



BLOCKCHAIN AND CRYPTOASSET ASSOCIATION AT THE UNIVERSITY OF ALBERTA

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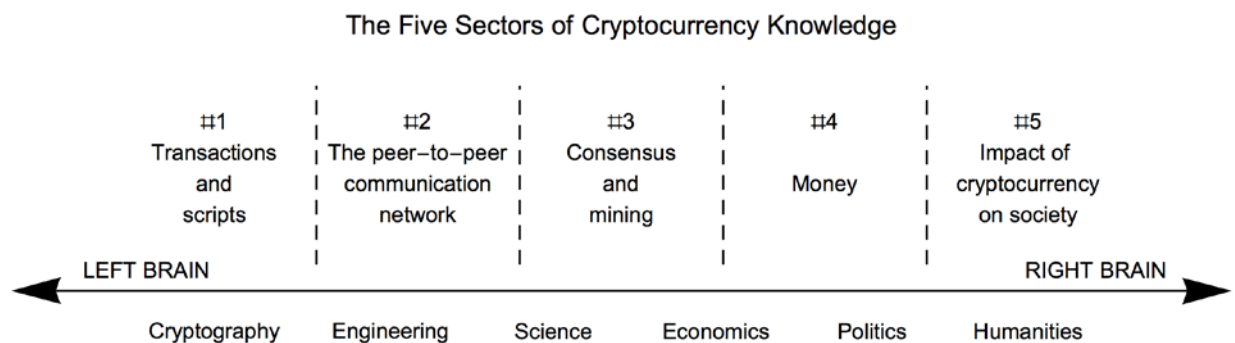


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Mission Statement

The goal of the Blockchain and Cryptoasset Association is to foster networking and collaborative learning. It aims to explore blockchain and cryptocurrency related ideas, projects, programs, events, and businesses. Shown in the diagram below, this technology spans multiple disciplines, from Computer Science or Engineering to Finance to Political ideology^{1,2}. As such, the association will welcome and strive to cater to members with interests in any of these disciplines.





Article I: Name and Purpose

I.I Name

The name of this student group under this constitution is “The Blockchain and Cryptoasset Association”, with the acronym “UABCA”. It may also be referred to as “The Crypto Club”, “The Bitcoin Club”, “The Cryptocurrency Club”, and “The Blockchain Association”.

I.II Compliance

The group operates at the University of Alberta, subject to University of Alberta policies and procedures. The group will comply with all established local, provincial, and federal laws and procedures.

I.III Objectives and Goals

The group shall operate for the purpose of:

- Engaging and inspiring students through active participation in events, discussions, and meet-ups
- Educating members for their own interest and to prepare them for the coming economic and societal restructuring that will occur as a direct result of blockchain applications
- Funding members to attend blockchain conferences and other educational events to further develop knowledge that can be recirculated back to all members
- Educating the public on blockchain through the production of a newsletter open to anyone who signs up
- Foster cryptocurrency-related projects, ideas, and more.



Article II: Membership & Eligibility

II.1 Membership

- a. **Membership is open to students, faculty, staff, and alumni of the University of Alberta, subject to membership requirements outlined in the University of Alberta's student group policies. Unfortunately due to these requirements, non-student members may be turned down from *registered membership* (see section II.1b) if the ratio of students/members is on the threshold of 2/3. In this case, non-students can still hold *informal membership* (see section II.1b).**

Eligible individuals who wish to become a part of the group must indicate this by completing the membership form at uabca.github.io.

- b. **The classes of membership that exist in the group are as follows:**

- i. ***Informal Members:*** An informal member is defined as any person who signs up for the group's mailing list at a recruitment event or the club website. Informal members are not eligible to vote, are not required to pay membership fees, and are only allowed to attend group events that are open to the public (which may have a charge to attend).

- ii. ***Formal Members:*** A formal member is defined as any eligible person who signs up for the group's mailing list at a recruitment event or the club website, and has paid membership fees (if applicable). Formal members are eligible to vote subject to their standing (Section II.1c).

- iii. ***Executive Committee Members:*** An executive member is defined as any member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position (see Article III and IV for the Executive election process & roles)



iv. Other Executive Members: See IV.III

c. The group denominates elevated levels of standing as follows:

- i. **Bronze standing**: A member who has attended at least one event hosted by the group over an academic year and has paid their required membership dues (if applicable).
- ii. **Silver (litecoin) standing**: A member who satisfies the criteria for *Bronze Standing* and has completed at least one of the blockchain courses outlined in Section II.III (also listed at uabca.github.io/learning-resources.html).
- iii. **Gold (bitcoin) standing**: A member who satisfies the requirements for *Silver Standing* and **(1)** attends at least 5 meetings, or **(2)** attends 50% of combined meetings and events they were eligible for in the previous six months.

A member in **bad standing** is defined as any member who has clearly and purposefully worked against the group's stated purpose and objectives. A member in bad standing will be given written notice by the executive committee

II.II Membership Dues

The group will not charge a membership fee for *Informal Members*. Membership fees may be charged for other members. The decision and amount will be determined annually by the executive committee and announced at least 1 month in advance of the deadline for payment. Payment in cryptocurrency may be required.



II.III Other Requirements

Members of the group are expected to:

- **Have a genuine interest in blockchain and cryptographic technologies** (not just interested in learning how to make quick cash)
- **Make an effort to learn more about blockchain, and eventually contribute to one of the groups committees or events.**
- **Supplement their blockchain knowledge by taking one of the following courses**:**
 - **[Bitcoin and Cryptocurrency Technologies](#)**
Princeton University (Coursera)
Cost: Free Start Date: Anytime
 - **[DFIN-511: Introduction to Digital Currencies](#)**
University of Nicosia (Distance Learning)
Cost: Free Start Date: Two cycles (Sept and February)

** Although not required, these are strongly encouraged and serve as requisites for *Gold Standing*, and will confer meritocratic benefits throughout the club's voting and rewarding structure.

*** Other learning resources available at <https://uabca.github.io/learning-resources.html>



Article III: Elections

III.I Eligibility

- a. In order to be eligible to run and hold office, an individual must meet the following requirements:**
 - i. Must be a student at the University of Alberta
 - ii. Be in good academic standing with the University of Alberta
 - iii. Be a member of the group for at least 6 months
 - iv. Be in *gold standing* (section II.I.c) with the club. If no nominee has *gold standing*, then eligibility will defer to *silver standing* and so on
 - v. Submit a Nomination Form outlining why s/he is seeking office and fill in all the requirements listed
 - vi. More than one office can be held if the positions are complementary and do not provide a conflict of interest
- b. To vote in an election, a member must be in *Gold standing*. A member is not allowed to vote in a race in which they themselves are campaigning.**



III.II Election Supervision

The VP Admin will monitor elections. If the VP Admin is a candidate, another member on the Executive Committee not running, will be appointed. He/she who is responsible for monitoring the election will provide candidates and voting members with information on the elections one month prior to voting.

III.III Election Procedures³

- a. Election of the Executive Committee members shall take place annually at the Annual General Meeting in the month of April.**
- b. Eligible members will declare their candidacy by submitting a completed Nomination Form (online) to the Election Committee two weeks prior to voting.**
- c. All Executive Members will be given an opportunity to vote by secret ballot. The voting logistics will be determined by the Executive Committee and will be communicated to all members on the nomination deadline. Candidates will have two weeks to campaign.**
- d. A candidate must receive the highest proportion of total votes and must exceed the number of abstain votes to be elected. If an unopposed candidate's votes are less than the number of abstain votes, the position is considered vacant.**



III.IV Appeals and By-Elections³

- a. A candidate or any General Member may appeal election and interview results within one week of the announcement of the election/interview results.**
 - An appeal can be sent to the current President and Vice President if it is in regards to a position that the current President or Vice President was not a candidate for.
 - If deemed valid, the position in question will be re-voted
 - A revote will be automatically performed if a vote for a position results is a tie
- b. Should an executive position not be filled or become permanently vacant partway through the year, the position can be filled by any eligible members through an interview process within two weeks after Election Day or the vacancy date of an executive position. The interview will consist of a half hour interview conducted by a panel consisting of at least three current Executive Members. The panel of interviewers will decide the best candidate for the vacant position based on factors of previous experience in student groups, interest in finance, time commitments for the upcoming year and work ethic. All interview questions and answers will be documented and kept on record for a period of one year following the interview.**
- c. Temporary vacancies will be filled temporarily by an eligible Executive Member appointed by the President. If the President position becomes temporarily or permanently vacant, the Vice President will assume the position for the duration of the vacancy until the next Election.**



Article IV: Executive Committee

IV.I Executive Committee Members

The Executive Committee will be composed of:

- President
- Vice President
- Vice President Internal (VP Internal)
- Vice President External (VP External)
- Vice President Finance (VP Finance)
- Vice President Administrative (VP Admin)
- Vice President Events (VP Events)
- Vice President Academics (VP Academics)

*Executive committee members will have one vote in executive committee meetings, in general meetings, and any other meetings requiring a vote (unless otherwise specified).

*All Executive committee members are responsible for aiding in transitioning newly appointing members into their previous role.

IV.IV Duties of Executive Committee Members³

- **President**
 - Sets direction and objectives of the group
 - Acts as the main point of contact for media and external organizations
 - Review and draft constitution
 - Possesses signing authority of groups finances



- Complete annual training with Student Group Services (SGS) as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.
 - Be responsible for completing the student group's registration process with Student Group Services.
 - *Must attend ['Executive Training'](#) through SGS, ['Event Organizer Training'](#) through the Office of the Dean of Students, and ['Student Group Treasurer Training'](#) through eClass.
- **Vice President**
 - Assists the President with strategic direction of the group
 - Acts as the secondary point of contact for media and external organizations
 - Assist with constructing the draft constitution
 - Possesses signing authority of groups finances
 - Act as a primary contact for the other Vice Presidents for internal club related issues
 - Assume the roles and responsibilities of the President in the absence of the President
 - *Must attend ['Executive Training'](#) through SGS, ['Event Organizer Training'](#) through the Office of the Dean of Students, and ['Student Group Treasurer Training'](#) through eClass.
- **Vice President External (VP External)**
 - Assume the roles and responsibilities of the President in the absence of the President and Vice President
 - Organize all company and speaker recruitment
 - Network with other student groups and explore opportunities for collaboration
 - Keep an updated list of company contacts
 - Provide the Office of the Dean with written notice on external parties that will be approached



- Develop strategies that will increase student engagement with the group
- Report to group for possible employment opportunities
- **Vice President Internal (VP Internal)**
 - Responsible marketing, branding and growing the group
 - Publicize all club programming
 - Develop recruitment strategies
 - Responsible for moderating content on social media platforms
 - Responsible for the formatting of group website and blog
 - Generates content for weekly newsletter and maintains mailing list
 - Set up weekly meetings and keep track of meeting minutes
- **Vice President Finance (VP Finance)**
 - Ensure that all transactions are recorded and accounted for and that information is accessible to the group
 - Responsible for exploring cryptocurrency related investment opportunities
 - Responsible for creating budget plan for group
 - Explore funding opportunities
 - Maintain accurate and up-to-date record of investment portfolio, and conduct ROI analysis
 - Responsible for day-to-day investment transactions and reports to President for authorization
 - Creating, understanding and applying group's financial policies
 - Thinking long term about group's sustainability
 - *Must attend '[Student Group Treasurer Training](#)' through eClass within 1 month of appointment.
- **Vice President Administrative (VP Admin)**
 - Maintain list of members and member standing
 - Monitors elections



- Recording meeting minutes and event attendance
- Assists VP Events in fundraising efforts
- Help out other roles as needed
- **Vice President Events (VP Events)**
 - Plan events that promote awareness of group and engagement
 - Responsible for generating and collecting surveys during events and relay information back to group
 - Responsible for reservation related details for group events
 - Acts as main point of contact for event related details
 - Execution of fundraising events
 - *Must attend [‘Event Organizer Training’](#) through SGS
- **Vice President Academics (VP Academics)**
 - Seek opportunities for integration of academic related events
 - Responsible for generating content for educational information sessions and working with VP External to integrate speakers
 - Generate educational content for group website/blog

**Other tasks may be assigned as they arise, to the most qualified executive for the task, and amended into the constitution once per year (if applicable).*

IV.III Other Executive Members

- a. **Honorary Executives** (up to 3) can be part of the Executive Committee in a non-voting role. Honorary Executives must be ratified by the voting Executive Committee, must be alumni or staff, and be group members in *Gold standing*. If multiple individuals are deemed appropriate, preference will be given to individuals who previously held voting Executive role(s), and then will be decided upon by an Executive Committee vote.



- b. Directors** are assistant executive positions that can be created as needed. Director positions will be nominated and voted upon by executive committee (subject to Quorum). Nominations must include a job/role description. The role will then be filled through a panel interview process consisting of at least 2 Executive Committee members. Directors must already be club members in at least *silver standing*.

IV.IV Impeachment/Removal and Replacement of Officers and Members

- a. Members in bad standing will be removed from the group in compliance with II.I.c.iii (Membership).**
- b. If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The Elections Committee is responsible to present the evidence and petition to the group's membership at its next meeting, and the impeachment will pass with a 2/3 vote plus meet the Quorum criteria in VI.III.a**
- Failure to fulfill the duties of their position may include (but are not limited to):*
- Three consecutive unexcused absences from an Executive meeting or 5 total unexcused absences from an Executive meeting within an academic year
 - Conduct that violates the Code of Student Conduct, local, provincial or federal laws
 - Extreme poor performance in executing and delivering the projects and tasks that the individual is directly responsible for (e.g. leaving a large event to the last minute)



Article V: Committees

V.I Committees³

Executive Committee members and the Executive members may form additional committees as required with the consent of the President and the Vice President. At the forming of a new committee, the Executive Committee will decide upon the eligibility and process for membership in the committee. A Chair of the committee should also be chosen.

Committees should denominate a list of *contributions* required by committee members to maintain a certain level of standing or membership on the committee. This will promote accountability and engagement.

Committees formed will be active until the end of the academic school year unless an earlier end date is mutually agreed upon. At this time they can be renewed by the Executive Committee or dissolved.



Article VI: Meetings

VI.I Annual General Meeting

The Annual General Meeting will be held in April of every year. All members will be notified in writing two weeks prior.

VI.II Meetings

- a. All general meetings will run in accordance with Robert's Rules of Order**
- b. Regular Meeting:** Regular meetings will be held as needed and open to all members. Notice of meeting will be posted on the group's website two weeks prior to the meeting date.
- c. Executive Committee Meeting:** Executive meetings will be held monthly and open to only Executive Members. Notice of meeting will be directly communicated to executives two weeks prior to the meeting date.
- d. 'Other Committee Meetings':** Other formed committees (Section V.I: Committees) can hold meetings on a schedule outlined at the advent of the committee, or as needed.
- e. Additional ad-hoc meetings will be scheduled as needed.**

VI.III Quorum

- a. Quorum for Executive Committee Meetings is 2/3 of the acting Executive Committee.**
- b. Quorum for general meetings is 2/3 of the acting Executive Committee and at least five (5) General Members.**

Article VII: Finances³

VII.I Fiscal Timelines

- a. **The fiscal year runs from May 1 to April 30.**
- b. **The VP Finance will be responsible to make deposits every two weeks, or when an amount greater than \$500 has accumulated in the cash box, whichever is sooner.**
- c. **Bank statements and other documents are to be kept in a secure location for a period of seven (7) years before being shredded.**

VII.II Budgets

The VP Finance is responsible for creating and presenting the upcoming fiscal year's budget at the first Executive Committee meeting. The budget will require a 3/4 vote to pass, or will require amendment.

VII.III Handling, Reporting, Record Keeping

The VP Finance is responsible to follow all procedures as outlined in the SGS Financial Handbook.

This includes use of receipts, cash records, and cheque stubs. Two authorized individuals should be present when cash is being handled, and cash locked in a secure location once counted.

Any issues or clarifications can be brought up at Executive Committee meetings.



VII.IV Signing Authorities

- a. **Bank Account:** the group will maintain a group business bank account. The President, Vice, and VP Finance will have signing authority, with 2/3 required to validate transactions.
- b. **Digital Currency Wallet:** The group will maintain one or more digital wallets. The President, Vice, and VP Finance will have signing authority, with 2/3 required to validate transactions. This will be achieved using multi-signature technology. Precautions will be taken to comply with University of Alberta Information Technology policies as outlined in Article X.

VII.V Expenses and Reimbursement

- a. The VP Finance and President or Vice President must approve all expenses under the group's name prior to any funds changing hands.
- b. Members may be reimbursed for [a priori] approved expenses by cheques as long as their reimbursement requests (expense reports) are completed, with original receipts, within two weeks after the transaction. If over budget, the Executive will hold a vote to decide if the full amount will still be reimbursed.

VII.VI Audit Policy

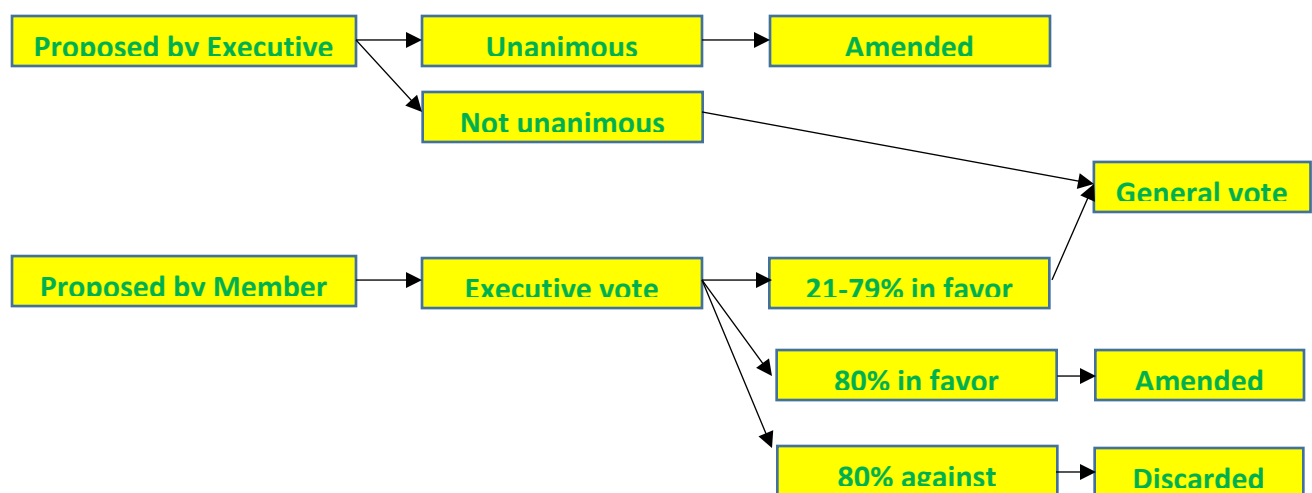
Should the group's funds grow to a substantial sum, it will be the responsibility of the VP Finance, in consultation with the Executive, to create and formalize an audit policy.



Article VIII: Amendments to the Constitution

VIII.I Amendments

Amendments to the constitution can be proposed by an Executive Member at an Executive Committee meeting, or by a Member in Gold standing at a general meeting or by correspondence. Proposed changes will be triaged as follows:



Once proposed, the amendments will be tabled until the next meeting. The VP Admin will notify appropriate members of the details of the proposed amendment following the proposal. Proposals going on to a general vote (see above) will be voted through an online form sent out to all members in *gold standing* and will require 75% in favor to pass.

Once amended, constitutions will be re-filed with SGS.



Article VX: Dissolution

The group may be dissolved by a 2/3 majority vote at a Special General Meeting in which 90 days' notice must have been given in writing to all members. The group will also be automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to a charity or non-profit cause, and the bank account is closed. Charities can be proposed by any member at the Special General Meeting, and will be voted on by all members, with the charity receiving majority of votes selected. Any other resources or group assets will be donated to charity (where applicable).



Article X: Compliance with University of Alberta Information Management & Information Technology Policies

Link to policies:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Information-Management-and-Information-Technology.aspx>

X.I Information Technology Use and Management Policy

According to the IT Use and Management policy, use of the University of Alberta's information technology resources must comply with all applicable laws, University of Alberta policies, procedures, appendices and guidelines.⁴ Excerpts from two of these guidelines are of particular relevance to the group (for the complete policy, please refer to the link above):

1. University information technology resources are to be used primarily for activities related to the mission of the University, including, but not limited to teaching, learning, research and administration. Limited personal use is permitted provided it complies with this Policy, does not compromise the business of the University, **does not increase the University's costs, does not expose the University to additional risk, does not damage the University's reputation**, and does not unduly impact the University's business and academic uses⁴.



2. Information Technology resources must be used and managed in a responsible manner. **Use of information technology resources for commercial purposes is prohibited unless authorized by the appropriate Dean or Director⁴.**

The above two guidelines pertain to electronic identities as well, including the CCID given to individuals and groups affiliated with the University of Alberta. **Therefore, UABCA, any of its members, and in fact any University of Alberta student, are not permitted to use University of Alberta resources (including but not limited to computers, UWS, wired network connections, or CCIDs) for the purpose of storing, transacting, or mining cryptocurrency.** These uses violate the IT guidelines for numerous reasons, including the following:

- Mining cryptocurrency is a revenue generating activity, and ‘Proof of Work’ mining requires a large amount of computational energy, increasing electricity cost.
- Cryptocurrency can be viewed as a speculative investment, and holding it could be seen as intention to make profit. It would also pose risk to the university by having an unregulated financial asset stored on its network.

Therefore, the group condemns this specific use of University of Alberta IT resources by any of its members. If the group was aware of a member violating the above policies, it would be obligated to report the individual to IST / CISO, as outlined in Guideline 13⁴. This member could suffer consequences such as suspension or expulsion from the group, as well as broader disciplinary action from the University of Alberta.

The group itself will also review and ensure its compliance with these policies. Particularly, the group will hold any potential cryptocurrency assets on a private non-university computer, and use its own private email account and electronic identity to manage these assets. This would be relevant for email registrations required by some cryptocurrency exchanges.



Financial Disclaimer & Waiver of Liability

Content produced by this group is intended to be used for informational purposes. Individuals should always do their own analysis before making investment decisions. Investment decisions should take into account one's own personal and financial circumstances. Investment decisions discussed or made by the group are ultimately based on subjective opinions and experience, and should not ever be considered professional financial investment advice. Furthermore, the group's activities should be understood as not constituting recommendations for any individual to enter any securities transaction or engage in any of the investment strategies presented, discussed, or employed by the group or any of its members.

Accordingly, the group will not be liable for any investment or other losses an individual may suffer arising out of information or reliance on information produced or engaged by the club, even if such information proves to be inaccurate, incomplete, or unreliable.

Individuals making use of or participating in the group's activities should be aware in general that past performance is not always indicative of future results. One should not assume that future performance of any specific investment or strategy will be profitable or equal to corresponding past performance. An investment decision should be determined with reference to the specific information available for such investment, and not based upon the success of past recommendations⁵.



Copyright Licensing

All work and content produced by the group (including original work in this constitution) will be subject to Creative Commons Attribution (BY) licensing unless otherwise specified.



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