committee have a composition of 50% students and 50% professional school members. The selection process will utilize the most cost effective means of communication ensuring representation of all regions involved with the conference in question (e.g. conference calls, e-mail, etc.).

The membership of the showcase selection committee shall be kept confidential until after the showcase acts have been announced. Any person who represents an act that has applied to showcase for that conference, shall be ineligible to sit on the selection committee. Any breach of these requirements may result in expulsion of the offending individual from the showcase selection committee.

General Showcase Policies

1. Membership

Any artist selected to showcase must be or become an Associate Member of COCA or be represented at the conference by a company that is or will become an Associate Member of COCA. Memberships must be in good standing during the conference. Self-represented artists will be offered a discount on the annual associate membership fee as determined by the COCA Board.

2. Campus Activities Business Hall

Any artist selected to showcase must be represented in the conference trade show either by the company that books the act or by the artist him or herself. Self-represented artists will be permitted to share a trade show booth with another artist at a rate determined by the COCA Board.

3. Showcase Performance Times

Each showcasing artist is allowed 20 minutes of performance time except comedy artists who receive 15 minutes of performance time. Stage and equipment set-up time is not included in the performance time.

4. Showcase Selection Committee

The showcase selection committee has the sole authority to select showcasing artists (other than the acts that showcase as part of a sponsorship package).

5. Production Manager

The conference chair will appoint a showcase production manager.

6. Showcase Agreement

All showcasing artists selected to showcase must sign an agreement regarding their showcase appearance and pay a showcase fee.

7. Deadlines

The showcase selection committee has the following deadlines to meet for the national conference: the application deadline will not be less than 10 weeks prior to the date of the conference. Notification of the decision of the showcase selection committee shall be sent to each applicant not less than 7 weeks prior to the date of the conference.

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8. Cancellations & Representation

No substitutions will be allowed on the showcase. If the attraction is unable to appear, the associate member firm submitting the attraction loses its fee and forfeits its time slot. If the showcase act severs its business relationship with the associate member prior to the showcase, the attraction may still appear as scheduled only if they become an associate member and pay the appropriate fees (membership, showcase, exhibitor).

9. Booking Contact

An associate member that has an act selected to showcase must be the only booking contact for the act during the conference.

10. Refunds

In the event that the act is not accepted for a showcase, the showcase fee, if paid in advance, will be refunded, save for a showcase application fee set by the Board. The associate member then has two weeks to cancel in order to receive a full refund on conference registration, if paid in advance. In the event that an alternate performing artist is selected to showcase, that act may cancel with full refund of any fees paid in advance, save the showcase application fee, within one week of notification.

11. Illegal Showcase

Any live performance during the conference, promoted or advertised directly to conference delegates, that occurs outside the officially scheduled program of the conference may be considered an illegal showcase. The Board may exercise disciplinary hearings and impose any penalty provided for in the grievance procedure.

12. Production

Professional production will be provided for all showcases. Details will be communicated to all showcase acts in advance of the conference. If COCA determines that backline will be provided at any conference, all music showcase acts are required to use the backline equipment provided and will not be permitted to use their own stage gear.

13. Personnel

The conference chair will provide necessary technicians and stagehands.

14. Control of Sound & Lights

Acts may have their own personnel operate the sound and lights provided these individuals are qualified to do so. The main volume control and the power supply for the lights will be under final and absolute control of the Production Manager.

15. Stage Set-Up and Special Effects

Each act must provide a stage plot with their showcase applications. Stage plots will include scaled diagram of position of all equipment, and complete list of equipment arriving. Technicians are required to operate: sound, lights, and monitors. The Production Manager may, at his discretion, refuse any prop or special effect. Requests for special effects or special set ups must be made in advance.

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16. Information Meetings

Representatives for all showcase acts may be required to attend an information meeting on the day of their showcase: time and place to be announced. Failure to comply with this requirement may forfeit the act's right to appear.

17. Regulations and Guests

Sponsors or performing artist(s) are responsible for making their artists/associates fully aware of all conference regulations. In particular, conference ID's may not be transferred. Unauthorized use of artist ID's or passes issued to guests of artists will result in individuals involved being asked to leave the conference area. They will not be permitted to re-enter under any circumstances.

18. Showcase Duration & Penalty for exceeding Time Limit

Because of the very tight showcase schedule, each act must not exceed the maximum of twenty (20) minutes performance time; 15 minutes for comedy acts. When 18 minutes has elapsed, a yellow warning light will be lit. At 20 minutes a red light will be turned on. Once 22 minutes has elapsed, the lights and sound will be turned off. Avoid embarrassing your act. **DO NOT EXCEED THE TIME LIMIT**. For comedy artists, the corresponding warnings will be given at 13 minutes, 15 minutes, and 17 minutes.

19. Other Regulations

All regulations and schedules outlined on the Showcase Information sheet, Showcase Application form, Load-In Times sheet and Showcase Order & Sound check Times sheet will be strictly adhered to. These will be sent with notification of acceptance of showcase applications.

20. Singer/Songwriter Circle

The Singer/Songwriter Circle will be classified as a showcase, but the following special provisions may apply: The showcase selection committee, in conjunction with the board, may appoint a singer/songwriter showcase chair. This person can participate in the selection of the singer/songwriter showcase acts, and can work closely with the conference chair, and the education sessions committee chair to seek out, and fund when needed, a high profile artist to emcee and/or participate in the showcase. This position will be exempt from the 3-year maximum selection committee member rule.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

AWARDS

Approved Dec/86
Reviewed Dec/87, Dec/89, Dec/96, Nov/07
Amended May/11, Jun/12, Feb/13
Amended March 5/14

The COCA Awards are designed to bring national recognition to entertainers and programmers who have made valuable contributions in the field of campus activities programming by bringing quality entertainment to colleges and universities throughout the country. These people share their art, inspiration, talents and expertise with appreciative student audiences everywhere.

The COCA Awards Committee shall serve as the selection committee for these awards.

Nominations for the awards categories are sought from the membership in January. The Awards Committee must make decisions one month prior to National Conference.

Recipients of awards will be announced during the banquet at the National Conference. Maximum of one honouree per category, unless voting results in a tie (this does not apply to the Founders Award).

It is the responsibility of the past conference committee chair/awards committee chairperson to ensure recipient or delegate attends awards banquet where possible. It is the financial responsibility of the recipient in every case with the exception of the Founders Award category to be at the awards banquet. Meal ticket will be complimentary to all award winners.

It takes 75% of the vote of the committee to select an individual award and the decision of the committee is final. Selection will be based on the tally of member votes, where applicable, subject to committee input. **ANY CATEGORY THAT FAILS TO HAVE AT LEAST ONE NOMINATION (IN WHICH THE SELECTION CRITERIA IS MET), WILL NOT BE AWARDED.**

COCA FOUNDERS AWARD

The COCA Founders Award recognizes those individuals who, during the years, have given of their time and talents in such a way as to contribute significantly to COCA. It should be the association's highest honour, presented to an individual or individuals who, throughout their affiliation with COCA, have given continued and outstanding service to the organization, have exemplified the standards of professional integrity and conduct, have achieved stature in their professional or academic pursuits, hold the esteem of colleagues and peers and have worked to further the field of campus activities programming.

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The award may be presented annually at the National Conference in one or all three of the following categories: student, full-time staff and associate member. These three categories represent the entire membership of the organization and this award would recognize the unique and important ways these areas contribute to the success of COCA. These individuals are to be honoured in a formalized manner, according to the following criteria: The COCA Board of Directors will incur all reasonable expenses.

Selection Criteria

- 1) Only members, present or past, of the organization may be nominated.
- 2) Names of individuals to be considered may be submitted in writing by any member of COCA.
- 3) Letters of nomination should list the nominee's activities with COCA, leadership positions and contributions in his or her professional or academic life and be accompanied by two recommendations from different members.
- 4) The selection committee may submit additional names for consideration.
- 5) An appropriate award will be presented to each honouree plus a permanent plaque listing all past and present winners which will be displayed at the National Conference and kept at the COCA office. (This allows for a history of the COCA to be developed by the organization.)
- 6) Selections should be confirmed 1 month prior to the National Conference.

COCA CAMPUS ENTERTAINMENT AWARDS

These awards were established to honour or recognize individuals or groups who have distinguished themselves in their individual fields. COCA school members are invited to nominate outstanding campus performing artists who have appeared on campus from June of the previous year to May of the year in which the annual conference is held.

Entertainers must have attained campus exposure and meet specific selection criteria to be placed on the ballot. Selection criteria are as follows:

Selection Criteria

- 1) Member schools may make a nomination in as many categories as they wish.
- 2) COCA Awards Nominees for all categories of the Campus Entertainment Awards must have performed or booked in at least two of the three COCA regions with no minimum of campus dates.
- 3) Attractions may be nominated in whatever category seems appropriate. The same attraction may be nominated in more than one category.
- 4) All nominations to appear on the ballot form must be received by February 1 each year by the Selection Committee.
- 5) The awards ballot will be prepared and mailed by March 1 to voting members.
- 6) Attractions will be judged by comments on the nomination, artists' reports in COCA Notes, and input from the selection committee. The criteria used for judging acts for the Awards Ballot are:
 - a) Showmanship
 - b) Artistic Accomplishment
 - c) National Exposure and Reputation
 - d) Talent
 - e) Audience Appeal
 - f) Originality
 - g) Professionalism
 - h) Ethics and Attitude of Co-operation
 - i) Number of Nominations
- 7) The categories for selection are as follows:
 - Music - Mainstage Act
 - Music – Emerging Act
 - Music – Singer/Songwriter
 - Music - DJ
 - Comedy
 - Lecture
 - Variety
 - Outstanding Service by an Associate
- 8) It is the responsibility of the Awards Chairperson to notify any associate members which have been nominated via registered mail, at least one week prior to the balloting being set.

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- 9) It is the responsibility of the Awards Chair and the Showcase Selection Chairperson to communicate and familiarize each other with respect to which artist will be performing on the awards night showcase.

THE HALL OF FAME AWARD

The Hall of Fame Award is designed to bring recognition to a group or single Canadian performer that initiated and developed their career by performing at Canadian college and university campuses. The honourees of the Hall of Fame must have furthered their career to national and possibly international recognition as Canadian entertainers.

Nominations for the award are solely at the discretion of the COCA Board of Directors. At their meeting (usually winter meeting before next year's conference) they nominate and then vote on Canadian entertainers that they feel are deserving of this recognition by COCA

The COCA Board of Directors announces their decision prior to the conference. Usually by a press release and by COCA Notes.

Note: Only one Hall of Fame recipient is selected each year.

The COCA Board of Directors is responsible to contact or designate someone to contact the Hall of Fame recipient. The COCA Board of Directors will pay for travel, rooms, etc., for the recipient to attend the annual Campus Awards Show at that year's conference.

The Hall of Fame Award presented to the recipient should read as follows:

Presented to

for their initial contribution through Canadian campus performance
and
National / International recognition of artistic achievement

THE NATIONAL CONFERENCE AWARD

This award is to recognize those individuals who, during their time at the National Conference, were instrumental in the continuing success of COCA. Who, through their enthusiasm, and involvement had direct impact into the success of the national conference, and helped inspire the other delegates around them.

There will be a maximum of 3 award designations: professional staff, student and associate members.

Rules and Regulations

- 1) Individuals for this award may be nominated by any delegate of the National Conference. The Board will then meet prior to the Awards Banquet and review nominations, and select (a) winner(s). The Board is not eligible for this award.
- 2) No letters of recommendation are needed.

Approved Dec./87

HONOURARY MEMBERSHIP

An Honourary membership in COCA is given to a school, staff, student, or associate member who has unselfishly and tirelessly contributed to the COCA Organization. This membership is awarded to an individual upon their retirement from the field.

- The Honourary Membership Committee is made up of various organizational members.
- Persons may be nominated by a member of the association.
- Letters of nomination should include a description of the person's activities within COCA.
- A two-thirds vote of the Honourary Membership Committee and approval of the Board of Directors must be obtained.
- Recipients of the award will be announced in the National Convention manual annually and the "COCA Notes" newsletter upon induction.
- Privileges of an Honourary Membership include a subscription to "COCA Notes" and a yearly invitation to the National and Regional Conferences.

ASSOCIATE MEMBER RECOGNITION AWARD

1. Pin to be presented to an Associate Member in recognition of continuous membership and participation/attendance in either a regional conference or the annual conference.
2. Pins or plaques to be presented in the anniversary year at the annual conference.
3. Pins/plaques presented in the
5th -silver
10th -gold
15th -plaque
4. Awards to be limited to two pins per Associate Member. Additional pins for eligible members may be purchased.

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5. One plaque will be issued bearing the company name only.
6. Wording of plaque to read:

COCA WISHES TO ACKNOWLEDGE _____ FOR THE CONTINUOUS SUPPORT AND CONTRIBUTION TO THIS NATIONAL ORGANIZATION FOR THE PAST 15 YEARS.
7. Costing of awards to be charged back to the COCA awards budget.
8. Regional reps will be responsible for submitting names of Associate Members who participate in regional meetings. National Conference committee chair to submit names of participants at annual meeting.
9. Recipients of awards to be noted in annual conference manual and one issue of COCA notes.

Submitted: December 3, 1988

COCA SCHOOL STAFF MEMBER OF THE YEAR AWARD

The School Staff Member of the Year Award recognizes those individuals who are employed full time at a post-secondary educational facility, and during the past year, have given of their time and talents in such a way as to contribute significantly to COCA. It should be presented to an individual who has exemplified the standards of professional integrity and conduct, has achieved stature in their professional pursuits, holds the esteem of colleagues and peers and has worked to further the field of campus activities programming.

Selection Criteria

- 1) Only members of the organization may be nominated.
- 2) Names of individuals to be considered may be submitted in writing by any member of COCA.
- 3) Letters of nomination should list the nominee's activities with COCA, contributions in his or her professional life and explain why the individual has been nominated
- 4) This letter [excluding the name(s) of the nominator(s)] will be forwarded with the list of nominees to all members of COCA to vote with the COCA Entertainment Awards information.
- 5) Each member organization will only receive one vote.
- 6) Current Board Members will be ineligible for this award.
- 7) No one may win this award more than once.

Submitted: November, 2007

COCA SCHOOL STUDENT MEMBER OF THE YEAR AWARD

The School Student Member of the Year Award shall be awarded to one student member in each of the three regions provided that each region has at least three nominees. This award recognizes those individuals who are enrolled at a post-secondary educational facility, and during the past year, have given of their time and talents in such a way as to contribute significantly to COCA. It should be presented to an individual who has exemplified the standards of professional integrity and conduct, has achieved stature in their professional and academic pursuits, holds the esteem of colleagues and peers and has worked to further the field of campus activities programming.

Selection Criteria

- 1) Only members of the organization may be nominated.
- 2) Names of individuals to be considered may be submitted in writing by any member of COCA.
- 3) Letters of nomination should list the nominee's activities with COCA, contributions in his or her professional and or academic life and explain why the individual has been nominated
- 4) This letter [excluding the name(s) of the nominator(s)] will be forwarded with the list of nominees to all members of COCA to vote with the COCA Entertainment Awards information.
- 5) Each member organization will only receive one vote.
- 6) Current Board Members will be ineligible for this award.

Submitted: November, 2007

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

EXHIBIT HALL

Approved December 2, 1987
Amended January 20, 2002

1) **Exhibit Space Allocation**

Available space will be allocated on a first-come-first-served basis upon receipt of completed application form and required fees. The organizing committee reserves sole authority for booth placement in the Exhibit Hall.

2) **Exhibit Booth Personnel**

All exhibitors attending the conference and representing a firm, to a maximum number of 3 persons must be employees of that firm. Full names of all exhibitors attending the conference must be listed on the application form. No firm will be allowed to bring in an artist that they represent, with the exception of those artists who are being self-represented within the Exhibit Hall. Those artists selected to showcase may only attend the conference on the day that they are slated to perform in the showcase hall. No live performances are allowed at the conference site, outside of scheduled showcases.

3) **Distribution of Promotional Items**

Promotional material, printed or otherwise, is to be distributed exclusively in the Exhibit Hall. A single page flyer and/or business card may be distributed in the showcase halls. Any breach of these or any other related edicts may result in expulsion from the conference without refund, as well as due considerations by the selection committee for the future conferences.

4) **Exhibit Hall Schedule**

The conference organizing committee will establish exhibit hall hours of operation. All exhibits must remain attended for the full period of the Exhibit Hall.

5) **Booth Furnishings**

All booths in the Exhibit Hall will consist of a minimum of 6' x 6' space, fully walled or draped, along with a minimum 4' draped table and appropriate chairs. Any additional furnishings or A/V equipment will be provided by independent exhibit companies, at the expense of the exhibitor.

6) **Exhibitor Fees**

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All exhibitors must pay the Associate Membership Fee as set by the Board of Directors. Booth rental fees will be established by the national conference committee subject to Board approval.

7) **Application Deadlines**

The deadline for completed applications will be set by the national conference committee. COCA associate members will be given preference by receiving conference applications in advance of non-members.

8) **Conduct**

Associate members shall not be permitted to encourage any full member to depart from the conference site during official conference activities. This includes all showcases, seminars, meetings and exhibit hall times. Associate members may not distribute alcohol during Biz Hall hours without the expressed written consent of the Conference Host.

9) Failure to comply with this will result in a Board hearing to determine the offending member's status and any action to be taken.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

OBSERVER STATUS

Approved December 15, 1986
Reviewed December/87
Amended November 2007

- 1) Observer status participation pertains to National and Regional Conferences, as well as all regional meetings.
- 2) Observer status is open to qualifying individuals and individuals representing qualifying institutions on a one time basis only.
- 3) Qualification for observer status is at the discretion of the conference chair in consultation with the COCA Chair, based on the following criteria:

Organizations that qualify for Observer Status must benefit COCA in some way by their attendance by establishing future working relationships for both parties.
- 4) Individuals and groups attending the conference under observer status are not eligible to conduct any business while at the conference.
- 5) Any violation of the above shall lead to expulsion from the conference.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

STANDARD COPYRIGHT APPROVAL

Approved December 2, 1987

I, _____ grant a non-exclusive license to the Canadian Organization of Campus Activities (C.O.C.A) for the limited reproduction of my paper, _____ as follows.

It is my understanding that COCA may make single copies available to each member attending the COCA ' __ Conference and to any member of COCA who may wish a single copy at any time in the future.

Single copies may be made by the COCA Library on a non-profit cost-recovery basis, exclusively to COCA members.

COCA will ensure that each copy bears the international copyright symbol, date of my paper, and my name as copyright holder (e.g.. c 1986, Joan Smith).

Date

Author

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

BLOCK BOOKING POLICY

Updated April 2014
Updated December 1994
Approved December 2, 1987

OBJECTIVE:

To foster a user friendly mean of cooperative buying within the COCA membership by approaching the buying of attractions with a regional, rather than local, perspective. Priority to this approach should be concentrated on conference showcasing acts. This process should encourage both school members and associates to be involved in cooperative buying and to provide a showcase evaluation for the showcasing attractions from the buyer's perspective.

ADVANTAGES:

Cooperative buying recognizes benefits for both the buyer and the attraction. Material value is added to the conference showcases with the receipt of the showcase evaluation forms and a first priority to block booking opportunities given by the school delegates. There is potential for more logistically sound touring and routing within a given region. This ultimately should result in a lower guaranteed fee to the buyer and a more uniform and cost effective promotional opportunity is possible.

POLICY:

- 1) Attractions showcasing or in attendance at the conference should be considered for block booking at the conference block booking meetings first. Other acts discussed in block meetings can be discussed after those in attendance have been issued.
- 2)
 - a) Conference showcasing attractions will automatically be included on a showcase evaluation form to be filled out by the school delegates on the date of the showcase. The attraction or broker for the attraction will receive a copy of compiled data. Showcase evaluations will be digital, ideally smartphone accessible for easiest submission and compilation of data.
 - b) Other attractions not showcasing but in attendance will be included on a showcase evaluation form to be filled in by school delegates at the Business Hall.
- 3) Each national conference should have a Showcase Manager approved by the COCA Board of Directors. Each regional conference should attempt to have a cooperative buying coordinator to achieve this same end. The job description for the coordinator is as follows:

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- i) Administer the distribution, collection and reporting of "showcase evaluation forms" on a smart phone app or another appropriate medium.
 - ii) Track and document the results from the evaluation forms , indicating only which schools have moderate or strong interest. This listing shall be posted on a daily basis preferably by region.
 - iii) Be responsible for supplying copies of the showcase evaluation form to either the attraction or the attraction's broker prior to the Business Hall.
 - iv) The Showcase Manager & their team must be aggressive in gathering the evaluation forms to promote the concept of block booking. It is recommended that this be a major responsibility throughout the conference.
 - v) The Showcase Manager shall have some experience with the entertainment industry.
- 4) The conference committee chair will be responsible for setting a regional block booking meeting at some point during the conference.
 - 5) The value, procedure, and intent for filling out the showcase evaluation forms will be discussed at the orientation session of the conference.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

SPONSORSHIP POLICY

Approved December 3, 1987
Amended January 20, 2002
Amended November 2007

GENERAL:

The Board of Directors of the COCA recognizes the need to raise funds for the overall operation of the national conference and the organization itself. This policy is to provide guidance to the Board of Directors in its pursuit of sponsorship funding.

PURPOSE:

The purpose of this policy is to ensure that the national conference committee deals with sponsoring companies or organizations within established guidelines. To this end, the Board may establish a sponsorship committee to ensure maximum benefit to both the national conference and COCA as a whole. Involvement by a sponsor must conform with the goals and objectives of the Canadian Organization of Campus Activities and contribute to educational information and resources for school members, and associate members.

RESPONSIBILITY:

The COCA Board of Directors is responsible for developing, maintaining, and evaluating this policy to ensure that both parties are treated fairly and that any sponsorship is not in conflict with the Organization's goals and objectives.

PRIMARY AND MAJOR SPONSORS:

1) **CRITERIA:**

Any company that donates more than \$5,000 worth of goods and services will be considered a primary or major sponsor. (Hotels and airlines cannot use the reduction of rates as a form of sponsorship.)

- 1.1) Goods and services will be deemed anything that fills the needs of the conference as decided by the conference chair (e.g. cash towards the cost of banquet, etc.).
- 1.2) Distribution of promotional items must be under the direction of the conference chair. Any distribution of promotional materials and goods by primary and major sponsors will take place only in the exhibit hall unless otherwise agreed upon with the conference chair.

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- 2) For primary or major sponsors, COCA is prepared to offer the following:
 - 2.1) Associate membership included (that portion of the sponsorship is transferred to general operating funds of COCA).
 - 2.2) the right to advertise in a manner approved by the conference chair (e.g. banner in the showcase hall but not on stage). In the case of a primary and an additional major sponsor, the primary sponsor would have first selection for advertising display in the showcase hall and the major sponsor would have second advertising selection in the showcase hall as approved by the conference chair.
 - 2.3) the primary sponsor will have first option to purchase the front inside cover or the back page ad space in the conference manual for half price. The second major sponsor will be given second option to purchase these same pages in the conference manual for half price.
 - 2.4) access to the COCA school and member and associate member mailing list, printed on labels.
 - 2.5) recognition of support given in the newsletter COCA Notes, and in the conference manual.
 - 2.6) free access to all educational seminars and showcases for up to 6 (six) employees of the company.
 - 2.7) the right to distribute brochures and novelty paraphernalia in the registration kit, as approved by the conference chair.

- 3) A primary/major sponsor is expected to:
 - 3.1) buy space and exhibit within the exhibit hall.
 - 3.2) pay for half the advertising cost of a full page advertisement in the conference manual (see 2.3).
 - 3.3) negotiate with the conference chair the distribution of a minimum of \$5000 worth of monies, goods and services to contribute to the enrichment of the COCA delegate experience at the conference.

SECONDARY SPONSORS:

1) **CRITERIA:**

Any company that is prepared to donate between \$500.00 and \$5000.00 worth of goods and services will be considered a secondary sponsor (Hotels and airlines cannot use the reduction of rates as a form of sponsorship.)

- 1.1) Goods and services will be deemed any thing that fills conference needs as decided by the conference chair (i.e. cash toward cost of banquets, etc.).
- 1.2) Distribution of promotional items must be under the direction of the conference chair. Any distribution of promotional materials and goods by secondary sponsors will take place only in the exhibit hall unless otherwise agreed upon with the conference chair.

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- 2) For secondary sponsors, COCA is prepared to offer the following:
 - 2.1) the right to distribute limited brochures in the registration kit.
 - 2.2) a one-quarter page display advertisement in the conference manual.
 - 2.3) access to the school and associate member mailing list on labels.
 - 2.4) free associate membership.
 - 2.5) recognition of support in the conference manual.
 - 2.6) use of the COCA logo on promotional materials.

- 3) A secondary sponsor is expected to:
 - 3.1) negotiate with the conference chair, the distribution of \$500 to \$5000 worth of monies, goods and services to contribute to the enrichment of the COCA delegate experience at the conference.
 - 3.2) secondary sponsors must book an exhibit booth at the conference for which they are a sponsor.
 - 3.3) the secondary sponsor must supply camera-ready artwork for the quarter page advertisement in the conference manual and must do so before the determined advertising deadline for the conference manual.

ASSOCIATE MEMBERSHIP FOR SPONSORS:

Associate memberships are only given to sponsors that contribute a minimum of one thousand dollars (\$1,000) in cash as part of their total contribution (in addition to the cost of an associate membership for that year).

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

CODE OF ETHICS

As members of COCA, we believe and advocate that ethical and courteous practices are important in their own right and essential to good business. The COCA Code of Ethics indicates good business practices that generally have the qualities of honesty, fairness, consideration and enlightened professionalism. We support them in letter and in spirit.

I. CONTRACTING

1. Negotiations and agreements must be undertaken only by those properly authorized by the school, by an agency or by an artist. The agency must make clear to the school whether it has exclusive rights with an artist, and is responsible for identifying an authorized negotiating person from the school.
2. When an agency offers an act to a school, the school must avoid reasonable delays in responding, and if accepting or declining the offer, should clearly and explicitly indicate so.
3. An agency must be able to fulfill any offer made, and if the offer is conditional, must make such conditions clear to the school in advance.
4. Contracts and riders should be signed and returned by both parties without delay.
5. Middle agents who sign contracts on behalf of an artist are as responsible for the provisions of any agreement as the exclusive agency of an artist would be.
6. Verbal commitments should be honoured, although written contracts are essential for a clear understanding between the parties. The agent should make sure that both the school and the artist understand all arrangements in the contract.
7. Contracts are to be signed only by the properly and legally authorized persons of the contracting parties. The agent is responsible for identifying the contracting authority at the school.
8. Contract riders should be agreed upon before contract signing and are a part of the contractual obligation.
9. Schools must provide complete and accurate information regarding the facilities and equipment to be used and intended method of payment.

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10. Any additional expected activities from the artist should be in writing. The agent is responsible for informing an artist of such particulars.
11. Schools must be honest, accurate and timely in attendance and expense reports, where either has an effect on the artists' remuneration.
12. Written permission must be secured prior to any type of recording of a performance.
13. Advertisement and promotional activities stipulated by contract should be fully executed.

II. COURTESY AND HOSPITALITY

1. Phone calls should be returned and letters answered promptly.
2. Schools should return videotapes or films on time and in proper condition as specified in agreements. Agreements and promotional information as well as programming materials, should be sent when promised by the agency.
3. Political or issue oriented reasons for scheduling a program should be explained to the artist/manager during negotiation if these special reasons exist. The agency should inform the artist of all responsibilities of the contract and rider before arrival on campus.
4. Sharing information concerning quality, success and level of service received from an act or agent is important to other COCA members; high quality and good service should be communicated as well as that which is unsatisfactory.
5. Under contracting, good use of supplied promotional materials is important to the success of an event. Selling or other misuse of promotional material is improper. Promotional material should be sent on time and should be kept updated. Only materials that will be needed and used should be requested.
6. Artists should be treated as guests on campus. Artists should treat facilities and campus rules with respect. Hospitality arrangements, provision of rider requirements, and payment according to contract are necessary for the artists well-being and contribute to the quality of the appearance.
7. A campus host or hostess should be on hand before and during events with campus and community. Artists should schedule their travel with ample time to begin the performance at the time stated on the contract.
8. Any infraction of these Business Ethics and Standards should be referred to the Grievance Committee Chair to be resolved according to the terms of The COCA

Grievance Procedures Policy.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

ALCOHOL

Approved: May 2009

This policy is designed to encourage the responsible use of alcohol and to promote a safe environment at COCA events.

1. No official event shall be scheduled to take place after 2:00 a.m.
2. Any event that takes place between the hours of 7:00 p.m. and 2:00 a.m. where alcoholic beverages are served for more than one and half hours requires service by properly trained bar staff.
3. Under no circumstances shall any official COCA event allow for attendees to bring their own alcoholic beverages.
4. At any event at which alcoholic beverages are served, a selection of at least two categories of non-alcoholic beverages must be available to attendees throughout the course of the event. Categories of non-alcoholic beverages may include the following: water, pop, juice, and hot beverages such as tea, coffee, and hot chocolate. This requirement also applies to any COCA member who holds an unofficial event at which there is an open invitation to COCA members and guests.
5. At any event at which alcoholic beverages are served, at least 2 sober monitors must be on duty. This may take the form of venue staff or volunteers assigned specifically to serve as sober monitors.
6. The legal drinking age of the province in which a COCA event will be held shall be noted in promotional documents for the event in question. Underage attendees shall be identified on registration forms and in any other way deemed necessary by the Board of Directors which may include an indicator on the name tag.
7. At no time shall COCA, its directors, officers, or members engage in the promotion of the over-consumption of alcoholic beverages. At no time shall any COCA member coerce another member or guest to consume alcoholic beverages against his or her will.
8. At any COCA event, any member who offers a beverage to another member or guest must clearly identify if said beverage contains alcohol. Any member who purposely deceives another member or guest concerning alcoholic beverages will be subject to disciplinary action.

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9. The directors and officers of COCA shall do their best to ensure that COCA event venues are selected that allow for access by underage delegates.
10. Alcohol is not permitted in the exhibition hall trade show. An exception to this rule is when a beverage-alcohol supplier provides samples of their products to delegates. In this case, permission to distribute samples must be given by both COCA and the venue. All applicable provincial regulations must be adhered to, and required permits must be displayed at the booth.
11. Any inappropriate behavior resulting from the consumption of alcohol by a COCA member that negatively affects either COCA members or non-members will be considered unacceptable.
12. Violation of COCA's policies may result in disciplinary actions by the COCA Board of Directors. Such actions may include the suspension, expulsion, revocation or membership or the expulsion from COCA-sponsored events.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

HARASSMENT POLICY

Approved May 1994

COCA views that harassment as defined is unacceptable conduct, and any act should be reported to the COCA Harassment Liaison. The aim of this policy is found in the following statement

"The Canadian Organization of Campus Activities endeavors to provide outlets for working and learning through conferences both regionally and nationally, that are supportive to the treatment of all its members. The basis for interaction within COCA is one of mutual respect, cooperation and understanding. COCA will not condone behavior that is likely to undermine the dignity, self-esteem or productivity of any COCA member. Harassment violates fundamental rights, personal dignity, and COCA considers this type of behavior to be a very serious offense."

This policy must be published in all conference manuals.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

TECHNICAL WORKSHOP POLICY

Approved May 1994
Amended January 20, 2002

COCA shall offer a technical workshop program at each National Conference in order to give programmers a basic background in the technical aspects of show production. A combination of educational sessions conducted by industry professionals and practical experience under the guidance of the COCA production manager shall be utilized. A minimum of six participants is required in order for the program to proceed at any conference.

1. A representative of the National Conference Committee should be assigned to oversee all technical aspects of the Conference, as well as the Technical Workshop program. The Conference Production manager might assume this responsibility.
2. The official production supplier, if any, for the National Conference should be willing to provide additional equipment and personnel or man hours to conduct the Technical Ed Seminars.
3. The Technical Advisor on the Conference Committee team should do an aggressive advertising campaign for the program. It is a different type of delegate we are trying to attract. The added effort will be needed to reach these people.
4. An outline of the program and the seminars to be conducted should be included in the National Conference mail-outs and Conference manual.
5. The Technical Workshop seminars should not be offered exclusively to participants in the Technical Workshop. All delegates would be welcome to attend and participate or observe.
6. There should be at some point in the Conference, an in-depth backstage tour. Provided with the tour is a glossary of terms and an explanation of what each piece of equipment involved in the production is for..

Fees

The delegate fee for participants shall be determined as part of the conference budgeting process

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

**GUARANTEED STUDENT/FULL TIME PROGRAMMER
REPRESENTATION ON THE BOARD OF DIRECTORS**

Approved May 1996
Amended May 29, 2003

The Board of Directors shall not mandate to the regions who they must elect to the COCA Board. Each region must nominate and vote for the best candidate.

However, if no student or full time programmer is elected from the 3 regions, the Organization must elect a student or full time programmer to the COCA Board of Directors.

Policy:

If there is NOT at least one student/full time programmer elected to the COCA Board of Directors, there will be an election to select a member to fill this position. The outgoing COCA Chair shall conduct this election.

Election:

Each region must appoint 4 non-elected representatives to be called upon, if necessary, to serve on an electoral college with the purpose of electing a student or full time programmer to the board should none be elected from any of the regions.

The outgoing Chair must determine immediately following the regional elections if there have been both student and full time programmers elected. If not, the Chair must call a meeting of the 4 appointed representatives from each region.

A region must name a nominee in the category (student or full time programmer) that has not been elected to the board from that region. Nominations for the position must be properly nominated and seconded by different school members. Those appointed to the electoral college are not eligible to be nominated.

As this is an additional position on the COCA Board of Directors, this policy is designed to allow each region EQUAL voting weight in the election.

If a student programmer is elected to the COCA board under the provision of this policy, then COCA will pay for that student director to attend next year's national conference.

If a full time programmer is elected to the guaranteed representation on the COCA Board, it is expected the member school will send them to the following year's national conference.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

STANDING COMMITTEES - TERMS OF REFERENCE

Approved January, 20th, 2002
Amended June 16th, 2009

Awards Committee

1. Name

The Awards Committee is a Standing Committee of COCA.

2. Members

The Awards Committee shall be comprised of the Awards Committee Chair and any COCA members appointed by the chair upon the recommendation of the Nominating Committee. The maximum number of members shall be five (5) including the Chair. Whenever possible, at least one member shall be a student, and one member shall be a full time programmer.

3. Chair

The Chair of the Awards Committee shall be appointed by the COCA Board of Directors from amongst the candidates presented by the Nominating Committee.

4. Mandate

1. The Awards Committee shall ensure that the requirements of the COCA Operating Policy on Awards is carried out in the fairest possible manner.
2. The Awards Committee shall also be a sub-committee of the National Conference Committee.
3. The Awards Committee shall inform other members of their responsibilities in the Awards process.
4. The Awards Committee shall meet whenever possible during other events when committee members may be present; over the internet; or by conference call providing any expenses to be charged to COCA, have been approved.
5. To submit a progress report to each meeting of the Board and at any other time upon the specific request of the Board.

Communications Committee

1. Name

The Communications Committee shall be a Standing Committee of COCA reporting to the Board of Directors.

2. Members

There shall be a minimum of three and a maximum of five members of the Committee including the Chair.

Committee members shall be appointed by the Chair of the Committee who may request the assistance of the Nominating Committee in the process.

3. Chair

The Chair of the Communications Committee shall be appointed by the Board of Directors upon the recommendation of the Nominating Committee.

4. Mandate

1. The Committee shall oversee the publication of COCA Notes print and /or on-line, the Membership Directory and Buyers Guide and any other printed materials published by the Organization.
2. The Committee works with head office staff to ensure the COCA Website is kept up-to-date.
3. The Committee chair shall submit reports to the three Board of Directors meetings and at any other time upon the specific request of the Board.

Education Committee

1. Name

The Education Committee is a Standing Committee of COCA.

2. Members

The Education Committee shall be comprised of 3 members including the Chair. Whenever possible, at least one member shall be a student, and one member shall be a full time programmer. Whenever possible, at least one member shall be conversant in both the French and English languages.

3. Chair

The Conference committee chair, through the candidates brought forward through the Nominating Committee, shall select the Chair of the Education Committee. The Chair of the Education Committee will select the other two members.

4. Mandate

1. To ensure the continued Educational Opportunities for all members in areas of Professional Development, Student Development, and Diverse/Multicultural Education.
2. To work closely with the current Host of the National Conference on the number, topics, and content of all Education Sessions to be offered at the National Conference.
3. To enlist the assistance of members at large, both student and full-time alike, to prepare and present all Educational Sessions.
4. To determine the need for external resources regarding educational materials, speakers and organizing said resources for the purposes of co-ordinating any Educational Sessions involving these resources.
5. To organize and submit all Education Session records for the COCA archives.
6. For the Chair to be prepared to report to the Board of Directors and the current National Conference committee chair the needs, status and direction of the Education Committee.
7. To establish and maintain the mandate and mission of the COCA Educational Foundation.
8. To communicate with the Board of Directors regarding the continuation, status and direction of the COCA Educational Foundation.
9. Provide initial and ongoing content and support for the COCA website and non-conference related educational needs.
10. To organize and distribute any educational materials currently held in the COCA Archives.
11. To provide leadership, materials and assistance for the preparation of Educational Sessions at the Regional level.

5. Correspondence

The Education Committee shall work together through common correspondence and shall only meet in person if the opportunity is available without any expense to the Board of Directors.

National Conference Committee

1. Name

The National Conference Committee is a Standing Committee of COCA.

2. Members

The National Conference Committee shall be comprised of the National Conference Chair, the National Conference Committee Chair-elect and the chairs of the national conference sub-committees. Whenever possible, at least one member shall be a student, and one member shall be a full time programmer.

3. Chair

The Chair of the National Conference Committee shall be appointed by the COCA Board of Directors from amongst the candidates presented by the Nominating Committee. All candidates for the position of conference chair must submit a letter from their employer agreeing to their serving as conference chair and acknowledging the significant commitment of time involved.

The Chair of the National Conference Committee will select the chairs of the conference sub-committees upon the recommendation of the Nominating Committee. Each sub-committee chair shall appoint the members of his or her sub-committee.

4. Mandate & Procedures

1. To ensure the success of the COCA National Conference maintaining the various traditional features of the Conference that have come to be accepted by the membership. Any significant changes to the format or features of the Conference must first be approved by the Board of Directors. The National Conference Committee will, of course, give the Conference a unique flavour for the year in question.
2. The COCA Education Committee and the COCA Awards Committee shall automatically be sub-committees of the National Conference.
3. The Chair of the National Conference Committee shall serve as “Conference committee chair” on behalf of the Organization itself. The location of the Conference will not necessarily be the same as the city where the Conference committee chair is employed.
4. The National Conference Committee shall meet whenever possible during other events when committee members may be present, over the internet or by conference call providing any expenses to be charged to COCA, have been approved.
5. To ensure that a risk management program is in place for the National Conference to maximize the safety awareness of members attending the Conference.
6. To present a conference budget to the Board of Directors for approval no later than ten (10) months prior to the Conference.
7. To be faithful to all COCA Policies.
8. To submit a progress report to each meeting of the Board and at any other time upon the specific request of the Board.

Nominating Committee

1. Name

The nominating committee is a Standing Committee of COCA.

2. Members

The nominating committee shall be comprised of either 3 or 4 members including the chair. At least one member shall be a student and one member shall be a full time programmer. The committee must have at least one, but not more than two, COCA Board of Directors as members (The Chair-Elect must be on the Committee). All three regions of the organization must be represented.

3. Chair

The chair of this committee shall be the COCA chair-elect that shall appoint the other two or three members of the committee.

4. Mandate

1. Oversees the election process for members of the board of directors and presents the results of those elections to the members at the AGM.
2. Recommend individuals to the board of directors to fill vacant positions on standing and ad hoc committees.
3. Administers an application process to ensure that all members are given a fair opportunity to serve and protect the organization.
4. To post vacancies to the membership

5. Meetings

The nominating committee shall meet annually at the COCA National conference and at other times as required.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

FINANCE

Approved June 21, 2012

This policy is designed to encourage responsible fiscal practices on the part of directors, volunteers, and staff of the Canadian Organization of Campus Activities.

1.0 General

- 1.1 This policy shall govern the financial activity of the Canadian Organization of Campus Activities hereinafter referred to as "COCA" or "the Organization", as well as the financial activity of the COCA board of directors and any committee that falls under the jurisdiction of the COCA board of directors.
- 1.2 Any registered contact person from a COCA-member school, company or artist, may propose amendments to this policy by submitting a written proposal to the COCA chair, treasurer or executive director. Such proposed amendments must be considered by the Board of Directors at its next business meeting. The results of such consideration must be communicated in writing to the member in question within seven (7) days of the meeting.
- 1.3 The executive director shall ensure that this policy is kept up-to-date and posted to the COCA website within seven (7) days of any amendments being made.
- 1.4 This policy is subject to the COCA Letters Patent, By-Laws and Organizational Policies, as well as any laws governing federally incorporated non-profit organizations.

2.0 Obligations of Directors

- 2.1 Directors must ensure that the membership (school, company or artist) with which he or she is associated, remains in good financial standing with COCA or risk losing his or her position as a director. The COCA office will invoice members with overdue accounts and a reminder sent at thirty (30) days. If the account has not been settled within sixty (60) days of the original due date, the membership will expire and the director in question will cease to be a member of the COCA board of directors.
- 2.2 Directors must familiarize themselves with their legal obligations as directors of a Canadian non-profit corporation including, but not limited to: duty of care, duty of diligence, fiduciary duty, investment powers, duty to avoid conflicts of interest, and duty to act within the scope of authority.
- 2.3 The executive director shall ensure that each new director is provided with a copy of the booklet entitled "Duties and Responsibilities of Directors of Not-For-Profit Organizations" published by the Canadian Society of Association Executives or equivalent publication. The executive director shall also ensure that a summary of such duties is posted to the board documents page of the COCA website.

Canadian Organization of Campus Activities

3.0 Budgets

- 3.1 The treasurer, national conference chair, and the executive director shall jointly prepare a draft budget for the following year's national conference and present it to the board of directors by the 15th day of November each year.
- 3.2 The treasurer and the executive director shall prepare a draft budget for general operations for the next fiscal year and jointly present it to the board of directors by the 25th day of November each year.
- 3.3 Budgets for the next fiscal year must show reasonable breakdowns where appropriate and give year-to-date figures by account for the current year, as well as final figures by account for the past fiscal year.

4.0 Financial Statements

- 4.1 An independent accounting firm will prepare annual financial statements in accordance with laws governing federally incorporated non-profit organizations.
- 4.2 The annual financial statements will be posted to the COCA web site once received and shall be presented to the members at the annual general meeting during the national conference.
- 4.3 The executive director shall present financial statements, prepared periodically by the bookkeeper, to the board of directors for review.

5.0 Conference Registration

- 5.1 Delegates to the national conference must pay registration fees prior to the start of the conference or provide the COCA office with a valid purchase order approved by the company or school in question. If membership fees are due at the same time, these must be paid along with conference registration fees in order for the delegate to register.
- 5.2 Delegates, who have not paid or provided a purchase order in advance, must pay all fees in full when they arrive at the conference. Payment can be made by company cheque or valid credit card. No one is permitted to attend the conference until proper payment is received by COCA or an authorized purchase order is provided.
- 5.3 Selected showcase artists who have not paid all applicable fees will not be permitted to showcase and will not be permitted to attend any conference venue.
- 5.4 The executive director shall prepare a list of all school members, associate members and showcasing artists who have failed to pay in advance of the conference and shall distribute this list to members of the board of directors and to key conference staff and volunteers.

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6.0 Outstanding Accounts

- 6.1 The COCA office shall issue an invoice to any member with an overdue account and send a reminder at thirty (30) days. If the account has not been settled within sixty (60) days of the original due date, the membership will be suspended until the account is paid in full. If the outstanding balance has not been paid within 90 days, the membership shall be deemed inactive.
- 6.2 Any past member with an outstanding account must first settle that account before being permitted to renew his or her membership, or to register for any COCA conference or event.
- 6.3 COCA will add penalty charges to all account that are past due by sixty (60) days or more at the generally accepted rate in Canada but not to exceed one and one half per cent (1.5%) per month.

7.0 Request for Proposals

- 7.1 Any contract for goods or services valued in excess of \$3000 must begin with a request for proposals (RFP) distributed to at least three (3) companies.
- 7.2 Whenever goods or services are sought from companies that may include associate members of COCA, a request for proposals must be utilized to ensure all associate members are given an equal opportunity to submit quotes.
- 7.3 All requests for proposals shall be reviewed by the executive director before being distributed to interested companies.
- 7.4 All proposals must be submitted to the volunteer initiating the RFP and to the COCA office.
- 7.5 Companies that may have served as consultants recommending the Organization buy certain good or services shall not be eligible to be the supplier of such goods and services.

8.0 Contracts

- 8.1 All contracts for good or services in excess of \$3000 must be approved by the treasurer and the executive director.
- 8.2 Approved contracts will be signed by the executive director on behalf of the Organization.

9.0 Travel Expense Guidelines

COCA will reimburse travel expenses incurred on official business as duly authorized by the executive director within the limits of this policy and according to approved budgets. The executive director may authorize special arrangements and adjustments in these policies provided that the authorization be written and in conformity with other pertinent policies, regulations, and procedures. Receipts must be submitted for any items for which reimbursement is being requested. For items pre-paid by COCA, quotes or contracts must be submitted.

9.1 Expense Policy

Travelers are responsible for using the most direct and economical means of transportation and will only be reimbursed for the lowest fare available.

9.2 Air

Air travel is limited to coach class when available. A written explanation must be submitted when first class is used; otherwise, reimbursement will be made on economy or tourist fare basis. Air travelers are encouraged to take advantage of cost-saving fares when available, such as excursion fare, etc. Request for airfare reimbursement must be accompanied by the airline ticket receipt.

Unused tickets should be reported to the COCA Office as soon as possible. Individuals may be asked to reimburse the Organization for nonrefundable unused, pre-paid tickets. In addition, individuals may be asked to reimburse the Organization for the change of ticket assessment on pre-paid tickets, if changes to tickets are based on personal plans, rather than necessitated by COCA business.

9.3 Rail and Bus

Bus and rail accommodations will be reimbursed. Travelers should submit ticket stubs or receipts from bus or rail carriers for reimbursement.

9.4 Private Automobile

Reimbursement rate per mile will be established annually through the Organization's budget approval process. Reimbursement for travel outside of urban areas will be limited to the equivalent cost of economy class airfare. The actual cost of parking and toll fares can be reimbursed, as long as the request is documented by a receipt.

9.5 Rental Vehicle

The cost of a standard or compact rental vehicle and actual gas purchases will be reimbursed where the use of such vehicle results in a saving of money and/or time, and its use is approved prior to the start of the trip. Renter would need to accept the car rental insurance at the time of the rental, as this would not be covered by COCA's insurance.

9.6 Lodging

It is expected that travelers will use multiple occupancy wherever feasible. Reimbursement will be for the actual cost of lodging (exclusive of meals) not to exceed the single room rate for reasonable accommodations. In case of multiple occupancy of a lodging unit by the *person* and member(s) of his/her immediate family, the expense generally allowed for reimbursement is the single room rate of the room occupied. This rate must be shown on the room receipt. In all other cases of multiple occupancy, the expense allowed is the total cost of the unit divided by the number of occupants, and the number of occupants should be shown on the room receipt. Late checkout charges will be

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the responsibility of the traveler, unless the reason for such checkout was directly related to COCA business.

9.7 Per Diem

Per Diem reimbursement rates are established based on customary rates from a sampling of non-profit organizations. Per diem rates are reviewed annually and adjusted periodically by the Board of Directors.

A traveler is allowed reasonable daily gratuities and incidentals. Reimbursement will be made for actual expenses, within limits as determined by the executive director. Meals provided by the conference or other event will be subtracted from the per diem in advance of disbursement.

10.0 Reserve Guidelines

- 10.1 Surplus cash must be put into reserves that are properly managed to generate a fair return in current markets using low-risk investments. These reserves should provide an adequate reservoir to cover unforeseen or unpredictable economic downturns. Reserves of no less than 30 percent of the annual budget should be a minimum goal, and no more than 80 percent should be a maximum goal. If reserves exceed the 80 percent level, excess reserves may be transferred to the Education Fund or may be utilized for capital investments at the discretion of the Board of Directors.
- 10.2 The Organization will budget from two to three percent (2% to 3%) of projected revenues each year for reserves. The reserve contribution may be deferred by action of the Board of Directors.
- 10.3 The Organization's reserves will only be used in extraordinary situations, as determined by the Board of Directors. Reserves are not intended to supplement annual operating or conference expenses.

11.0 Financial Records, Fiscal Year, Signing Officers and Miscellaneous

- 11.1 The financial records of the Organization shall be maintained at the COCA office.
- 11.2 The fiscal year of the Organization shall be January 1st to December 31st.
- 11.3 The signing officers of the Organization shall be the treasurer, the executive director and a school member located in the same city as the COCA office. If the treasurer is located in the same city as the COCA office, the third signing officer shall be the COCA chair. At no time shall two signing officers be representatives of the same member school, company or artist.
- 11.4 The executive director shall maintain a cheque register. Prior to cheques being signed, an updated copy of the cheque register shall be distributed to the signing officers, the COCA chair, and the COCA corporate secretary.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

DISCIPLINE

Approved by the Board: April 16, 2014
Effective: April 16, 2014
Revised: _____

1. PURPOSE

The Canadian Organization of Campus Activities (COCA) establishes policies and procedures that govern the operation of its programs and activities, and ensure the ethical comportment of its members. COCA may act when it becomes aware of a policy violation by one or more of its members, associates or volunteers.

Directors must familiarize themselves with these policies and procedures as part of their legal obligations as directors of a Canadian non-profit corporation including, but not limited to: duty of care, duty of diligence, fiduciary duty, investment powers, duty to avoid conflicts of interest, and duty to act within the scope of authority. The executive director shall ensure that each new director is provided with a copy of the Policy Manual and is reminded to read the Policy on Discipline in particular.

The purpose of this policy is to address violations of COCA policies and standards. It is designed to provide COCA with procedures to follow when dealing with the discipline of members which may occur from time to time.

This policy is based on the rules of natural justice, also known as the duty of fairness. It is also based on best practices taken from other not-for-profit organizations. Natural justice involves a set of rules designed to ensure that decisions made are fair and that those affected are given an opportunity to participate in the decision-making process. It also includes the requirement that a disciplinary body be open-minded and free of bias, actual or perceived. It further requires that all sides are heard and that the accused has a fair opportunity to confront witnesses, challenge evidence, summon witnesses, present evidence, and have counsel.

This policy is not intended as a means of resolving contractual, copyright or any other type of civil, criminal or other disputes between members or between members and associates; nor is it intended to preclude legal action by COCA in appropriate cases. COCA reserves the right to determine when an issue merits investigation.

All members and associates are responsible for ensuring that their respective personnel are made aware of this policy and informed that they are subject to its provisions. Participation in COCA sponsored events or activities by members, associates and volunteers are expressly conditioned upon adherence with this policy.

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2. POLICY

Whenever the Canadian Organization of Campus Activities becomes aware of any violations of its policies or procedures by staff, volunteers, or members, it shall conduct an investigation and may impose sanctions or other disciplinary actions if warranted.

2.1. Scope

This policy shall govern the discipline of, and shall apply equally to, all members, associates, volunteers or, staff of COCA.

2.2. Authority and Limitations

COCA has the authority through its letters patent, and its bylaws to enforce its policies and investigate violations.

This policy is subject to the COCA Letters Patent, By-Laws and Operating Policies, as well as any laws governing federally incorporated non-profit organizations in Canada

2.3. Policy Violations

Violation of COCA's policies may at the discretion of COCA range from warnings, to sanctions and may result in discipline including the suspension, expulsion, or termination of a member or associate from the organization, or the expulsion or barring of a member, associate or volunteer from COCA sponsored events. Grounds for discipline include but are not limited to:

- 2.3.1. Violation of any of the policies contained in the COCA Operating Policy document.
- 2.3.2. Infractions of policies and procedures outlined in COCA publications and materials, such as the conference guidelines, conference registration forms, membership application forms, and event information.
- 2.3.3. Written or verbal abuse, which is defined as the expression of demeaning, insulting, or intimidating comments based on sex, race, color, religion, national origin, age, disability, sexual orientation, or other areas given legally-protected status;
- 2.3.4. Lewd or indecent behavior during a COCA sponsored event or any of its activities;
- 2.3.5. Sexual harassment during a COCA sponsored event or any of its activities including, unwanted physical conduct or contact of any kind, advances or propositions.
- 2.3.6. Violation of provincial or local laws governing the use of alcohol, or selling or distributing alcohol to underage delegates or attendees;
- 2.3.7. Behavior as a result of consumption of alcohol that causes harm to persons or property;
- 2.3.8. The possession, use, sale, or distribution of any drug or other substance illegal under provincial or federal law;
- 2.3.9. Misusing or damaging COCA property by deliberate or reckless acts;
- 2.3.10. Theft;
- 2.3.11. Sending harassing, threatening, repetitive and/or abusive e-mails to COCA members, volunteers and/or staff;
- 2.3.12. Initiating or engaging in furthering of disinformation or misinformation about COCA, its practices, members, volunteers and/or staff through e-mail or other communications;
- 2.3.13. Arranging activities and/or events that conflict with scheduled COCA activities or events during COCA conferences, or other COCA-sponsored programs or activities;

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- 2.3.14. Inappropriate or unauthorized use of COCA's name and/or logo—or any other elements—to imply endorsement, affiliation or for any other non-sanctioned purpose;
- 2.3.15. Engaging in misleading or untrue advertising and/or submitting misleading or untrue information for publication in COCA publications
- 2.3.16. Engaging in activities that directly conflict with the services already being offered by COCA or in services which directly relate to COCA's core business or some component thereof;
- 2.3.17. Establishment of programs, services or activities which purport, allege or appear to be affiliated with COCA, but which are not;
- 2.3.18. Conduct which, in the sole judgment and discretion of COCA, is contrary and detrimental to the interests, operations, missions and goals of COCA;
- 2.3.19. Failure to comply with decisions finding policy violations and imposing sanctions;
- 2.3.20. Violation of the confidentiality of an inquiry into alleged policy violations and the discussion of potential sanctions;

COCA also reserves the right to track infractions and to levy sanctions against parties who develop a record of serial infractions over time.

2.4. Sanctions for Policy Violations

COCA may impose a number of sanctions for policy violations including, but not limited to the following. Possible sanctions include:

- Verbal warnings;
- Written warnings;
- Monetary fines, amount at the discretion of COCA;
- Loss of showcase, trade show booth, education session, or other activity;
- Expulsion from COCA events;
- Loss of opportunity to apply to showcase for a length of time to be determined by COCA;
- Suspension from participation in COCA events for a length of time to be determined by COCA;
- Suspension of membership; or,
- Permanent loss of membership.

COCA may impose such sanctions in any combination and sequence that it deems appropriate for any of the violations listed in Section 4 above as well as other violations of the organization's stated policies.

Any of the violations may result in the suspension, expulsion, or termination of a member or associate, or the expulsion or barring of a member, associate or volunteer from COCA sponsored events or activities.

3. PROCEDURE

- 3.1. Any member, including a director, may lodge a complaint against another member.
- 3.2. All complaints must be submitted in writing to the Executive Director or the most senior volunteer leader present at an event within ten (10) days following any alleged violation. Such complaint must include details of the events leading up to the alleged violation.

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- 3.3. Both the complainant and the member accused have the right to receive copies of all relevant documents and also have the right to be represented by another member at any hearings.
 - 3.4. Any witness, whose observations will be taken into account during deliberations, must submit his or her observations in writing.
 - 3.5. The Executive Director, the Chair of the Board of Directors, and one other director appointed by the Board, shall serve as the disciplinary committee. Individuals appointed to the disciplinary committee shall adhere to COCA's Code of Ethics and its Conflict of Interest policies and shall recuse themselves from the committee if they are in a conflict of interest position.
 - 3.6. The Chair of the National Conference Committee shall not be eligible to serve on the disciplinary committee should an issue arise during the national conference.
 - 3.7. The Committee will review all written submissions and set a time for all interested parties to attend a hearing during which, the Committee will ask questions based on the written submissions.
 - 3.8. The member accused, or his or her representative, may then question witnesses and challenge the evidence.
 - 3.9. The Committee shall then deliberate in camera and reaches a decision on the complaint. A unanimous decision is required to impose sanctions. If sanctions are to be levied, those will be announced after the in camera session.
 - 3.10. Decisions regarding sanctions, other than termination, suspension, expulsion of membership, or the banning from COCA events, are final. If termination, suspension, expulsion, or banning from COCA events is recommended, the member, associate or volunteer has the option to appeal to the Appeals Committee of the Board of Directors.
 - 3.11. The Appeals Committee shall be composed of three unbiased members of the Board appointed by the Chair of the Board.
 - 3.12. Appeals must be made in writing and filed within 10 days of the member receiving the decision of the Disciplinary Committee. No sanctions can be applied until after the appeal is heard.
 - 3.13. The decision of the Appeals Committee shall be final
- 4. AMENDMENT**
- 4.1. Any registered contact person from a COCA-member school, company or artist, may propose amendments to this policy by submitting a written proposal to the COCA chair, secretary, or executive director. Such proposed amendments must be considered by the Board of Directors at its next business meeting. The results of such consideration must be communicated in writing to the members, associate or volunteer in question within seven (7) days of the meeting.
 - 4.2. The executive director shall ensure that this policy is kept up-to-date and posted to the COCA website within seven (7) days of any amendments being made.

CANADIAN ORGANIZATION OF CAMPUS ACTIVITIES

OPERATING POLICY

REGIONAL CONFERENCES & MEETINGS

Approved by the Board: February 2, 2016

5. PURPOSE

The Canadian Organization of Campus Activities (COCA) is comprised of school members that fall into to one of three regions; East, West and Central. COCA encourages school members within each region to coordinate inter-campus events and block booking of entertainment, and to hold regional conferences and meetings. This policy provides a basic structure for regional conferences and meetings.

2. DEFINITIONS

2.1 Regional Meetings

A regional meeting is any meeting of school members from a particular region called in advance by the one or more regional directors serving on the COCA Board of Directors. These may take place at the national conference, a regional conference, or at any time during the year between conferences. Regional meetings shall not have a registration fee unless the fee is to cover the cost of meals on a cost-recovery basis.

2.2. Regional Conferences

A Regional Conference is any gathering of regional members of at least 2 days in length where each delegate pays a registration fee, and is comprised of at least two of these four components: education sessions, regional meeting, trade show, and entertainment showcases.

3. REGIONAL MEETINGS

Regional Meetings may be held at the discretion of the regional directors or the members of the region. The COCA board and office should be notified of details and information will be posted to the region's webpage on the COCA website. Copies of agendas and minutes should be submitted to the COCA office.

4. REGIONAL CONFERENCES

Regional Conferences must be approved by the COCA Board of Directors in accordance with the requirements outlined in this section.

- 4.1 Regional directors must issue a request for proposals to host a regional conference to all member schools in that region not less than 8 months before the month in which the conference is usually held.
- 4.2 Schools must submit a proposal to host not less than 6 months prior to the conference date.
- 4.3 Proposals must include hotel information and rates, a proposed schedule, a signed letter of agreement, and a proposed budget.
- 4.4. The COCA office will make available a guideline to host regional conferences to any school member that requests a copy.

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- 4.5 The regional directors from the region in question will review all submissions and present them to the Board with their recommendation. The Board will then select the winning proposal.
- 4.6 The COCA Board must approve the final budget and schedule for any regional conference.
- 4.7 The host school must submit a report including an interim financial statement to COCA within one month of the conference.
- 4.8 Any profits realized from a regional conference will be shared equally between the host school and COCA.
- 4.9 The host school must agree to abide by all COCA policies which affect any aspect of a regional conference. COCA will provide a summary of such policies and hold a conference call with the regional conference host to ensure those policies are understood. The conference call should include the regional conference host, the COCA board chair, the directors from the region in question, and the executive director.
- 4.10 COCA shall make every reasonable effort to support the regional conference to help ensure its success. This includes: providing access to the COCA member and non-member database, assisting with the sending of mass email, creating a webpage on the COCA web site dedicated to the regional conference, including the regional conference in any social media postings, and assisting with advice on: conference contracts, budget, schedule, showcase applications, and education program.
- 4.11 Only school members and COCA associates may attend regional conferences. The host school must coordinate efforts with the COCA office to collect membership fees in trust for COCA from any non-member school, company or artist that registers for the conference.
- 4.12 The host school shall provide the following information to COCA upon request: registration updates showing names of schools, companies and artists with delegate names and a breakdown of fees paid; contact information for any new members registered so they can be added to the COCA membership database; any proposed changes to the budget or schedule; and all information needed for COCA to post full conference information to the regional conference webpage.