

THE CONSTITUTION OF THE VOGUE CHARITY FASHION SHOW (VCFS)

Established September 1st, 1997

as amended

September 30th, 2023 (Zaid Kasim, Mehak Chohan, Katie Goddard, & Katarina Bojic).

I. Land Acknowledgement

Let this document acknowledge that Queen's University is situated on traditional territory of the Anishinaabe (Ah- nish-in-ah-bay) and Haudenosaunee (Ho-den-o-show-nee) people. VCFS is grateful to be able to showcase its art and perform as uninvited guests upon these traditional territories for the last 25 years. Territories which are home to millennia of culture, music and art, that have not been showcased but which shapes and influences all Canadian identities. Furthermore, sharing art, fashion, dance and music to tell stories of creativity and freedom coincides heavily with our responsibility to address the Indigenous communities from which we have profited from.

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of Queen's University and the earliest European colonies. As well as to acknowledge the significance of the territories for the Indigenous peoples as they continue to live, develop and follow practices that are tied in relationship with the land.

Acknowledging territory is a starting point for signalling both our historical and present indebtedness to Indigenous peoples and the opportunities we have accrued as a result. VCFS asks you to consider the original inhibitors and owners of the land you are residing on, to tread mindfully and with respect. Furthermore, recognizing the land that you were born on, and how that shapes your relationship with the area you now occupy is an important step to being conscious that the land that we rely on is not ours and thus we have an obligation to our Indigenous communities.

II. Preamble to the VCFS Constitution

This Constitution shall be recognized to be the highest document on all matters of policy and conduct concerning the Vogue Charity Fashion Show and its members. All

other documents of the Club, such as policy statements, shall be subject to interpretation in a manner that is consistent with this Constitution.

In recognition of the vast diversity among members of the Vogue Charity Fashion Show including, but not limited to, ethnic, cultural, religious, gender, and orientations, sexual and otherwise, this Constitution shall be interpreted in a manner consistent with the Charter of Human Rights and Freedom of Canada.

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IV. Definitions

1. In this part and all other parts of this Constitution, unless the context requires otherwise:
 - a. "Club" refers to the Vogue Charity Fashion Show, whose acronym is "VCFS";
 - b. "AMS" refers to the Alma Mater Society of Queen's University, Incorporated;
 - c. "Constitution" refers to the Constitution of the Club, which governs the affairs of the Club;
 - d. "I-EDIAA" refers to Indigenization, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism;
 - e. "University" refers to Queen's University at Kingston, Ontario;
 - f. "Member" refers to a member of the Club as defined in Section 5;
 - g. "Package" refers to the VCFS Sponsorship Package;
 - h. "MUAH" Refers to Makeup & Hair;
2. If there is any ambiguity, the Presidents shall be consulted in consultation with the I-EDIAA Directors.

1. The Club

- a. There shall exist a club with the name, The Vogue Charity Fashion Show, which for the purposes of abbreviation may be referred to as VCFS or Vogue.

2. Objectives

- a. The Vogue Charity Fashion Show aspires to combine all facets of fashion, the arts, and philanthropy to raise money for a different charity every year in the Kingston, Ontario area.
- b. The Vogue Charity Fashion Show aspires to give a platform to Queen's University students to explore dance, modelling, music, choreography, design, art, regardless of previous experience.
- c. The Vogue Charity Fashion Show aspires to function as a symbol of social responsibility.

- d. The Vogue Charity Fashion Show aspires to provide a reputable source of entertainment for both the Queen's University and Kingston communities.

3. Purpose Statement

- a. The VCFS shall act in full compliance with the Ontario Human Rights Code and Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, gender, age, family status, religion, and [dis]ability.
- b. The VCFS shall seek to offer opportunities to wide ranges of diverse Queen's University students as possible while not compromising the general welfare or integrity of its operations. The VCFS values individual differences, respects individual needs, and supports accessibility, diversity, and fairness in its treatment of all volunteers.
- c. The VCFS shall seek to provide opportunities to Queen's University students who are progressing towards the attainment of a recognized degree by the University.
- d. The VCFS shall seek to provide opportunities for its members to develop a wide range of skills and experiences and strives to enforce a hiring policy that welcomes new members with no experience in performance, philanthropy, or clubs. Thus, prior experience shall not be a prerequisite for any VCFS position. Where two or more applicants are deemed equally qualified, the position will be granted to the candidate(s) at the discretion of the Presidents in consultation with the I-EDIAA Directors.
- e. The VCFS shall strive to maintain a positive, inclusive, and safe working environment. All matters expressed in confidence should remain in confidence indefinitely.

4. Affiliation with the AMS

- a. The Constitution of the AMS shall take precedence over this Constitution. Where a gap is present in this Constitution, the AMS Constitution will act as a default.

5. Membership

- a. Full members of the club shall consist of any student enrolled at the University.
- b. Full members are subject to an annual membership fee prescribed by the Executive Committee at its first meeting in September of each year.
 - i. Fees are outlined in Section 10.

6. The Presidents

- a. The VCFS shall have (2) Presidents.
- b. The incoming Presidents shall be hired by the outgoing Presidents every year.
- c. Should there be a vacancy in the Presidency, the remaining President shall hire a Managing Director to fulfil the duties and responsibility of the vacancy.
- d. The duties of the Presidents shall include but shall not necessarily be limited thereby:
 - i. To set, plan, and pursue the long-term direction of the Club, alongside the other members of the Head Executive, General Executive, and Cast & Crew.
 - ii. To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all members of the Executive Committee.
 - iii. To attend events, meetings, and training of Club members and other groups of the Club.
 - iv. To act as the spokespeople for the Club, and lead the response to any events requiring commentary, action, or a statement from the Club, in consultation with the Directors of I-EDIAA.
 - v. To hold executive power/veto power over all decisions made for VCFS by any member.
 - vi. To be responsible for the allocation, supervision, and maintenance of all VCFS equipment.

- vii. To be responsible for coordination of all meetings and decisions regarding VCFS.
- viii. To assist in the coordination of all VCFS events.
- ix. To preside over all Head Executive and General Executive meetings.
- x. To be responsible ex-officio for all public relations of the VCFS.

7. Structure of the Executive Committee

- a. The VCFS shall have an Executive Committee to be hired by the Presidents every year.
- b. The Executive Committee is split into both the Head Executive Committee and the General Executive Committee.
 - i. Together, these bodies make up the Executive Committee.
- c. Structure:
 - i. Presidents (2)
 - ii. I-EDIAA Directors (2)
 - iii. Creative Directors (3)
 - iv. Head of Model (2)
 - v. Head of Music (2)
 - vi. Head of Dance (1)
 - vii. Head of Independent Design (1)
 - viii. Head of MUAH (1)
 - ix. Sponsorship Director (1)
 - x. Sponsorship Coordinators (2)
 - xi. Head of Finance (1)
 - xii. Head of Logistics (1)
 - xiii. Heads of Charity (2)
 - xiv. Heads of Outreach (2)
 - xv. Heads of Clothing (2)
 - xvi. Heads of Brand Marketing (2)
 - xvii. Heads of Public Relations (2)
 - xviii. Heads of Socials and Events (2)
 - xix. Head of Tech & Lighting (1)
 - xx. Stage Manager (1)
 - xxi. Creative Photographer (1)
 - xxii. Portfolio Photographers (2)
 - xxiii. Videographers (2)

8. Duties of the Head Executive

a. The VCFS shall have a Head Executive Committee:

i. I-EDIAA Director(s):

1. To consider matters of I-EDIAA as related to, whether individually or collectively, members of the club.
2. Strive to provide a safe, inclusive, and welcoming space for all members, regardless of race, ancestry, place of origin, sexuality, political ideology, age, marital status, citizenship, gender, family status, and (dis)ability.
3. To act as a resource and referral guide to all members of VCFS.
4. To hold all members of VCFS accountable to I-EDIAA values and this Constitution.
5. To act as a resource for conflict resolution for all members of VCFS.
6. Shall seek to educate the University community on matters of equity and social justice.
7. To act as an advisor during hiring and sit on all hiring panels outside of Head Executive hiring.
8. To be responsible for fostering an inclusive club environment, particularly though addressing any Human Resources needs that would not be otherwise referred to the Clubs Office or University.
9. To be responsible for upkeep of all governing documents of the Club, including this Constitution.

ii. Creative Director(s):

1. To be responsible for developing the VCFS theme over the summer months for the upcoming show in consultation with the Presidents.
2. To ensure that the theme aligns with Club values, particularly I-EDIAA values outlined within the Constitution.
3. To set the creative direction for each scene including outfits, lighting, imaging, dance performances, model performances, music performances, and atmosphere, in collaboration with all members of the Executive Committee.

4. To act as an advisor during hiring and sit on all hiring panels outside of Head Executive hiring.
 5. To preside over all creative photoshoots.
 6. To provide feedback to all performers and conduct monthly check-ins with the Head(s) of Model, Dance, Music, and Independent Design.
 7. To be responsible for all images and visuals associated with VCFS, including images used in advertisements, on the website, social media, and places where VCFS may be represented.
 8. To be responsible for all media used before, during, and after the show including opening videos, promotional videos, charity videos, etc.
 9. To be responsible for maintaining appropriate imaging and use of them in all events associated with VCFS including photo shoots, mini-shoots, socials advertised to the public, etc.
 10. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals with the Creative portfolio and VCFS, in consultation with the I-EDIAA Directors.
- iii. Head(s) of Model
1. To be responsible for choosing Model Choreographers and Models through the audition and interview process outlined in Section 12.
 2. To be responsible for choosing the Model Intern through the intern hiring process outlined in Section 12.
 3. To be responsible for overseeing the progress, attendance, and choreography of all Musicians.
 4. To have authority over all Musician performances within the show, in consultation with the Presidents.
 5. To organize, in consultation with the Creative Directors, the Model portfolio such that all performances are consistent with the theme of the show in any given year.
 6. To lead the Model portfolio fundraising team.
 7. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals with the Model portfolio and VCFS, in consultation with the I-EDIAA Directors.
- iv. Head(s) of Music:

1. To be responsible for choosing Musicians through the audition and interview process outlined in Section 12.
 2. To be responsible for choosing the Music Intern through the intern hiring process outlined in Section 12.
 3. To be responsible for overseeing the progress, attendance, and choreography of all Musicians.
 4. To have authority over all Musician performances within the show, in consultation with the Presidents.
 5. To organize, in consultation with the Creative Directors, the Music portfolio such that all performances are consistent with the theme of the show in any given year.
 6. To lead the Music portfolio fundraising team.
 7. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Music portfolio and VCFS, in consultation with the I-EDIAA Directors.
- v. Head(s) of Dance:
1. To be responsible for choosing Dancer Choreographers and Dancers through the audition and interview process outlined in Section 12.
 2. To be responsible for choosing the Dance Intern through the intern hiring process outlined in Section 12.
 3. To be responsible for overseeing the progress, attendance, and choreography of all Dancers.
 4. To have authority over all Dance performances within the show, in consultation with the Presidents.
 5. To organize, in consultation with the Creative Directors, the Dance portfolio such that all performances are consistent with the theme of the show in any given year.
 6. To lead the Dance portfolio fundraising team.
 7. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Dance portfolio and VCFS, in consultation with the I-EDIAA Directors.
- vi. Head(s) of Independent Design:
1. To be responsible for choosing Designers through the interview process outlined in Section 12.
 - a. All Designer applicants must submit a portfolio, sewing samples, and sketches of potential designs,

subject to change by the Head of Independent Design in consultation with the Presidents.

2. To be responsible for choosing the Design Intern through the intern hiring process outlined in Section 12.
3. To be responsible for overseeing the progress and attendance of all Designers and their collections.
4. To have authority over all collections within the show, in consultation with the Presidents.
5. To organize, in consultation with the Creative Directors, the Design portfolio such that all collections are consistent with the theme of the show in any given year.
6. To lead the Design portfolio fundraising team.
7. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Design portfolio and VCFS, in consultation with the I-EDIAA Directors

vii. Head(s) of MUAH:

1. To be responsible for choosing MUAH Artists through the interview process outlined in Section 12.
2. To be responsible for choosing the MUAH Intern through the intern hiring process outlined in Section 12.
3. To be responsible for overseeing the attendance and performance of all MUAH Artists.
4. To organize, in consultation with the Creative Directors, the MUAH portfolio such that all performances are consistent with the theme of the show in any given year.
5. To organise, in consultation with the Creative Directors, mood and visual boards for all photoshoots.
6. To develop and maintain the MUAH schedule to coordinate appointments during show week.
7. To lead the MUAH portfolio fundraising team.
8. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the MUAH portfolio and VCFS, in consultation with the I-EDIAA Directors

- b. The Presidents shall hire the Head Executive every year.
- c. The Presidents shall lead and preside over the Head Executive.
- d. Shall there be a vacancy amongst the Head Executive, the Presidents shall follow the appropriate hiring process to fill the vacancy.

9. Duties of the General Executive

- a. The VCFS shall have a General Executive Committee:
 - i. Sponsorship Director(s):
 - 1. To be responsible for leading and overseeing all sponsorship activities conducted by the Sponsorship Coordinators.
 - 2. To be the main point of contact for all sponsorship opportunities.
 - 3. To be responsible for generating reports on the progress of the Sponsorship Team and relay information to the Presidents.
 - 4. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Sponsorship portfolio and VCFS, in consultation with the I-EDIAA Directors.
 - ii. Sponsorship Coordinator(s):
 - 1. To be responsible for the development and content of the VCFS Sponsorship Package.
 - a. The Package is to be distributed, yearly, to all potential sponsors.
 - b. The Sponsorship Coordinators are to work with the Heads of Brand Marketing and the Creative Directors in designing the Package.
 - 2. To be responsible for initiating and maintaining relations with corporate sponsors outside the Kingston and University communities.
 - 3. To be responsible for contacting VCFS and Queen's Alumni in appeal for donations.
 - 4. To apply for grant applications for additional corporate funding.
 - 5. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Sponsorship portfolio and VCFS, in consultation with the I-EDIAA Directors.
 - iii. Head(s) of Finance:

1. To act as the Chief Financial Officer (CFO) for all financial transactions entering or exiting the acting VCFS bank account.
 2. To retain all financial statements, receipts, and invoices, within the fiscal year.
 3. To create a final report for the Executive Committee on Club expenditures and revenue generated.
 4. To co-sign all outgoing Club cheques with the Presidents.
 5. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Finance portfolio and VCFS, in consultation with the I-EDIAA Directors.
- iv. Head(s) of Logistics:
1. To be responsible for organizing and booking rooms and/or rehearsal locations.
 2. To be responsible for hosting, creating, and sending Zoom links to relevant parties when conducting VCFS business online.
 3. To be readily available during the summer months for administrative VCFS details and planning.
 4. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Logistics portfolio and VCFS, in consultation with the I-EDIAA Directors.
- v. Head(s) of Charity:
1. To be responsible for researching potential charities and developing the charity application.
 2. To be responsible for all direct contact with the chosen charity in any given year until the post show cheque presentation.
 3. To plan, initiate, and develop fundraisers and charity drives within the Club, University, and Kingston communities.
 4. To be responsible for the yearly portfolio fundraising competition.
 5. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Charity portfolio and VCFS, in consultation with the I-EDIAA Directors.
- vi. Head(s) of Outreach:

1. To be responsible for general outreach to other University Clubs and student organisations.
 2. To be responsible for educational and/or creative workshops and events pertaining to dance, design, body positivity, and/or activities related to the charity alongside the Heads of Charity.
 3. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Outreach portfolio and VCFS, in consultation with the I-EDIAA Directors.
- vii. Head(s) of Clothing:
1. To be responsible for finding the clothing sponsors for all dance scenes in any given year.
 2. To initiate and maintain relationships with clothing sponsors.
 3. To be responsible for collecting collateral from all Dancers before allowing them to borrow donated clothing by sponsors.
 4. To be responsible for securing payment for damages that may occur during the show in any given year.
 5. To be responsible for the selection, order placement, and coordination of all VCFS merchandise, in particular, Cast & Crew clothing.
 6. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Clothing portfolio and VCFS, in consultation with the I-EDIAA Directors.
- viii. Head(s) of Brand Marketing:
1. To be responsible for marketing and promotion of VCFS events on campus and in the community.
 2. To be responsible for marketing and promotion of the show in conjunction with the Creative Directors and Heads of Public Relations.
 3. To run the VCFS:
 - a. Website;
 - b. Instagram;
 - c. Facebook;
 - d. and Twitter.
 4. To develop posters and other promotional material for social events and the main show in any given year.

5. To ensure all VCFS branding is consistent with Club I-EDIAA values outlined in this Constitution alongside the I-EDIAA Directors.
 6. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Brand Marketing portfolio and VCFS, in consultation with the I-EDIAA Directors.
- ix. Head(s) of Public Relations:
1. To be responsible for running the official VCFS TikTok account.
 - a. Responsibility includes laying out a schedule of posts, pitching content ideas, developing posts, etc.
 2. To be responsible for idea generation for the video-series and hiring guides.
 3. To collaborate with the Creative Directors and Videographers.
 4. To be responsible for handling all external public relations which includes but is not limited to reaching out to local news outlets and writing VCFS press releases.
 5. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Public Relations portfolio and VCFS, in consultation with the I-EDIAA Directors.
- x. Head(s) of Socials & Events:
1. To be responsible for planning all hub and social events associated with the Club.
 2. To develop novel and entertaining events and fundraising opportunities.
 3. To ensure that all events provide a safe and inclusive social experience for all Members, consistent with the I-EDIAA values outlined in this Constitution in consultation with the I-EDIAA Directors.
 4. To be responsible for selling event tickets and collecting revenue from said events.
 - a. To transfer all funds, in a timely manner, to the Head of Finance.
 5. To be responsible for developing and maintaining relationships with the Kingston hub and other social venues.
 6. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term

I-EDIAA goals within the Socials & Events portfolio and VCFS, in consultation with the I-EDIAA Directors.

xi. Head(s) of Tech & Lighting:

1. To be responsible for ordering, obtaining, and constructing all technical equipment for all productions of the VCFS in any given year.
 - a. To ensure that all equipment is accounted for within the Club budget.
2. To be responsible for ensuring the removal of all technical equipment, free of damages within reason, from the venue when the show has concluded.
3. To be responsible for collecting music, lighting, and cue sheets for all scenes in the main production.
 - a. To execute the technical aspect of the production during each performance and all-cast rehearsal, in collaborating with venue technical staff.
4. To be responsible for maintaining a professional relationship with venue staff.
5. To be responsible for other duties in the event of an online main production in any given year which may include aiding other portfolios with their tasks as outlined in this Constitution.
6. To be responsible for executing the livestream show on a streaming platform if needed.
7. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Tech & Lighting portfolio and VCFS, in consultation with the I-EDIAA Directors.

xii. Stage Manager(s):

1. To be responsible for the technical and logistic direction of all Club all-cast rehearsals, dress rehearsals, and the three show nights.
2. To be assigned various support activities at the discretion of the Presidents, within reason.
3. To be responsible for other duties in the event of an online main production in any given year which may include aiding other portfolios with their tasks as outlined in this Constitution.
4. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term

I-EDIAA goals within the Stage Management portfolio and VCFS, in consultation with the I-EDIAA Directors.

xiii. Creative Photographer(s):

1. To be responsible for photography that relates to creative aspects of the Club.
2. To work with the Creative Directors at all photo shoots.
3. To take photos at all three show nights.
4. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Creative Photography portfolio and VCFS, in consultation with the I-EDIAA Directors.

xiv. Portfolio Photographers:

1. To be responsible for photography that is related to events.
 - a. This includes photographing Cast & Crew headshots, Cast & Crew events, all-cast and public socials, and any other event hosted by the Club in any portfolio.
 - b. All-cast shoots and all non-creative photography falls within the purview of this role.
2. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Portfolio Photography portfolio and VCFS, in consultation with the I-EDIAA Directors.

xv. Videographers:

1. To be responsible for all Club videography.
 - a. This includes videographing short clips at all main events including:
 - i. Individual scene rehearsals;
 - ii. All-cast rehearsals;
 - iii. and Photo shoots.
 2. To develop the “DesignerDiaries” and mood boards.
 3. To develop and work towards achieving tangible yearly I-EDIAA goals and strive to advance broader long-term I-EDIAA goals within the Videography portfolio and VCFS, in consultation with the I-EDIAA Directors.
- b. The Presidents shall hire the General Executive every year in collaboration with the I-EDIAA Directors.
 - c. The Presidents shall lead and preside over the General Executive.
 - d. Shall there be a vacancy amongst the General Executive, the Presidents shall follow the appropriate hiring process to fill the vacancy.

10. Fees

- a. The VCFS shall strive to make the Club as accessible as possible to as many students as possible, regardless of financial (dis)ability.
- b. There shall be a fee to be paid by every Member of the Club, to aid in accomplishing the Club's objectives. The Club fee shall be established by the Executive Committee at the first meeting every September, and shall be reviewed each spring by the incoming Executive Committee.
- c. The allocation of Club funds shall be set by budget every year, as outlined in Section 11, subject to approval by the Presidents and Head of Finance.
 - i. Any expenditure not accounted for in the Club budget must first be approved by the Presidents and Head of Finance.
- d. On all decisions regarding fees, the Presidents have final say, otherwise superseded by this Constitution.
- e. The VCFS is committed to improving financial accessibility for all Queen's University students, and in particular, members incurring the Club fee.
 - i. The Executive Committee will be responsible for disseminating financial aid options to Members, including but not limited to:
 1. Equity Grants through the AMS Social Issues Commission.
 2. AMS Student Experience Bursary.
 3. International Student Bursary.
 4. Queen's General Bursary.
 5. Faculty Specific Bursaries.
 - ii. In cases where a Member(s) cannot afford the fee, and all reasonable financial aid options have been exhausted with sufficient effort, the VCFS shall exempt affected Member(s) from incurring the fee in a given year.
 1. Decisions made in this context are subject to a case by case basis.

11. Finances

- a. The VCFS Financial Structure:
 - i. The Vogue Charity Fashion Show shall hold a commercial bank account with a corporate financial services organisation. The bank

will be a Schedule 1 (Domestic) institution recognized by the Canadian Bank Act.

- ii. The Vogue Charity Fashion Show will follow Canadian Generally Accepted Accounting Principles (GAAP) and will operate in full compliance of regulations set out by the Canada Revenue Agency.
 - iii. The fiscal year for the Vogue Charity Fashion Show shall be September 1st to August 31st of each year.
 - iv. The Presidents and Head of Finance shall have signing authority for the bank accounts of the Club.
- b. Operating Budget:
- i. The Operating Budget shall include all anticipated revenues and expenses for the fiscal year. This will include an estimated total summer spending amount.
 - ii. The Operating Budget shall include gross revenues and expenses as opposed to net revenue or net expense for a given project or event.
 - iii. The Head of Finance and Presidents may amend the Operating Budget at any time during the year.
 - iv. Unanticipated expenses:
 - 1. Expenses under \$500 that were not included in the Operating Budget must be approved by the Presidents.
 - 2. Expenses under \$1000 that were not included in the Operating Budget must be approved by the Presidents in consultation with the Head of Finance..
 - v. Except as may be directed by the Head of Finance or Presidents or when approved in the Operating Budget, no member is empowered to make purchases in the name of the Club or in any way financially obligate the Club.
 - vi. The Head of Finance is responsible for ensuring that the VCFS portfolio accounts stay within their allocated budget. Any over-spending must be reported to and approved by the Head of Finance. If the over-spending is not approved, reimbursement will not be possible.
 - vii. The Head of Finance will not reimburse any invoice that in any way violates this constitution or policies of the Vogue Charity Fashion Show or puts the Club at any liability.

12. Hiring

Preamble: The Hiring Section outlines all appointed positions within the Vogue Charity Fashion Show. It includes the hiring processes for all appointed positions, including advertisement for the positions, time frame for the application periods and the procedures for interviewing and notifying the applicants. The policy for dealing with grievances with the hiring processes and dismissing employees is also outlined. The policy sets a fair and systematic hiring process that can be readily followed by all those involved. It provides accountability by clearly defining the duties and responsibilities of each person involved in the hiring process.

a. General Information:

- i. Unless otherwise outlined within the Vogue Charity Fashion Show Constitution, the following applies to all appointed positions as stated in Section 7.
- ii. The VCFS shall strive to offer volunteer opportunities to as many University students as possible, without compromising the general welfare of its operations.
 1. The VCFS shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, and handicap.
- iii. The VCFS seeks to provide opportunities for University students to develop a wide range of skills and experiences. Thus, prior VCFS experience shall not be a prerequisite for any VCFS position. However, experience may be a consideration for a hiring committee, notwithstanding the fundamental goal of providing as many opportunities for personal growth to as many different University students as possible.
 1. An expectation shall be made for the Heads of Model, Heads of Music, Head of Dance, Head of Independent Design, Head of MUAH, Videographers, Photographers, Heads of Brand Marketing, and Head of Tech & Lighting.
- iv. All Hiring Committees and Applicants must use Google Forms unless otherwise stated in this Constitution or with consultation with the Presidents or I-EDIAA Directors.

- v. The Hiring Committee shall consist of the direct supervisor(s) and any other VCFS member(s) deemed necessary to complete the committee.
 - 1. The Hiring Committee shall make an effort to have a diverse panel of members currently holding positions relevant to the position being hired.
- b. The Hiring Committee:
 - i. The appropriate Hiring Committees for the following positions is specified:
 - 1. Presidents
 - a. Outgoing Presidents (2)
 - 2. Head Executive Committee
 - a. Presidents (2)
 - 3. General Executive Committee
 - a. Presidents (2)
 - b. I-EDIAA Directors (2)
 - 4. Model Choreographers
 - a. Heads of Model (2)
 - b. Creative Directors (1-3)
 - c. Presidents (1-2)
 - d. I-EDIAA Directors (1-2)
 - 5. Dance Choreographers
 - a. Head of Dance (1)
 - b. Creative Directors (1-3)
 - c. Presidents (1-2)
 - d. I-EDIAA Directors (1-2)
 - 6. Models, Musicians, and Dancers
 - a. Respective Head (1-2)
 - b. Creative Directors (1-3)
 - c. Presidents (1-2)
 - d. I-EDIAA Directors (1-2)
 - 7. Interns
 - a. Respective Head (1-2)
 - b. Presidents (1-2)
 - c. I-EDIAA Directors (1-2)
 - ii. If, due to an extenuating circumstance, (travel delays, family matters, health, internship, etc.), the specific Hiring Committee members, as outlined in Section 12, are unable to sit on the panel at any point during the interview process, a designate may be chosen by the absent member, with approval from the Presidents.

1. If the absent Hiring Committee member is unreachable for any reason, the remaining members may elect a designate for the absent member with approval from the Presidents.
 2. In the case of a contactable absent Hiring Committee member, present members may contact the absent member so they may weigh in on the hiring decisions. Any final hiring decisions must be made by present Hiring Committee members.
- iii. All members of the Hiring Committee shall receive hiring training from the I-EDIAA Directors before any interviews/auditions take place.
 1. Record of hiring training completion shall be kept by the I-EDIAA Directors.
 2. Hiring training must be completed once per calendar year.
- iv. The Hiring Committee shall select a Chair prior to the commencement of the interviews/auditions. Unless extenuating circumstances exist, the Chair should be a direct supervisor of the position being hired, or the Head whose portfolio the position falls. The Chair's responsibility during the interview/audition is to:
 1. Facilitate the interview/audition.
 2. Make introductions.
 3. Make their position as Chair known to the applicant at the beginning of each interview/audition.
 4. Have final say in hiring decisions.
- v. The Hiring Committee Chair shall remain the same through all interviews/auditions.
- vi. The Presidents shall have responsibility for establishing the hiring calendar of suggested hiring times.
- c. Recruitment and Advertising:
 - i. Each official job position must be made available on Google Forms for no less than two (2) weeks before they are due.
 - ii. When advertising the position, the following must be clearly defined:
 1. Eligibility or experience requirements;
 2. Application due dates;
 3. Position Description;
 4. Contact person and information.
 - iii. At the discretion of the Hiring Committee, the deadline for applications may be extended if it is decided that there is an unsatisfactory number of eligible applicants by the original due

date, with consultation with the Presidents. In such a case, it is the responsibility of the Hiring Committee to inform all of the original applicants by email within 24 hours of the original deadline.

d. The Application Process:

- i. The application on Google Forms shall require the applicant to provide the following information:
 1. The position applied for;
 2. Name;
 3. Telephone number and/or e-mail address;
 4. Confirmation of eligibility as per Section 5.
- ii. Unless otherwise specified, the application page shall contain the following:
 1. Eligibility requirements;
 2. Due date and time and time for submission of application;
 3. Statement that hiring will be done according to the VCFS Constitution;
 4. The position description;
 5. Uploading mechanism for portfolios, or other documents;
 6. Information on interview/audition postings, including tentative dates when interviews will be held;
 7. A contact name with their email address;
 8. A note stating that interviews/auditions will be held in groups, if that is the case;
 9. A Doodle poll link with different interview/audition timing options for the applicant to select.
- iii. The application page shall list at least four (3) questions for which a response is required. The questions shall be:
 1. Interviews are scheduled to be <insert date(s) here>. Do you have any conflicts with this/these date(s) and if so when?
 2. What is your preferred method of contact regarding the status of your application (email/phone)?
 3. How did you hear about this position?
- iv. If the Hiring Committee requires any documentation like portfolios, or other information, this must be made clear in the position's posting on Google Forms. If such material is included and not required, it may be taken into consideration, but its inclusion must not be used as a deciding factor in the hiring process.
- v. In the case that any documentation like portfolios, or other information is not provided when requested, that lack of

submission of the required documents may be used as a deciding factor in the hiring process.

e. Scheduling Interviews:

- i. Interview/audition times and scheduling are the responsibility of the Chair of the Hiring Committee.
- ii. Interviews/auditions shall be granted only to those applicants that meet the published deadline.
 1. Extenuating circumstances may be granted at the discretion of the Chair of the Hiring Committee with consultation of the Presidents.
- iii. All applicants shall be granted an interview/audition, unless their application is deemed to be below expectations by the Chair of the Hiring Committee or are otherwise ineligible for the position as outlined in Section 5.
 1. To be deemed below expectations, an applicant must have made no reasonably legitimate attempt to complete the application.
 2. Should an application be deemed below expectations, the applicant must be notified by email that they are not being considered for the position before interviews/auditions begin.
- iv. It is the responsibility of the Hiring Committee and Head of Logistics to find and make arrangements for a suitable interview/audition location. The location should be one that is physically comfortable for the applicant and Hiring Committee, not unnecessarily intimidating for the applicant, private and professional to ensure confidentiality, and easily accessible to the AMS Walkhome Service or a telephone. When necessary, an alternate interview location with wheelchair accessibility must be arranged.
 1. In the case of video interviews/auditions, it is the responsibility of the Hiring Committee to create and provide a secure meeting link and password.
- v. In the case of a candidate not being able to make their scheduled interview/audition time for a valid reason, it is their responsibility to inform the Hiring Committee of the case at least 24 hours prior to the interview, unless extenuating circumstances exist. If such notice is given, the Hiring Committee shall accommodate a change in interview/audition time.

1. The validity of the reason for the request to move the scheduled interview/audition is up to the discretion of the Chair of the Hiring Committee through consultation with the Presidents and I-EDIAA Directors.
 2. If notice has not been given, it is up to the discretion of the Chair of the Hiring Committee whether or not a replacement interview will be provided. Any decision made must remain constant for all applicants in a similar situation.
- f. The Interview/Audition:
- i. A list of questions relevant to the position must be agreed upon by the Hiring Committee prior to the interview/audition.
 1. Approval of the questions must be given through consultation with the Presidents.
 - ii. All applicants must be asked the same questions during the interview/audition. However, the Hiring Committee may ask follow-up questions designed to elicit a clearer response from the applicant, eliminate confusion or address an area of concern or uncertainty that may arise.
 1. Follow up questions that elicit a specific response or bring information unrelated to something previously mentioned into the interview/audition are not permitted within an interview/audition.
 - iii. It is required that a minimum of one question pertaining to I-EDIAA (Equity, Diversity, Inclusion, and Indigenization) be asked for all VCFS interviews/auditions.
 1. All I-EDIAA questions must be developed alongside the I-EDIAA Directors.
 - iv. At the beginning of the interview/audition, the Hiring Committee shall:
 1. Provide introductions;
 2. State the maximum length of the interview/audition and that the Committee is timing the interview/audition and will provide notice of time running short;
 - a. 20-minute interview for Presidents;
 - b. 20-minute interview for Head Executive;
 - c. 15-minute interview for General Executive;
 - d. 15-minute interview for Interns;
 - e. 10-minute interview/audition for all other positions on VCFS.

3. State that questions or clarification can be asked for at any time during the interview/audition;
 4. State that notes may be used during the interview/audition.
- v. At the conclusion of the interview/audition, the Hiring Committee shall:
 1. Provide the applicant the opportunity to ask questions or make any additional comments if time permits;
 2. State that the applicant may direct any further questions to the Hiring Committee Chair and provide means of contact;
 3. Outline the means of contact if there are any concerns with the interview/audition process as outlined in Section 12.f.
- g. Hiring Notes:
 - i. Each member of the Hiring Committee shall complete a written evaluation of the applicant while the interview/audition is taking place. Written evaluations help preserve the integrity in the hiring process and are necessary for reference should an applicant subsequently seek feedback.
 - ii. If physical, these documents shall be kept confidential and stored in the VCFS office and filed accordingly by the Presidents.
 - iii. If digital, these documents shall be kept confidential.
 1. The Presidents shall not be responsible for responding to an applicant's questions regarding their specific interview; this shall remain the responsibility of the Hiring Committee.
 - iv. All written evaluations shall be placed in the possession of the Presidents no later than 72 hours after hiring decisions have been made and all candidates have been notified as per Section 12.i.
 1. If digital, all hiring notes are to be deleted no later than 72 hours after hiring decisions have been made and all candidates have been notified.
 - v. The Hiring Committee shall make every effort to digitize their hiring notes in lieu of using paper.
 - vi. The notes shall not be shared with the interviewee or anyone else except the original members of the Hiring Committee.
 1. If digital, the notes shall be shared through a link set to expire within seven (7) days of the request.
 - a. The notes shall not be downloaded or copied from the shared link.
- h. Decision Making and Documentation:

- i. Decisions shall be made solely on the criteria relevant to and based on the requirements of the position acquired through the online application and through the interview process.
- ii. A second round of interviews may be held at the discretion of the Hiring Committee should no candidate emerge as a clear choice during the first round or should the committee simply desire further information on which to base their decision. The committee is not obligated to include all applicants in the second round.
- iii. The Hiring Committee shall strive to reach a consensus on the successful applicant(s). In the case that consensus cannot be reached, the Chair of the Hiring Committee will make the decision.
 - 1. In the case that a majority of the Hiring Committee disagree with the decision made by the Chair of the Hiring Committee, the other members of the Hiring Committee may appeal the decision to the Presidents. In such a case, the Presidents will mediate a discussion with the Hiring Committee in order to come to a consensus.
- iv. If, at the conclusion of the interview and review process, the Hiring Committee is not satisfied with any of the applicants, the Committee may re-open the entire process.
 - 1. The unsuccessful applicants must be notified by either phone call or email before the applications may be reopened. If an email is used to notify the candidate, it must be sent 48 hours before the new applications are closed.
- v. The Hiring Committee's decisions shall be recorded by the Head of Logistics.
- i. Notification:
 - i. The committee shall strive to notify all applicants individually of the outcome of their interview within 48 hours of the last interview.
 - ii. The hiring committee shall notify successful applicants first to confirm that they accept the position.
 - 1. If the first successful applicant declines the position, the Hiring Committee will determine the next most suitable candidate and notify them next. This process will continue until a suitable candidate cannot be found. When there are no more suitable candidates, the Hiring Committee may reopen the application.
 - iii. The Hiring Committee shall make every reasonable effort to notify all unsuccessful applicants as soon as possible after successful applicants have accepted the position.

- iv. Notification must be made to all candidates before an official posting is made. The notifications may be made by phone call or email, with preference given based on the applicant's response on Google Forms or during the interview/audition.
- v. In the case of email notifications, an official posting may not be made until 48 hours after the last notification email is sent, or once a reply has been received from all applicants.
- j. Commencement of Work:
 - i. Prior to commencing work, all Members shall be made fully aware of their job requirements, time requirements, and all relevant rules and regulations. They shall also be made aware of this Constitution and informed on how to access it at any time.
 - ii. All Members shall be required to sign confidentiality waivers if necessary and applicable documents prior to the commencement of any work. It shall be the responsibility of the Presidents and relevant Head to ensure that this occurs before the commencement of any work.

13. Conflict Resolution

- a. The conflict resolution policy aims to provide a fair, respectful, and constructive framework for resolving conflicts within the Vogue Charity Fashion Show. It is designed to promote open communication, mutual understanding, and the amicable resolution of disputes.
 - i. Definition of Conflict: A conflict is defined as any disagreement, dispute, or difference of opinion arising between members of the Vogue Charity Fashion Show.
 - ii. Principles of Conflict Resolution:
 - 1. Open Communication: Members involved in a conflict are encouraged to communicate openly and honestly, expressing their concerns and viewpoints while actively listening to others.
 - 2. Respect and Civility: All members are expected to treat each other with respect and civility throughout the conflict resolution process.
 - 3. Confidentiality: The privacy and confidentiality of the parties involved will be maintained to the extent possible during the resolution process.

- b. Conflict Resolution Process:
 - i. Informal Resolution: Members involved in a conflict should initially attempt to resolve the issue through informal means, such as direct communication and discussion. They are encouraged to seek a mutually agreeable solution.
 - ii. Mediation: If the conflict remains unresolved after attempting informal resolution, the involved parties may request mediation. Mediation involves a neutral third party, chosen by mutual agreement or appointed by VCFS, who will facilitate discussions and help the parties find a resolution. Mediation sessions will be scheduled at a convenient time for all parties involved.
 - iii. Formal Resolution: In cases where informal resolution and mediation are unsuccessful or deemed inappropriate, VCFS may initiate a formal resolution process. The specific steps for formal resolution should be outlined in a separate document.
- c. Reporting and Documentation:
 - i. All conflicts should be reported to the VCFS Presidents and Directors of I-EDIAA. The relevant details of the conflict, including dates, parties involved, and the steps taken for resolution, should be documented for future reference.
- d. Non-Retaliation:
 - i. VCFS strictly prohibits any form of retaliation against individuals involved in a conflict or those who report conflicts. Any instances of retaliation will be taken seriously and may result in disciplinary actions.
- e. Review and Amendments:
 - i. This conflict resolution policy will be periodically reviewed to ensure its effectiveness. Any necessary amendments or updates will be made in consultation with club members and in compliance with VCFS policies and procedures.

14. Club Discipline

- a. Policy Statement:
 - i. The VCFS discipline policy establishes guidelines and procedures for addressing misconduct, violations, and breaches of the VCFS' code of conduct. It aims to maintain a safe, respectful, and inclusive

environment for all members while upholding the values and standards of the club.

b. Code of Conduct:

- i. The club's code of conduct should be clearly defined and communicated to all members. It should outline the expected behaviour, responsibilities, and standards of conduct required from club members.

c. Disciplinary Offences:

- i. The disciplinary policy should include a comprehensive list of offences that may result in disciplinary action. These may include, but are not limited to:
 1. Harassment, discrimination, or bullying;
 2. Theft or damage to club property;
 3. Violation of university policies or local laws;
 4. Disruptive behaviour during club activities;
 5. Misuse or unauthorised distribution of club resources;
 6. Non-compliance with club rules or instructions from club officials.

d. Disciplinary Procedures:

- i. Reporting: Any club member who witnesses or experiences a disciplinary offence should report it to any member of the VCFS Executive Committee.
 1. Anonymous reporting mechanisms are to be provided to encourage reporting without fear of retaliation.
- ii. Investigation: Upon receiving a report, the VCFS Presidents will conduct a fair and impartial investigation. This may involve gathering evidence, interviewing relevant parties, and documenting findings.
 1. In instances where I-EDIAA values come into question, the VCFS Presidents shall involve the Directors of I-EDIAA for support.
- iii. Disciplinary Actions: If the investigation determines that a disciplinary offence has occurred, the VCFS Presidents will decide on an appropriate disciplinary action. The actions may include, but are not limited to:
 1. Verbal or written warning;
 2. Probationary period with specified conditions;
 3. Temporary suspension of club privileges;
 4. Permanent expulsion from the club.

- iv. Appeal Process: The disciplined member(s) should have the opportunity to appeal the decision. The appeal process should be clearly outlined, including the steps and timeline for submitting an appeal and the composition of an impartial appeal board.
- e. Confidentiality and Privacy:
 - i. Confidentiality should be maintained throughout the disciplinary process to the extent possible, considering legal requirements and the rights of all parties involved.:
- f. Education and Support:
 - i. VCFS will emphasise the importance of education and support alongside disciplinary actions. This may involve providing resources, workshops, or training sessions to help members understand and adhere to the club's code of conduct.

15. Workplace Harassment and Violence

- a. Policy Statement:
 - i. The Vogue Charity Fashion Show is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. VCFS recognizes that workplace violence is a health, safety and human resources issue. VCFS will take reasonable precautions to prevent workplace violence and to protect members in the workplace.
- b. Purpose of Workplace Violence Policy:
 - i. This policy is intended to:
 - 1. Create and foster a work environment free from workplace violence.
 - 2. Provide a definition of workplace violence.
 - 3. Establish and detail the responsibilities of all persons in VCFS workplace(s) to maintain a workplace free of actual, attempted or threatened violence.
 - 4. Ensure that incidents of workplace violence are reported to VCFS management and/or law.
 - 5. Enforcement/campus security as appropriate
 - 6. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Vogue Charity Fashion Show.
- c. Scope and Application of Policy:

- i. This policy applies to all VCFS members regardless of position or classification.
- ii. This policy also applies to all persons who attended a VCFS workplace including, but not limited to, all visitors, contractors, vendors and delivery persons.
- iii. For the purpose of this policy, an VCFS workplace includes all places where VCFS business occurs and includes all:
 - 1. Any building on University grounds and surrounding perimeter including parking lots, sidewalks, and driveways ("VCFS Grounds");
 - 2. Off-site locations where VCFS business occurs (the venue, rehearsal spaces, etc);
 - 3. VCFS-sponsored socials and events, whether taking place on VCFS Grounds or elsewhere.
- d. Workplace Violence Defined:
(Reference Queen's University Weapons Policy)
 - i. In this policy, workplace violence includes but is not limited to the following:
 - 1. The use of physical force against or by a worker/volunteer that causes or could cause physical injury, including but not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects.
 - 2. The attempted use of physical force against or by a worker that could have caused physical injury.
 - 3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
 - 4. Bringing a weapon of any kind to the VCFS workplace or possessing a weapon of any kind while carrying out VCFS business, or threatening to bring a weapon to a company workplace.
- e. Zero Tolerance:
 - i. VCFS values the health and safety of its members and expects that its workplace(s) shall be free of workplace violence.
 - ii. VCFS shall not tolerate incidents of workplace violence perpetrated against or by any member, vendor, visitor or any other person at the VCFS workplace or involved in VCFS matters.
 - iii. Every person in the VCFS workplace shall be responsible for acting in compliance with this policy.

- iv. All physical assaults involving a member or occurring at a VCFS workplace will be immediately reported to police and campus security. Threats of physical violence will be reported to police and/or campus security as appropriate.
- v. Where an act of workplace violence, as defined in this policy, has occurred, VCFS may, as circumstances warrant:
 - 1. Remove the perpetrator from the VCFS workplace by campus security or the police.
 - 2. Discipline any member, up to and including dismissal, and/or report the conduct to the police and campus security.
 - 3. Report the conduct of any other person to their employer, supervisor and/or Principal and/or to the police.
- f. Responsibilities and Obligations:
 - i. It is the responsibility of:
 - 1. VCFS:
 - a. To take reasonable preventive measures to protect employees and others in the VCFS workplace from workplace violence;
 - b. To ensure that all members are informed of this policy;
 - c. To establish a process for reporting and responding to incidents of workplace violence;
 - d. To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained and followed;
 - e. To ensure that this policy is reviewed at least annually;
 - ii. VCFS Heads and other managers:
 - 1. To understand and abide by the requirements of this policy;
 - 2. To communicate this policy with the members they supervise or manage;
 - 3. To adequately inform members of VCFS procedures that address the workplace violence risk(s) applicable to the member;
 - 4. To encourage members to report complaints or incidents of workplace violence;
 - 5. To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident;

6. To promptly report all complaints or incidents of workplace violence they receive or witness to the Presidents and I-EDIAA Directors.
- iii. Members:
 1. To comply with this policy at all times to protect themselves and others in the workplace from workplace violence;
 2. To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying member is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact campus security;
 3. To read this policy and AMS procedures directed at workplace violence risks in the workplace;
 4. To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy;
 - g. Reporting and Investigating Workplace Violence:
 - i. Reporting threats of workplace violence:
 1. All incidents of workplace violence or reprisal must be immediately reported to the Presidents.
 2. In the event that any VCFS member on Queen's University campus needs immediate help during a violent or threatening situation, the following mechanisms are in place to allow individuals to summon immediate assistance:
 - a. Calling the 36111 Emergency Report Centre number or 911 from any phone on campus.
 - b. Activating one of the Emergency Phones on campus.
 3. Off campus, any person subjected to workplace violence should, where appropriate, go to a safe location and report the incident to their supervisor, Presidents, or I-EDIAA Directors.
 4. All complaints and incidents are to be recorded in writing by the reporting member, the supervisor receiving the report, and the Presidents. The date, time, location, potential witnesses and nature of the incident should be documented. If campus security and/or the police have not previously been summoned, the Presidents will report all physical assaults involving an employee or occurring at a VCFS workplace will be reported to police and campus security.

Threats of physical violence will be reported to campus security and police as appropriate.

5. If an incident of workplace violence involves a person who is not a member of VCFS, the Presidents will report the incident to such other person as VCFS determines is appropriate in the circumstances.

h. Investigation:

- i. All complaints or incidents of workplace violence or reprisal will be promptly investigated by the Presidents and I-EDIAA Directors. Where the perpetrator is a VCFS member, the investigation shall be conducted as quickly and confidentially as circumstances permit. Complete confidentiality is not possible in all circumstances and cannot be guaranteed.
 1. At the conclusion of the investigation into an incident or complaint, the Presidents and I-EDIAA Directors shall prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence.
 2. Disciplinary action will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

16. Transition

a. General:

- i. Effective transition is essential in maintaining continuity within groups from year to year. Transition manuals are the most important tool in this process, as they can be referred to years down the road.
 1. Transition manuals are maintained by the Presidents so that anyone wishing to find out about the previous operations of a particular group may easily do so.
- ii. Means:
 1. One of the duties of all those who hold Executive Committee positions is to complete a transition manual, regardless of whether or not it is specified in their job description.

- iii. It is the responsibility of the Presidents to ensure that transition manuals are completed by the time specified (no later than 5 days before incoming position holder(s) are hired), and that they are sufficiently detailed and useful.
- iv. Upon completion of a transition manual for a certain position, copies should be distributed to the Presidents, I-EDIAA Directors, and the incoming holder(s) for that position.
- v. Transition manuals are maintained by the Presidents so that anyone wishing to find out about the previous operations of a particular group may easily do so.
- vi. Transition Manual Structure:
 - 1. Brief position summary;
 - 2. Job description from policy;
 - 3. List of what the portfolio contains;
 - 4. Brief description of tasks within the portfolio;
 - 5. Brief yearly timeline;
 - 6. Contact info of outgoing person(s).

17. Conflicts of Interest

- a. Definition of Conflict of Interest:
 - i. A conflict of interest arises when a club member's personal, professional, or financial interests may influence, or have the appearance of influencing, their judgement, decision-making, or actions related to club matters.
- b. Disclosure:
 - i. Club members should promptly disclose any actual or potential conflicts of interest to the VCFS Presidents and/or Directors of I-EDIAA. Such disclosures should be made in writing and include details of the nature and extent of the conflict.
- c. Evaluation and Management:
 - i. Upon receiving a disclosure, the VCFS Presidents shall evaluate the conflict of interest and determine the appropriate course of action. This may include, but is not limited to:
 - 1. Assessing the magnitude and potential impact of the conflict;
 - 2. Identifying ways to mitigate or manage the conflict;
 - 3. Seeking external advice or opinion, if necessary.

- d. Recusal:
 - i. When a conflict of interest exists, the affected VCFS member should recuse themselves from any decision-making or participation in activities related to the conflicted matter. This may include abstaining from voting, refraining from influencing discussions, or stepping back from relevant responsibilities.
- e. Transparency and Documentation:
 - i. All disclosures, evaluations, and actions taken regarding conflicts of interest should be documented and retained in a confidential manner. These records should be made available for review by appropriate VCFS authorities, as required.
- f. Education and Training:
 - i. VCFS will provide ongoing education and training to club members about conflicts of interest. This training should raise awareness of potential conflicts, help members identify and disclose conflicts, and provide guidance on ethical decision-making.
- g. Annual Declarations:
 - i. All club members, including the VCFS Executive Committee and VCFS Presidents, should be required to make annual declarations confirming their understanding of the conflicts of interest policy and disclosing any conflicts that may arise or continue to exist.
- h. Enforcement and Sanctions:
 - i. Failure to comply with the conflicts of interest policy may result in disciplinary action, including but not limited to warnings, reprimands, temporary suspension of club privileges, or permanent removal from VCFS.

18. Constitutional Amendments

- a. This Constitution shall only be amended by the Presidents and I-EDIAA Directors between April 1st and September 30th of any given year.
 - i. All such amendments shall take effect immediately, and notification of such amendments shall be noted on the Vogue Charity Fashion Show Website, Instagram, and Facebook.
 - ii. All Members shall be notified of the changes to the Constitution by the Executive Committee.
 - iii. This Constitution shall be reviewed every year.

- iv. Amendments to this Constitution shall be presented to the AMS for approval, through the Secretariat of Internal Affairs at AMS Assembly.
- b. Amendments to any other VCFS governing documents may be made in the same manner as prescribed for amending this Constitution.
- c. The official Constitution, up-to-date, shall always be found on the Vogue Charity Fashion Show Website, and will always be available to the public.