

# **POLITICS AND GOVERNANCE STUDENT ASSOCIATION CONSTITUTION**

Amended April 17<sup>th</sup>, 2020

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## **ORGANIZATION DESCRIPTION**

The Politics and Governance Student Association (POGSA) is the Course Union representing 400+ Politics & Governance undergraduate students at Ryerson University. The governance of the Course Union is carried out by the Course Union Governing Council (hereafter referred to as "Governing Council"). POGSA's mandate is to actively and effectively engage with students in the Politics and Governance program in order to enrich their experience at Ryerson. POGSA strictly adheres to conduct which ensures maximum accessibility, equity, and sustainability for its membership, including operating as a nonpartisan body to serve the varied political interests of its students.

## **ARTICLE 1: MANDATE**

### **1.1 The mandate of the Governing Council is;**

- 1.1.1** To be active and effective in engaging students in the Politics and Governance program, and to work to enrich the experience of those students at Ryerson;
- 1.1.2** To be nonpartisan in serving fairly the varied political and other interests of all Politics and Governance students;
- 1.1.3** To provide for the responsible administration of the Course Union, and to safeguard the rights of members within it.

### **1.2 This mandate should be executed in a manner that fosters free and open communication between the Governing Council and its membership, therefore:**

- 1.2.1** All activities of the Governing Council should be conducted with the utmost consideration of the accessibility, equity, and sustainability needs of the membership;
- 1.2.2** All members have the right, and shall have the opportunity, to provide input about the activities of the Governing Council; and
- 1.2.3** This Constitution should be readily available to the entire membership via the Ryerson Liberal Arts Society (RLAS) website and, where possible, the website of the Department of Politics and Public Administration.

## **ARTICLE 2: GENERAL MEMBERSHIP**

**2.1** Members of the Politics and Governance Student Association (hereafter referred to as the "Course Union") are all the undergraduate students registered in the Politics and Governance Bachelors of Arts (Honors) program within the Faculty of Arts at Ryerson University who have paid the mandatory overarching Student Government fees [Ryerson Students' Union RSU] and the Ryerson Liberal Arts Society (RLAS) student activity fee for the current term of study.

**2.2** Except as provided in article 2.2.1 below, membership terminates upon graduation, withdrawal from the program, withdrawal from a full-time course load of 3 or more courses

per semester, suspension, temporary leave of absence, or expulsion from the Politics and Governance program.

- 2.2.1 Where a student has dropped from a full-time course load of 3 or more courses in a semester, but has still paid fees to RLAS and RSU, the Governing Council may, by resolution, deem the member to be in good standing for that semester, which would allow that member to retain any elected position.

## **ARTICLE 3: RELATIONSHIP WITH OTHER RYERSON ENTITIES**

### **3.1 Ryerson Students' Union (RSU)**

- 3.1.1 The Politics and Governance Student Association (POGSA) is a campus group recognized as a Course Union by the RSU subject to a series of policies, and subject to appropriate risk management.
- 3.1.2 The RSU will not interfere in the activities and operations of the Course Union, however, it does have the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution and/or RSU policies.

### **3.2 Ryerson Liberal Arts Society (RLAS)**

- 3.2.1 The Politics and Governance Student Association (POGSA) is a campus group recognized as a Course Union by the RLAS subject to a series of policies, and subject to appropriate risk management.
- 3.2.2 The Course Union must abide by the RLAS Student Group Policy in order to maintain its Course Union benefits available through the RLAS.
- 3.2.3 The RLAS will not interfere in the activities and operations of the Course Union, however, it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/ or RLAS policies.
- 3.2.4 The POGSA President is a member of the RLAS Presidents' Committee.
- 3.2.5 The RLAS Director for Politics and Governance, who is elected in accordance with the governance documents of the RLAS, will be a non-voting *ex-officio* member of the POGSA Governing Council. In the event that an RLAS Director has been elected to hold any position on the Governing Council, the duties of an officer will supersede the duties as an *ex-officio* member.

### **3.3 Department of Politics and Public Administration**

- 3.3.1 As per the Department Bylaw, there shall be five student representatives appointed to the Department Council by the POGSA Governing Council.

## **ARTICLE 4: GOVERNING COUNCIL**

- 4.1** The Governing Council is composed of seven (7) executive officers, seven (7) deputies (including the first-year representative), and the RLAS Director for Politics and Governance. They will work individually and collectively to carry out the mandate as outlined in Article 1 of this Constitution.

### **4.1 Executive Officers**

- 4.1.1.1** President
- 4.1.1.2** Vice-President, Operations
- 4.1.1.3** Vice-President, Finance
- 4.1.1.4** Vice-President, Marketing and Communications
- 4.1.1.5** Vice-President, External and Internal Affairs
- 4.1.1.6** Vice-President, Student Life and Events
- 4.1.1.7** Vice-President, Academic

### **4.1.2 Deputy Officers**

- 4.1.2.1** Deputy, Operations
- 4.1.2.2** Deputy, Finance
- 4.1.2.3** Deputy, Marketing and Communications
- 4.1.2.4** Deputy, External and Internal Affairs
- 4.1.2.5** Deputy, Student Life and Events
- 4.1.2.6** Deputy, Academic
- 4.1.2.7** First Year Representative

- 4.1.3** The RLAS Director for Politics and Governance shall hold an *ex-officio* position on the Governing Council unless holding another office on the Governing Council.

- 4.1.3.1** The RLAS Director for Politics and Governance is a non-voting officer of the Governing Council.

## **4.2 Requirements of Office**

- 4.2.1** All Officers must be members as defined in Article 2.
- 4.2.2** Except as provided in Article 4.2.2.1 below, all Officers must be in good academic standing (clear or conditional standing with a CGPA of 1.67).

**4.2.2.1** If an officer fails to maintain good academic standing as stated in 4.2.2, the respective deputy officer shall take their position, and the officer will be put into the non-executive role, until they have brought back their grades into a good academic standing.

**4.2.3** Officers may not be on an exchange program or any sort of leave for a semester or longer that will render them unable to fulfill the requirements of the position.

**4.2.4** All Executive Officers are required to attend a minimum of fifty percent of meetings held each semester

**4.2.5** All incumbent Governing Council officers (both executive and deputy) must undergo mandatory Equity, Diversity and Inclusion training before the final week of September.

**4.2.5.1** Should an officer not complete this training, the Manager, Student Relations and Development shall suspend them from office until this training can be completed.

**4.2.5.2** It is the responsibility of the suspended officer to demonstrate to the Manager, Student Relations and Development that the training has been successfully completed. The Manager, Student Relations and Development shall so advise the Governing Council, which shall reinstate the officer to their position.

### **4.3 Term of Office**

**4.3.1** The term of office of each Officer shall commence on May 1 and end on April 30 of the following year.

**4.3.2** There is no limit on the number of terms that may be served, provided that the Officer is elected every year.

### **4.4 Duties of Governing Council Officers**

**4.4.1** All Officers shall uphold the mandate of the Governing Council as defined in Article 1, and shall carry out the lawful decisions and instructions of the membership.

**4.4.2** All Officers shall enforce the Course Union's Constitution and the relevant regulations of the Overarching Student Government (RSU) and the RLAS.

**4.4.3** Each Officer is responsible to, and shall conform to, the deliberations of Governing Council in the carrying out of their duties.

**4.4.4** Each Officer shall ensure that the Governing Council is fully informed of their respective actions undertaken on behalf of the Course Union.

**4.4.5** The Governing Council may, upon the recommendation of the relevant Officer, appoint a sub-committee to assist that Officer with their duties.

### **4.5 Executive Officer Responsibilities**

#### **4.5.1 The President**

- 4.5.1.1** The President is the Chief Executive Officer of the Course Union.
- 4.5.1.2** The President will have the role of official spokesperson on behalf of the Course Union.
- 4.5.1.3** The President will act in the interests of the Course Union according to the direction of the Governing Council.
- 4.5.1.4** The President shall be an *ex-officio* member of all committees of the Course Union.
- 4.5.1.5** The President shall ensure good relations between the Course Union and member organizations, as well as governments, professional organizations, administrative bodies, etc.
- 4.5.1.6** The President is one of three signing authorities for all financial accounts for the Course Union.
- 4.5.1.7** The President may only be elected from candidates with at least one full year of experience on the Governing Council unless no former officer of the Governing Council proposes candidacy, in which case the President may be elected from the General Membership.
- 4.5.1.8** The President coordinates and oversees the activities of the Governing Council.

#### **4.5.2 The Vice-President, Operations**

- 4.5.2.1** The Vice-President, Operations manages the organizational functions of the Course Union and acts as liaison to the Program Department (the Department of Politics and Public Administration).
- 4.5.2.2** Tasks of the Vice-President, Operations include but are not limited to: governing council and general meeting preparation, maintaining meeting minutes, document management and control.
- 4.5.2.3** The Vice-President, Operations is responsible for general correspondence addressed to the Course Union and for directing information to respective Governing Council Officers.
- 4.5.2.4** In the absence of a President, the Vice-President, Operations will be the interim President until a replacement is found and ratified.
- 4.5.2.5** The Vice-President, Operations is one of three signing authorities for Course Union funds and resources.

#### **4.5.3 The Vice-President, Finance**

- 4.5.3.1** The Vice-President, Finance is responsible for the financial operations of the Course Union.

- 4.5.3.2** The Vice-President, Finance will maintain the operating budget for Course Union and will be held accountable in this regard.
- 4.5.3.3** The Vice-President, Finance is one of three signing authorities for Course Union financial accounts.
- 4.5.3.4** Transparency and accountability are among the top priorities of the Vice-President, Finance. The Vice-President, Finance shall present to the Governing Council officers monthly, updates of Course Union account status, current and past expenditures, and budget plan changes.
- 4.5.3.5** The Vice-President, Finance maintains all financial records, including receipts, and, in collaboration with the President, ensures that all financial records are kept as a permanent record that can be transferred to successor Officers.
- 4.5.3.6** The Vice-President, Finance reports to the President, the Governing Council, and the membership on financial matters.

#### **4.5.4 The Vice-President, Marketing**

- 4.5.4.1** The Vice-President, Marketing is responsible for the branding, public relations and marketing for the Course Union.
- 4.5.4.2** The Vice-President, Marketing works to ensure that all material released by the organization is on-brand, including but not limited to: social media, graphics, publications, videos and images.
- 4.5.4.3** The Vice-President, Marketing is responsible for ongoing, public communications with members on behalf of the Governing Council (e.g., website, newsletters, posters, social media outlets, etc.).
- 4.5.4.4** The Vice-President, Marketing manages and summarise online engagement for reporting purposes;
- 4.5.4.5** The Vice-President, Marketing reports to the President, the Governing Council and, as required, to the membership on social media and other communication efforts.

#### **4.5.5 The Vice-President, Internal and External Affairs**

- 4.5.5.1** The Vice-President, Internal and External Affairs is responsible for creating and maintaining relationships between other Course Unions, student groups, and committees both on and off of campus.
- 4.5.5.2** The Vice-President, Internal and External Affairs builds and maintains a list of strategic partners and contacts for collaboration and sponsorship opportunities.
- 4.5.5.3** The Vice-President, Internal and External Affairs builds and fosters relationships with alumni and professionals in the field of their program

of study for the purpose of collaboration, mentorship and professional advancement strategy for their membership.

#### **4.5.6 The Vice-President, Student Life Events**

- 4.5.6.1** The Vice-President, Student Life Events is responsible for planning and coordinating, professional and social and events.
- 4.5.6.2** The Vice-President, Student Life Events liaises with other event committees and groups for the purpose of collaboration and strategy.
- 4.5.6.3** The Vice-President, Student Life Events reports to the President, the Governing Council, the membership and, as required, to the Department of Politics and Public Administration and/or the Manager, Student Relations and Development about Course Union events.

#### **4.5.7 The Vice-President, Academic**

- 4.5.7.1** The Vice-President, Academic will work to ensure that Politics and Governance students learn to effectively utilize all existing school services available to them to introduce useful concepts and skills to ensure both academic and professional success.
- 4.5.7.2** The Vice-President, Academic advocate on behalf of students and refers students to available academic resources when appropriate.
- 4.5.7.3** The Vice-President, Academic shall be responsible for receiving and acting upon any academic concerns that any individual from the membership brings to the attention of the Governing Council.
- 4.5.7.4** The Vice-President, Academic will liaise with the Program Department [i.e., the Undergraduate Program Administrator (UPA), the Undergraduate Program Director (UPD) and the Department Chair] and the membership to identify and remedy any academic issues.
- 4.5.7.5** The Vice-President, Academic will organize first year academic assistance sessions – these include help with coursework and facilitating communication with upper year students.
- 4.5.7.6** The Vice-President, Academic will communicate with the faculty supervisor about student concerns with any Graduate Assistant (GA) or Teaching Assistant (TA).
- 4.5.7.7** The Vice-President, Academic will prepare one (1) report per semester about academic issues and concerns that students are facing and present it to the Department Council
- 4.5.7.8** Normally, the Vice-President, Academic will be appointed to the Department Council to represent their year of study.

### **4.6 Deputy Officer Responsibilities**



#### **4.6.1 Deputy Operations**

**4.6.1.1** The Deputy Operations assists the Vice-President, Operations with the organizational functions of the Course Union.

**4.6.1.2** In the absence of a Vice-President, Operations, the Deputy Operations will be the interim Vice-President, Operations until a replacement is found and ratified.

#### **4.6.2 Deputy Finance**

**4.6.2.1** The Deputy Finance assists the Vice-President, Finance with the financial operations of the Course Union.

**4.6.2.2** In the absence of a Vice-President, Finance, the Deputy Finance will be the interim Vice-President, Finance until a replacement is found and ratified.

#### **4.6.3 Deputy Marketing**

**4.6.3.1** The Deputy Marketing assists the Vice-President, Marketing with the branding, public relations, and marketing for the Course Union.

**4.6.3.2** In the absence of a Vice-President, Marketing, the Deputy Marketing will be the interim Vice-President, Marketing until a replacement is found and ratified.

#### **4.6.4 Deputy Internal and External Affairs**

**4.6.4.1** The Deputy Internal and External Affairs assists the Vice-President, Internal and External Affairs with the outreach, building, and tracking of relationships for the Course Union.

**4.6.4.2** In the absence of a Vice-President, Internal and External Affairs, the Deputy Internal and External Affairs will be the interim Vice-President, Internal and External Affairs until a replacement is found and ratified.

#### **4.6.5 Deputy Student Life and Events**

**4.6.5.1** The Deputy Student Life and Events assists the Vice-President, Student Life and Events with the planning and hosting of events for the Course Union.

**4.6.5.2** In the absence of a Vice-President, Student Life and Events, the Deputy Student Life and Events will be the interim Vice-President, Student Life and Events until a replacement is found and ratified.

#### **4.6.6 Deputy Academic**

**4.6.6.1** The Deputy Academic assists the Vice-President, Academic with the duties outlined in article 4.5.7 above.

**4.6.6.2** In the absence of a Vice-President, Academic, the Deputy Academic will be the interim Vice-President, Academic until a replacement is found and ratified.

#### **4.6.7 First-Year Representative**

**4.6.7.1** The First-Year Representative will act as the liaison between the Governing Council and the first-year cohort of the program.

**4.8.7.2** The First-Year Representative will communicate events and information to the first-year cohort, and communicate issues or concerns identified within the first-year cohort to the Governing Council.

**4.8.7.3** The First-Year Representative will maintain relationships with their Department Chair, Undergraduate Program Director (UPD) and Administrator (UPA) as well as the Manager, Student Relations and Development for the purpose of communicating first-year student concerns to the Program Department.

**4.8.7.4** Normally, the First-Year Representative will be appointed to represent first-year students on the Department Council.

## **ARTICLE 5: ELECTIONS**

### **5.1 Procedure**

**5.1.1** The Course Union will participate in the Centralized Election System (CES) that is run by the RLAS.

**5.1.2** The Manager, Student Relations and Development, or a delegate, shall act as the CRO for the Course Union Elections and will facilitate all info sessions, all candidates meetings and the online election itself.

**5.1.3** The election shall be held by a secret electronic ballot.

**5.1.4** Promotion of the election and available positions shall be the responsibility of the Governing Council.

**5.1.4.1** Promotion and communications for available positions shall begin in the second last week of February.

**5.1.4.2** Promotion must be fair and equitable, identifying all vacant positions equally.

**5.1.4.3** The Governing Council shall use its official platforms to communicate openings.

**5.1.4.4** The Governing Council shall not use its official platforms to recommend any candidates during elections, so as to provide a fair and legitimate election.

- 5.1.5** Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote.
- 5.1.6** Governing Council Officers shall be elected from the General Membership at least 3 weeks prior to the last day of March.
- 5.1.7** At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union.
- 5.1.8** The results will be publicly reported by the last Friday in March, and the composition of the incoming Governing Council will be reported to the Overarching Student Government (RSU), the RLAS, and the Department of Politics and Public Administration by the end of March.
- 5.1.9 Uncontested Positions**
  - 5.1.9.1** In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate.
  - 5.1.9.2** In the event that a Deputy position is uncontested in an election, the position shall be acclaimed.

## **5.2 Eligibility**

- 5.2.1** All Governing Council Officer candidates must be a member as defined in Article 2.
- 5.2.2** All Governing Council Officer candidates shall be in clear academic standing with a CGPA greater than, or equal to, 1.67.
- 5.2.3** All Governing Council Officer candidates must be enrolled in a full-time course load of 3 or more courses per semester for the following academic year.
- 5.2.4** Any student enrolled in a co-op program with a work/study term in the upcoming academic school year may only run for a Deputy position.
- 5.2.5** Governing Council Officer candidates who are part of a Double Major Program, may only run for a position on one Course Union Governing Council.
- 5.2.6** Candidates for President must have successfully completed at least one (1) year on the Governing Council.
  - 5.2.6.1** If no candidate has this experience, the position becomes open to the general membership.

*The Course Union welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in opportunity in*

*Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply.*

### **5.3 Nominations**

- 5.3.1** By February 15, a call for nominations will be prepared by the CRO and circulated to all members using the Program's email lists.
- 5.3.2** Within twenty-four (24) hours after the close of nominations, the CRO shall prepare a notice of election and shall provide that notice to the UPA or UPD.
  - 5.3.2.1** This notice shall provide a summary of the nominations received for each position, provide an assurance that all listed candidates are eligible to serve, and where only one candidate was nominated for a Deputy position, declare that candidate elected by acclamation.
  - 5.3.2.2** This notice shall also specify the dates of the campaign period and the dates and processes by which the election shall take place.

### **5.4 Vacancies**

- 5.4.1** When the nomination/election process fails to fill all Governing Council positions, the existing Governing Council Officers will work to fill the vacant positions.
  - 5.4.1.1** If more than half of the Officer positions are left vacant, the Course Union will hold a by-election following the election procedure outlined in Article 5.1
  - 5.4.1.2** If less than half of the Officer positions are left vacant, the existing Governing Council Officers will decide between a by-election or a recruitment and appointment process
  - 5.4.1.3** The Governing Council may ask the RLAS or the Manager, Student Relations and Development for assistance in a recruitment and appointment process should they decide to recruit.
- 5.4.2** By-Elections will follow the same procedure outlined in Article 5.1
- 5.4.3** If a vacancy shall occur in an Executive position due to resignation, failure to meet the requirements of office, illness, withdrawal from the program of study, removal from office, death or other extenuating circumstances, the Deputy Officer working in collaboration with that position shall take the place of the Executive Officer until this position can be filled permanently.
- 5.4.4** Should a Deputy Officer position become vacant due to resignation, failure to meet the requirements of office, promotion to an Executive Office, illness, withdrawal from the program of study, removal from office, death or other

extenuating circumstances, the Executive Officer working in collaboration with that position shall recruit and appoint a new Deputy Officer.

**5.4.4.1** The recruitment and appointing process must be done by a recruitment committee composed of a minimum of 1 Executive Officer and 1 Deputy Officer for the sake of transparency.

**5.4.4.2** The recruitment committee may request support from the RLAS or the Manager, Student Relations and Development if desired.

**5.4.4.3** The appointment of a replacement officer is deemed ratified when the Governing Council approves the appointment by simple majority vote.

**5.4.5** If a vacancy occurs before February 1st, it must be filled.

**5.4.6** If a vacancy occurs after February 1st, the Governing Council may decide not to fill the position and, instead, divide the duties of the vacant position between the remaining officers for the remainder of the term.

## **ARTICLE 6: MEETINGS**

### **6.1 Frequency**

**6.1.1** The Governing Council will meet twice each month (bi-weekly) throughout the calendar year except in the months of June and July.

**6.1.2** Meetings in June and July will occur a minimum of once each month.

**6.1.3** If additional meetings are required, the Governing Council will meet at the call of the President, who shall convene a meeting within seven (7) days when requested to do so by at least two (2) Officers.

### **6.2 Notice**

**6.2.1** Written notice of the date, time, place, of the Governing Council meeting shall be given to all officers at least three (3) days prior to the meeting.

**6.2.2** All meetings shall have an agenda with the items that will be discussed sent to all officers no later than 48 hours prior to the meeting.

### **6.3 Voting**

**6.3.1** Only Officers shall have voting rights at meetings of the Governing Council.

**6.3.2** Each Officer may cast one (1) vote on any motion.

**6.3.3** A tied vote is deemed lost.

**6.3.4** The use of proxies is not permitted for voting purposes and will not count towards quorum.

## **6.4 Procedure**

- 6.4.1** All meetings shall be Chaired by the President.
- 6.4.2** All meetings shall have minutes recorded by the Vice-President, Operations, or another Officer in the event that the Vice-President, Operations is not present.
- 6.4.3** Decisions by the Governing Council will be deemed official after a vote passes with a simple majority (50% plus 1).
- 6.4.4** Quorum for Governing Council Meetings is at least two thirds (2/3) of the Executive Governing Council officers.

## **ARTICLE 7: GENERAL MEMBERSHIP MEETINGS**

### **7.1 Frequency**

- 7.1.1** Except in an emergency situation that causes the University to be closed, at least one General Membership Meeting shall be held in each fall semester.
- 7.1.2** Additional General Membership Meeting(s) may be held as per Article 7.5.

### **7.2 Notice**

- 7.2.1** Written notice of the date, time, place, and purpose of any General Membership Meeting shall be provided to all members no later than ten (10) days prior to the meeting. Such notice shall also contain a call for motions from the membership.
- 7.2.2** Members wishing to put items of business on the Agenda must submit the text of their resolution(s) to the Vice-President, Operations no later than seven (7) days prior to the meeting, in order to ensure its inclusion in the Agenda circulated.
- 7.2.3** A detailed agenda will be provided to all members no later than five (5) days prior to the meeting.
- 7.2.4** The Manager, Student Relations and Development will circulate official General Members Meeting notices and the Agenda via program lists.
  - 7.2.4.1** It is the responsibility of the Vice-President, Operations and the Governing Council to supply this information to the Manager, Student Relations and Development for circulation.

### **7.3 Voting**

- 7.3.1** Every member (as defined in Article 1) in attendance is entitled to one (1) vote on any issue that arises at a General Membership Meeting.
- 7.3.2** Voting shall be by show of hands, unless otherwise decided by majority vote of a particular meeting;
- 7.3.3** A decision shall be determined by a simple majority of votes; and

**7.3.4** Proxies are not permitted.

**7.4 Quorum**

**7.4.1** For the transaction of business, twenty-five (25) members shall constitute quorum at any General Membership Meeting.

**7.5 Calling of a Special General Membership Meeting**

**7.5.1** General Membership Meetings may be called at any time by a majority vote of the Governing Council Officers.

**7.5.2** If approved, the General Membership Meeting must take place within fourteen (14) days of the vote.

**7.6 Procedure**

**7.6.1** All meetings shall be Chaired by the President (or another officer designated by the President) or, in the absence of the President and designate, by the Vice-President, Operations (or another officer designated by the Vice-President, Operations).

**7.6.2** All General Member Meetings shall follow *Robert's Rules of Order*.

**ARTICLE 8: FINANCES**

**8.1 Logistics**

**8.1.1** The fiscal year of the Course Union shall be from May 1 to April 30.

**8.1.2** The Vice-President, Finance, in collaboration with the President, shall present a proposed budget for the year to the Governing Council by July 31<sup>st</sup> of each year.

**8.1.3** The budget must be approved by a two-thirds (2/3) majority vote by the Governing Council Officers and shall be made available to the membership by September 30th.

**8.2 Signing Authority**

**8.2.1** The President, the Vice-President, Operations and the Vice-President, Finance shall be the official signing authorities for Course Union funds and resources.

**8.2.2** Two signing authorities must sign every transaction.

**8.2.3** Reimbursements of any signing authority must be signed by the other two signing authorities.

**ARTICLE 9: VIOLATIONS**

## **9.1 Expectation of Officers**

### **9.1.2 Officers are expected to:**

- 9.1.2.1** Act in the interests of the Course Union and its members, being expected to put those interests before personal interests where they conflict;
- 9.1.2.2** Uphold the mandate and this Constitution;
- 9.1.2.3** Fulfill the obligations of their office; and
- 9.1.2.4** Respect the elected roles, opinions and views of other Executive Officers, Non Executive Officers and of members.
- 9.1.2.5** Abide by the rules and regulations laid out for Student Groups by the RLAS, the overarching student government (RSU), the University and the law.

## **9.2 Breaking Expectations**

- 9.2.1** In the event that an Officer commits any of the following offences, their fellow Governing Council Officers, or a general member, must report to the President of RLAS and the Manager, Student Relations and Development.
  - 9.2.1.1** Gross violation of the Course Union Constitution, platforms, policies, regulations, or Governing Council decisions.
  - 9.2.1.2** Behaviour unbecoming of a member; that brings discredit to the Course Union, the Department of Politics and Public Administration, the Faculty of Arts, the RLAS, the RSU, or the University.
  - 9.2.1.3** Any and all malicious acts as defined by statute.
  - 9.2.1.4** Repetitive and unexcused absences at scheduled meetings or non-performance of duties.
  - 9.2.1.5** Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources.
  - 9.2.1.6** Other serious actions not in conformance with the best ethical interests of the organization.



### **9.3 Reconciliation**

**9.3.1** Once a formal report has been communicated to the RLAS President and the Manager, Student Relations and Development, the Plaintiff(s) shall work with the RLAS President and the Manager, Student Relations and Development to first seek reconciliation with the accused Officer.

**9.3.1.1** The RLAS President and/or the Manager, Student Relations and Development, and a third party mediator shall act as mediators if necessary.

**9.3.2** If reconciliation is not possible or the offence is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office.

### **9.4 Removal**

**9.4.1** Removal from office may only occur after seeking mediation and must be carried out by way of a two-thirds (2/3) majority vote of the Governing Council Officers.

**9.4.2** Should an Officer be successfully removed from office, their vacancy shall be filled in accordance with the procedure outlined in Article 5.4.

### **9.5 Appeal**

**9.5.1** In the event an Officer feels that they have been wrongfully removed from their position, they may appeal the decision to the Manager, Student Relations and Development.

**9.5.1.1** In the event that the former Officers' appeal is found valid, they will be immediately reinstated and further mediation can be sought.

## **ARTICLE 10: CONSTITUTIONAL CHANGE**

### **10.1 Initiation**

**10.1.1** Amendments to this constitution may be initiated by the Governing Council or by any member of the Course Union's membership.

**10.1.2** Upon initiation of a constitutional change, the Governing Council should provide notice of amendment to the constitution to the Overarching Student Government (RSU), Ryerson Liberal Arts Society (RLAS), and to the Department.

### **10.2 Process**

**10.2.1** Member-initiated amendments must be submitted to the Vice-President, Operations, who shall ensure that the Governing Council will consider the proposed amendments and formulate a recommendation of concurrence or non-concurrence.

**10.2.2** The text of any proposed amendment – together with the Governing Council's recommendation of concurrence or non-concurrence – will be circulated to all

members as part of the notice of the General Membership Meeting at which it will be considered (see Article 7.2).

**10.2.2.1** In the event that a General Membership Meeting is not possible, a vote by way of secure electronic poll will suffice (referendum).

### **10.3 Referendum**

**10.3.1** Either the Governing Council or a General Membership Meeting may direct that a proposed constitutional amendment be submitted to the members in a referendum. Such a referendum must be held before the Winter term elections.

### **10.4 Majorities Required**

**10.4.1** A two-thirds (2/3) majority of votes cast at a properly constituted General Membership Meeting is required to pass any amendment.

**10.4.2** A simple majority (50% + 1) of votes cast at a properly constituted General Membership Meeting can direct that the amendment be submitted to a referendum.

**10.4.3** A two-thirds (2/3) majority of votes is required to approve a constitutional change submitted to a referendum.

### **10.5 Notification**

**10.5.1** When amendments to the Constitution are formally approved, the President shall provide an amended copy of the Constitution to the Overarching Student Government (RSU), the Ryerson Liberal Arts Society (RLAS), and to the Department.

**10.5.2** Upon approval of Constitution changes, a 'Date Amended' with the date of approved changes should be identified on the front page of the Constitution

## **ARTICLE 11: DISSOLUTION OF THE GOVERNING COUNCIL**

### **11.1 To dissolve the Governing Council the following steps shall be followed:**

**11.1.1** A petition requesting the dissolution of the Governing Council shall be signed by 50% of all students in the membership, and presented to the Manager, Student Relations and Development.

**11.1.2** The Manager, Student Relations and Development shall communicate the request for dissolution to the Program Department and the Department Chair within ten (10) working days after receiving the petition.

**11.1.3** The RLAS will conduct the vote for dissolution.

**11.1.3.1** A "favourable vote" shall mean an affirmative vote by two-thirds of the members voting.

- 11.1.4** The Department Chair shall communicate the results of the referendum to the Politics and Governance student body and to the Program Department. If the request to dissolve the Governing Council is successful, the Manager, Student Relations and Development will work with the previous Governing Council Officers to report this result to the Overarching Student Government (RSU), the Program Department and the Deans' Office.