



**2018 ELECTIONS
NOMINATION PACKAGE**

January 22, 2018

Dear Ryerson Students' Union Member,

Thank you for expressing interest in the Ryerson Students' Union (RSU) Election. Taking the first step to become an elected member of your Students' Union is highly commendable.

The Election will take place on **February 13,14,15 2018** to fill positions for the Board of Directors Faculty Representatives, First Year Representative and Graduate Representatives for the 2018 – 2019 academic year.

By participating in the democratic process of the organization, you are offering your skills and abilities to work for your fellow students. The privileges and responsibilities given to elected members of the RSU provide them with unique opportunities to better the lives of the students they serve by working with them to implement a mandated vision. This nomination package outlines the nomination and election procedures for the 2018 Election. You **MUST** read the materials carefully and follow the regulations as outlined in the RSU Bylaws and Election Guidelines. The bylaws that govern the election will be followed strictly.

*This package and supporting documents can be found online at www.rsuonline.ca/elections

Best Regards,

Amiri Dear
Chief Returning Officer
Ryerson Students' Union
cro@rsuonline.ca



A. Positions

The RSU duly elects student representatives to sit on the Executive Committee, Graduate Representative Committee and the Faculty Representatives on the RSU Board of Directors.

The following positions are open:-

1. Executive Committee
 - a. President
 - b. Vice President Education
 - c. Vice President Equity
 - d. Vice President Operations
 - e. Vice President Student Life and Events

Executive Committee

The Executive Committee is duly elected from membership - All Full Time Undergraduates and All Graduate Students. The Executive Committee is a FULL TIME position (40 hours per week) and is responsible for the day to day operations of the RSU. The Executive Committee is the official representatives of the RSU membership and is responsible for maintaining and creating important services and campaigns and events to improve student life and education on and off campus.

2. Graduate Representative Committee
 - a. Chairperson
 - b. Deputy Chairperson Finance
 - c. Deputy Chairperson Education
 - d. Deputy Chairperson Student Life and Events

Graduate Representative Committee

The Graduate Representative Committee is duly elected to represent the specific needs of Graduate students. The Committee works closely with the Executive Committee. Responsibilities include organizing and overseeing the Graduate Council, overseeing Grad lead initiatives and events and sitting on the RSU Board of Directors to make important decisions on the direction of the RSU.

3. Board of Directors - Faculty Representatives
 - a. Faculty of Arts - 4 positions
 - b. Faculty of Communications and Design Representative - 5 positions
 - c. Faculty of Community Services - 5 positions
 - d. Faculty of Engineering and Architectural Science - 4 positions
 - e. Faculty of Ted Rogers School of Management -6 positions
 - f. Faculty of Science - 2 positions



Faculty Representatives – Board of Directors

Faculty Representatives are duly elected from the membership to sit on the RSU Board of Directors. Director responsibilities include overseeing the RSU committees, representing the individual interests of students in the faculties and making important decisions on the direction and mandate of the RSU. As well, Directors are required to volunteer a minimum of 1 hour per week at the RSU.

4. Board of Directors - Other Representatives
 - a. International Student Representative

International Student Representative is duly elected to represent the specific needs of International Students. The representative works closely with the Executive committee, the Graduate Representative Committee and International Student Services to continue to build services and resources for International Students.

Visit www.rsuonline.ca or see Appendix A – RSU Bylaws for more information on Position roles and responsibilities.

B. Eligibility

1. Nominees must be:-
 - a. a currently enrolled student and returning for 2018 - 2019
 - b. a member of the Ryerson Students' Union as defined by the by-laws: Member – All Undergraduate students in a Full Time Undergraduate Programme AND all Graduate Students in a Full Time or Part Time Programme.
2. Eligibility by position
 - a. Executive Committee - Open to all members - All Undergraduate students in a Full Time Undergraduate Programme AND All Graduate Students in a Full Time or Part Time Programme.
 - b. Faculty Representative – Open to all Full Time Undergraduate Students.
 - c. Graduate Representative Committee – Open to all Graduate Students in a Full Time or Part Time programme.
 - d. International Student Representative – Open to all International Students in a Full Time Undergraduate programme or a Graduate programme.



C. Nominations

OPEN – Monday, January 22 2018 at 12am

CLOSE – Friday, January 26 2018 at 5pm

Nomination signatures and Statement of Eligibility must be completed in full and submitted to the RSU main office, Room SCC311, 55 Gould St on January 26 2018 by 5pm.

1. Nomination Forms

Nomination forms are available online at rsuonline.ca/elections

OR

At the RSU - SCC 311

Office Hours

Monday to Friday 10am-6pm

Closed - Saturday and Sunday

2. Nomination Signatures

To complete the nomination process you must collect the minimum number of signatures from currently enrolled RSU members. Successful Candidates will be announced at the close of the nomination period.

- a. Executive Committee Positions - 50 signatures from any Full Time Undergraduate Students and any Full time or Part Time Graduate Students
- b. Faculty Director Positions – 30 signatures from any Undergraduate Student – Full time enrolled in that Faculty
- c. Graduate Representative Committee Positions – 10 signatures from any Graduate students
- d. International Student Representative - 30 signatures from any International student in a Full Time Undergraduate programme or a Graduate programme.

D. All Candidates Meeting

Candidates or a proxy (an authorized representative) MUST attend the mandatory All Candidates Meeting. At this meeting candidates will be provided with more information regarding the RSU Election Bylaws, important dates, campaigning, funding, voting and much more.

If a candidate cannot attend this meeting, the candidate MUST indicate a proxy to act as an authorized representative. Candidates will be taken to have understood ALL



instructions communicated at the All Candidates Meeting and will be bound by the statements and instructions given by the Chief Returning Officer at this meeting.

Date: Monday, January 29 2018

Location: Oakham Lounge, 65 Gould St

Time: 4pm

E. Campaigning

1. Campaigning Period
 - a. OPENS – February 1 , 2018 at 12am
 - b. CLOSES – February 15, 2018 at 4pm
2. Campaigning Rules at a glance
 - a. Successful candidates are only permitted to campaign during the campaign. Campaigning before the designated campaign period is not permitted Period.
 - b. Candidates can campaign individually or as a slate/team.
 - c. Candidates can recruit other Ryerson students to campaign.
 - d. Candidates are required to follow the campaign rules as defined by the RSU Election Bylaws and Election
 - e. All Campaigning materials must be approved by the CRO.

F. Voting

1. Voting Days
 - Opens - February 13 2018 at 9am
 - Closes - February 15 2018 at 4pm
2. How to Vote

Members can vote ONLINE through RRAMS at my.ryerson.ca, on a personal device, or at one of the many polling stations on campus. Students requiring voting accommodations can contact the Chief Returning Officer at cro@rsuonline.ca
3. Polling Stations
 - a. Locations - ENG, RCC, SLC, TRS, MAC, SHE, POD, KHE, SCC
 - b. Hours



Tuesday February 13	10am – 5pm
Wednesday February 14	10am – 5pm
Thursday February 15	10am – 4pm

G. Results

Results will be released at the close of voting on Thursday February 15 2018 at 5pm in the Ram in the Rye Pub.

In the event of a tie , a coin toss will determine the winner as per the RSU By Laws. Positions that have not been filled will be sent to the Fall By Election.



APPENDIX A

Ryerson Students' Union By-Laws Pertaining to Elections

Article One (1)

Organization of the Students' Union

- 1.1 Members of the Students' Union shall be deemed to be:
 - a) all individuals who are currently enrolled as a students at Ryerson University and have paid the Ryerson Students' Union student activity fee for the current term of study, which are undergraduate students enrolled in a full-time program and all graduate students; or,
 - b) those persons elected as the Executive of the Students' Union as defined by these by-laws.
- 1.2 The property and business of the Students' Union shall be managed by a Board of Directors which shall be elected and function in accordance with Article 2 of this document.
- 1.3 The Board of Directors shall be assisted by committees, which are to be appointed and function as stipulated in Article Three (3) of this document.
- 1.4 The Board of Directors shall delegate the ongoing operation of the corporation to officers who shall be elected or appointed and function in accordance with Article 4 of this document, and to other employees appointed by the Board of Directors or by the President of the Students' Union.

Article Two (2)

Board of Directors

- 2.1 Affairs of the Students' Union shall be managed by a Board of Directors, each of whom at the time of the April annual general meeting and throughout their term of office shall be:
 - a) a member of the Students' Union as set forth in the letters patent or by laws of the Students' Union; and,
 - b) elected by and from the members of the Students' Union as outlined in this document or appointed by the President elect subject to the confirmation of the Board of Directors elect.



- 2.2 Each Director, except those declared *ex officio*, shall hold office from the first day (1) of May of the current year until such time as her rightfully elected successor takes office on the first day of May of the following year or until his duly appointed replacement has been selected in accordance with the by-laws the Students' Union.
- 2.3 The position of a Director shall be deemed vacant if a person currently functioning in such a capacity:
- dies, ceases to be qualified, according to the by-laws of the Students' Union, to hold office, or resigns in writing to the Board of Directors;
 - becomes employed by or directly associated with the Students' Union's financial auditors;
 - commences legal action against the Students' Union;
 - fails to attend either two regularly scheduled meetings of the Board of Directors without sending regrets in advance or three regularly scheduled meetings with notice of regrets;
 - is removed from office by a resolution, of which advance notice must be duly given at no later than one (1) Board meeting prior, passed by a two-thirds majority vote of the Board of Directors; or,
 - is a member of the Executive and a resolution, of which advance notice must be duly given no later than at one (1) Board meeting prior, providing for that Director's removal from office is passed by a two-thirds majority vote of the Board of Directors.
- 2.4 When a position on the Board of Directors for the current year becomes vacant, the President shall perform a search, in consultation with the Executive Committee, and recommend to the members of the Board of Directors the name of a student to fill the vacancy.
- When a position on the Board of Directors-elect becomes vacant before the Board-elect takes office, the President-elect shall perform a search when they take office and recommend to members of the Board of Directors the name of a student to fill the vacancy on an interim basis. A bi-election will take place in the Fall of the following year to fill the vacancy
- 2.5 Subject to the provisions herein contained, the Board of Directors shall administer the affairs of the Students' Union and make or cause to be made for the Students' Union in its name, all contracts which the Students' Union may lawfully enter into, and generally exercise all such other powers and do all such other acts and things as the Students' Union is authorized to exercise and do.



- 2.6 Without in any way derogating from the foregoing, the Board of Directors is expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board of Directors may deem advisable.
- 2.7 The Board of Directors shall have the authority to establish committees to exercise any function of the Students' Union.
- 2.8 The Board of Directors shall have the authority to at any time call a general meeting of the members or a referendum for the transaction of any business.
- 2.9 The Board of Directors shall exercise general supervision over all the disbursements of the members' monies to all members' organizations and generally exercise supervision over financial operations.
- 2.10 The Board of Directors shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the Students' Union no later than the 31st day of August of the current fiscal year.
- 2.11 The Board of Directors shall have the power to inspect and audit any activity sponsored by the Students' Union
- 2.12 The Board of Directors shall set down and implement any financial programs and procedures, including the method of requisition of funds, which shall govern the operations of the Students' Union and its committees.
- 2.13 Directors may receive honoraria as outlined in the Policy Manual.
- 2.14 Directors of the Board shall:
 - a) At the discretion of the Executive, participate on an ongoing basis with membership engagement and outreach including but not limited to tabling, class talks, and on-campus promotions:
 - b) Volunteer a minimum of one hour a week assisting the Executive delivering services, campaigns, or events to the membership
 - c) Participate in training sessions organized by the Students' Union
 - d) Uphold and support the aims of the Board of Directors as established
 - e) In conjunction with Course Unions from their faculties, organize faculty-wide issues roundtables to discuss faculty-specific issues/policies, and to implement campaigns, services, and initiatives as they pertain to students in their faculties



Article Four (4)
Officers of the Students' Union

- 4.1 There shall be a President, a Vice-President Operations, a Vice-President Education, a Vice President Equity, a Vice-President Student Life and Events, who shall be the officers of the Students' Union.
- 4.2 The President, Vice-President Operations, Vice-President Education, the Vice-President Equity, Vice-President Student Life and Events, shall be ex-officio members of the Students' Union.
- 4.3 Executive members shall work a minimum forty (40) hours per week from May 1, until the end of their term in office. Executive members salary shall be equal, and to be determined from time to time by the Board of Directors.
- 4.4 Executive members are entitled to:
- a) an expense account for work-related activities;
 - b) two (2) weeks vacation, not including the Winter Holiday shut down, to be taken at times to be determined with the President's approval;
 - c) one hundred per cent (100%) extended medical and dental coverage, equivalent to the benefit plans received from the Students' Union by members of the Ryerson Students' Union staff; and,
 - d) one hundred per cent (100%) childcare reimbursement for evening, early morning, and weekend expenses, during work related activities.
- 4.5 The responsibilities of the respective Executive officers are as follows:

The President:

- i. is a signing officer;
- ii. shall be the legal custodian of the Seal and of all books, records, correspondence, contracts, and other instruments belonging to the Students' Union;
- iii. liaises between staff and the Board of Directors;



- v. chairs the semi-annual general meeting, the annual general meeting, and other meetings of the members;
- vi. participates as a voting member on all Ryerson Students' Union committees except for the Elections Appeals Committee or where there is a conflict of interest;
- vii. supervises senior management staff;
- viii. is responsible for the general management and supervision of the affairs and operations of Ryerson Students' Union;
- ix. is the primary spokesperson for the organization;
- x. acts on behalf of the Board of Directors and the Executive Committee between meetings, and where action is immediately necessary;
- xi. ensures that Vice-Presidents and commissioners carry out their assigned duties as directed by the Board and their respective job descriptions;
- xii. is a Ryerson Students' Union Representative and co-chair of the Student Campus Centre/Palin Foundation Board of Directors ;
- xiii. is responsible for developing and maintaining a list of all donations received on behalf of the organisation;
- xv. supervises the Secretary of the Board of Directors and the Student Centre Commissioner;
- xvi. attends all meetings of the Board of Directors and the Executive Committee; and,
- xvii. participates in the Ryerson Student Representative Bodies Council (refer to Appendix D); and
- xviii. trains and advises the incoming President.

The Vice-President Operations:

- i. is a signing officer;
- ii. acts as the treasurer of the organisation;



- iii. chairs and works with the Finance Committee throughout the course of carrying out their duties;
- iv. develops and recommends the annual budget to the Board of Directors in consultation with the Executive, the Executive Director of Operations and Services, and other Ryerson Students' Union staff where appropriate;
- v. prepares and presents quarterly financial reports to the Board;
- vi. presents financial reports and audited statement to the membership at the semi-annual and annual general meetings;
- vii. monitors the financial status of Students' Union including budget variances and makes recommendations to the Board and Executive regarding major expenditures;
- viii. is ex-officio a non-voting member of all Ryerson Students' Union committees except the Elections Appeals Committee or where there exists a conflict of interest;
- ix. is responsible for programs including Tax Clinic and the distribution of Ryerson Students' Union bursaries;
- x. assists with the management of Ryerson Students' Union revenue generating services;
- xi. is responsible for developing and maintaining a list of all donations received on behalf of the organization;
- xii. is a member of the Student Centre Committee;
- xiii. attends all meetings of the Board of Directors and Executive Committee;
- xiv. is a Ryerson Students' Union representative to the Student Centre/Palin Foundation Board of Directors ; and,
- xv. trains and advises the incoming Vice-President Operations.



- xvi. participates in the Ryerson Student Representative Bodies Council (refer to Appendix D)

The Vice-President Education:

- i. liaises and lobbies university administration on academic issues and University policies;
- ii. develops internal and external political campaigns on issues that affect Ryerson students, and is the Ryerson Students' Union representative to community coalitions;
- iii. is the chief delegate to meetings of the Canadian Federation of Students and Canadian Federation of Students Services;
- iv. participates in Canadian Federation of Students campaigns and co-ordinates them at a local level;
- iv. makes recommendations to the Board of Directors and the Executive about educational issues and policies;
- v. participates and provides direction as a voting member of the Executive Committee, Educational Issues Committee, Equity Issues Committee, and the Senate Student Caucus (see Appendix A: Terms of Reference for Standing Committees and Caucuses);
- vi. attends all meetings of the Board of Directors and Executive Committee;
- vii. is responsible for developing and maintaining a list of all donations received on behalf of the organization;
- ix. is ex-officio and a non-voting member of all Ryerson Students' Union committees except the Elections Procedure Committee and committees where there exists a conflict of interest;
- x. supervises the Educational Issues Commissioner
- xi. trains and advises the incoming Vice-President Education.



The Vice-President Student Life and Events:

- i. participates and provides direction as a voting member of the Executive, Student Groups, Course Unions, and Events and Entertainment Committees;
- ii. plans and co-ordinates Ryerson Students' Union events and student life initiatives;
- iii. co-ordinates the programming of major entertainment events;
- iv. works in consultation with appropriate staff and committees, program events at the Student Campus Centre;
- v. is ex-officio a non-voting member of all Ryerson Students' Union committees except the Elections Procedures Committee and committees where there exists a conflict of interest;
- vi. is a Ryerson Students' Union representative to the Student Centre Management Committee;
- vii. attends all meetings of the Board of Directors and Executive Committee;
- viii. assists with the co-ordination of external fundraising endeavours;
- ix. is a member of the Student Centre/Palin Foundation Board of Directors;
- x. is responsible for developing and maintaining a list of all donations received on behalf of the organization;
- xi. is the liaison between Ryerson Students' Union and the Course Unions and Student Groups;
- xii. supervises the Events and Entertainment Commissioner, Student Groups and Course Unions Commissioner; and,
- xiii. trains and advises the incoming Vice-President Student Life and Events.

The Vice-President Equity:

- i. liaises and lobbies university administration on equity and sustainability issues;



- ii. develops internal and external equity campaigns on issues that affect Ryerson students, and is the Ryerson Students' Union representative to community coalitions;
- iii. makes recommendations to the Board of Directors and the Executive about equity issues and policies;
- iv. participates in Canadian Federation of Students campaigns and co-ordinates them at a local level;
- v. participates and provides direction as a voting member of the Executive Committee, Equity Issues Committee, Sustainability Committee;
- vi. Organises training and workshops for directors and members of the Students' Union on anti-oppression issues;
- vii. attends all meetings of the Board of Directors and Executive Committee;
- viii. is responsible for developing and maintaining a list of all donations received on behalf of the organisation;
- ix. is ex-officio a non-voting member of all Ryerson Students' Union committees except the Elections Procedure Committee and committees where there exists a conflict of interest;
- x. supervises the Equity Issues Commissioner; Sustainability Commissioner
- xi. is responsible for Ryerson Students' Union Community Services including the Centre for Women and Trans* People, RyePRIDE, the Good Food Centre, the Trans Collective, RyeACCESS, Racialised Students' Collective, and other services as established by the Board of Directors;



- xii. trains and advises the incoming Vice-President Equity.
- 4.6 The signing officers shall each be bonded for a minimum of fifty thousand dollars (\$50,000) at the expense of the Students' Union.



APPENDIX B

Ryerson Students' Union By-Laws

Terms of Reference for the Graduate Representative Committee and Graduate Council

Article 1 - Organisation of the Graduate Representative Committee and Graduate Council

- 1.1 The Ryerson Students' Union Board of Directors shall maintain a standing Graduate Representative Committee and Graduate Council.
- 1.2 Cases not provided for in these by-laws shall be governed, first by the by-laws of the Ryerson Students' Union, and second, by the current version of Robert's Rule of Order, the interpretation of which shall be made by the chair.

Article 2 - The Graduate Representative Committee

- 2.1 The Graduate Representative Committee shall consist of a Chairperson, a Deputy Chairperson Education, a Deputy Chairperson Student Life, a Deputy Chairperson Finance, a Member-At-Large, the President, and Vice-President Education as full voting members, and the Executive Director of Communications & Outreach and Student Issues & Advocacy Coordinator as ex-officio non-voting members.
- 2.2 The Graduate Representative Committee shall act in accordance with the rules governing committees as outlined in Article 4 of this document.
- 2.3 Voting members of the Graduate Representative Committee, excluding the Member-At-Large, shall hold office from May 1 of the current year until such time as their rightfully elected successor takes office on May 1 of the following year.
- 2.4 The Member-At-Large shall hold office from October 1 of the current year until such time as their rightfully elected successor takes office on October 1 of the following year.
- 2.5 The Graduate Representative Committee shall have the responsibility to:
 - a) Organise grad-specific events, initiatives, and campaigns in consultation with the executives
 - b) evaluate, continually re-assess and recommend direction to Council;



- c) make all financial decisions pertaining to the activities of the Committee in accordance with the annual operating budget granted to the Committee by the Students' Union Board;
 - d) advise the Students' Union representatives on graduate issues;
 - e) work with the National Graduate Caucus and the Ontario Graduate Caucus;
 - f) determine the graduate student representatives for meetings of the Canadian Federation of Students, including those of the National Graduate Caucus and Ontario Graduate Caucus; and,
 - g) attend all meetings of the Graduate Representative Committee and Council.
- 2.6 The Graduate Representative Committee shall have the authority to provide the Graduate Council with the power to make non-financial decisions as the Committee deems appropriate.
- 2.7 The duties and functions of the Chairperson and Deputy Chairpersons shall be defined as follows:
- a) **Chairperson**
 - i. is responsible for the general management and supervision of the affairs and operations of the Graduate Representative Committee and Graduate Council;
 - ii. ensures that Deputy Chairpersons carry out their assigned duties as directed by the Graduate Representative Committee and their respective job descriptions;
 - iii. liaises between staff and Council;
 - iv. works with the RSU Executive to represent the Graduate Representative Committee and Council to the School of Graduate Studies;
 - v. works with the RSU Executive and staff to promote issues of importance to graduate students;
 - vi. works with the RSU Executive and staff to develop graduate membership;
 - vii. makes recommendations to the Graduate Representative Committee and Council about communication issues and policies;
 - viii. coordinates and chairs meetings of the Graduate Representative Committee and Council;
 - ix. prepare meeting agendas;



- x. in conjunction with the Vice President Student Life and Events, liaises with other Ryerson graduate student organizations;
- xi. attends meetings of the Equity & Social Justice Committee; and,
- xii. trains and advises the incoming Chairperson.

b) Deputy Chairperson Education

- i. works with the Vice President Education to lobby the university administration on academic issues;
- ii. works with the Vice President Education and staff to develop internal and external political campaigns on issues that affect Ryerson graduate students;
- iii. works with the Vice President Education to coordinate Ontario Graduate Caucus, National Graduate Caucus and Canadian Federation of Students campaigns at a local level;
- iv. makes recommendations to the Graduate Representative Committee and Council about educational issues and policies;
- v. attends meetings of the Student Action Committee; and,
- vi. trains and advises the incoming Deputy Chairperson Education.

c) Deputy Chairperson Finance

- i. in consultation with the Vice-President Operations and the Graduate Representative Committee, develops and recommends the annual budget to the Finance Committee;
- ii. prepares and presents quarterly financial reports to the Graduate Representative Committee;
- iii. works with the Vice President Finance to present financial reports to the membership at General Meetings;
- iv. monitors the financial status of graduate students' budget allocations including budget variances and makes recommendations to the Graduate Representative Committee and Council on major expenditures;
- v. keeps minutes of Representative Committee and Council meetings;
- vi. attends meetings of the Sustainability Committee and the Finance Committee; and,
- vii. trains and advises the incoming Deputy Chairperson Finance.

d) Deputy Chairperson Student Life



- i. works with the Deputy Chairperson Education, Vice President Student Life and Events and staff to coordinate educational and social events for graduate students;
- ii. works with the Vice President Student Life and Events and staff to coordinate orientation;
- iii. attends meetings of the Events and Entertainment Committee; and,
- iv. trains and advises the incoming Deputy Chairperson Student Life.

2.8 The Graduate Representative Committee shall present a budget proposal outlining proposed expenditures from the graduate students' budget allocation to the Finance Committee to be included in the RSU Operating Budget.

2.9 Voting members of the Committee shall receive honoraria as determined in the graduate students' budget and outlined in policy.

2.10 A Graduate Representative Committee position shall be deemed vacant if a person currently functioning in such a capacity:

- a) dies, ceases to be qualified, according to these by-laws, to hold office, or resigns in writing to the Committee;
- b) is removed from office by a resolution, of which advance notice must be duly given one (1) month prior to a council meeting and passed by a two-thirds majority vote of Council; or,
- c) neglects to provide the Graduate Representative Committee with a written explanation of their absence within ten (10) business days of failing to attend two (2) consecutive or three (3) non-consecutive meetings of the Graduate Representative Committee without sending notice or regrets, or failing to attend five (5) meetings of the Graduate Representative Committee.

2.11 The Graduate Representative Committee shall have the authority to temporarily or permanently reduce and/or suspend the honorarium of the Chairperson or a Deputy Chairperson by a resolution passed by a two-thirds majority vote of the Graduate Representative Committee.



APPENDIX C
Election Bylaws
Article 6

Article Six (6)

Elections and Appointments

By-Laws for Representatives

Student Faculty Director By-Laws

6.1 The Directors shall be elected by and from the members of the Students' Union during the winter semester of each academic year. General Elections shall take place before the first week of April, and notice of the date of the election and the nomination procedures shall be given to members at least fourteen (14) days prior to the start of the nomination period.

6.2 Should a Director elect forfeit their position before May (first) 1st, the President-elect shall appoint a replacement subject to confirmation of the Board of Directors-elect by a two-thirds (2/3) majority vote of the Board of Directors-elect present.

6.3 During the winter semester, Directors shall be elected from each of the following groups:

- a) the Faculty of Arts;
- b) the Faculty of Community Services;
- c) the Faculty of Communication and Design;
- d) the Faculty of Ted Rogers School of Management;
- e) the Faculty of Engineering and Architectural Science;
- f) the Faculty of Science; and
- g) the International student membership.

Note: First year student membership will be appointed by first board meeting in the fall

6.4 The total number of Student Faculty Directors shall be determined on the basis of one Director per one thousand one hundred (1,100) members, to be arrived at by the following formula:



Number of members of the Students' Union/1,100

6.5 The number of Student Faculty Directors per faculty shall be arrived at by the following formula:

Number of members in the faculty/1,100

6.6 Where the procedure followed in By-law 6.5 shall produce the remainder for a Faculty which shall be greater than or equal to five hundred and fifty (≥ 550) then the result shall be incremented by one (1).

6.7 The number of Student Faculty Directors produced per faculty in By-law 6.5 shall not exceed the combined number of Faculty Directors produced through the two (2) smallest faculties listed in By-law 6.3 combined.

6.8 The Chief Returning Officer shall determine the number of Student Faculty Directors and their distribution at least thirty (30) days prior to the date of the election.

6.9 A first year ear undergraduate student shall be appointed by the President and ratified by the Board of Directors by a 2/3 majority vote at the first board meeting of the fall term.

6.10 A first year student is a student that has been a Ryerson Student for less than one (1) year.

6.11 The Student Directorial candidates shall have at least twenty-five (25) nominators from their respective faculty/group.

Board of Governor's Representative

6.12 One (1) student elected to be a student member of the Ryerson University Board of Governors shall serve on the Students' Union Board of Directors as an Ex- Officio Director provided that he or she is a bona fide member of the Students' Union. The Student representatives on the Board of Governors may nominate one person from amongst themselves.



Executive By-Laws

6.13 The President, Vice-President Operations, Vice-President Student Life and Events, Vice-President Equity and the Vice-President Education shall be elected by and from the members of the Students' Union at the General Election in the winter term.

6.14 The Presidential and Vice-Presidential candidates shall have at least fifty (50) Nominators from any Faculty.

6.15 In the event that only one candidate has filed a valid nomination for any of the Presidential or Vice-Presidential offices at the close of the prescribed nomination period, that candidate shall be subject to a Yes/No ratification vote by the members, to be held concurrently with the election of the other Executive members. A "Yes" vote of fifty percent plus one vote (50% + 1) of those cast shall constitute the members' ratification of this candidate to hold the office of the corresponding position.

6.16 Following failure of a candidate to meet the ratification conditions as outlined in By-Law 6.15, the Election Appeals Committee shall make recommendations to the Board of Directors regarding dates for a reasonable nomination period and a reasonable campaign period in advance of a Presidential or Vice-Presidential election to be held.

Student Group and Course Union Director Elections

6.17 On or about the first (1) week of April one (1) director shall be elected to represent Student groups and one (1) director shall be elected to represent Course Unions. These elections will take place among Student Groups and Course Unions in the All exec meeting.

6.18

On or about the first (1) week of April two (2) Committee Members shall be elected to represent Course Unions and two (2) Committee Members to represent Student Groups from the members present at a Course Unions and Student Groups All-Executive Meeting.

6.19 Any executive-elect member of a Course Union or Student Group who shall not be a Senator-elect or a Director-elect shall be eligible for nomination as a Campus Groups Director candidate.



6.20 Campus Groups candidates shall have one (1) nominator from the executive-elect of a Campus Group.

6.21 Each Course Union shall cast one (1) ballot for the Course Union Director and two (2) for each Course Unions Committee Member. Each Student Group shall cast one (1) ballot for the Student Group director and two (2) for each Student Groups Committee Member.

6.22 The Students Groups and Course Unions Commissioner shall serve as Chief Returning Officer.

6.23 In the event of a tie, the winner(s) will be decided in a run-off elections. Such a procedure will be final and binding and should take place only after a recount of the ballots confirms the result as a tie vote.

6.24 Each candidate shall be entitled to one scrutineer. Scrutineers may observe the ballot counting.

6.25 Ballots shall be counted by the Chief Returning Officer or their designate(s).

6.26 The Chief Returning Officer or their designate shall announce the results of the election immediately following the tabulation.

Senator Director Elections

6.27 On or about the first week of April, one (1) director who shall not be a Course Union or Student Group Director-elect or a Student Faculty Director-elect shall be elected from the - Senate elect. The Vice-President of Education, shall be appointed to act as the Chief Returning Officer to oversee the election of one Student Senator. The nomination, campaign and election procedure will be the sole discretion of the appointed Chief Returning Officer and will be notified to the incoming Student Senators via email no later than one week from the vote.

6.28 Senator candidates shall have one (1) nominator from any of the student members-elect of Senate.

6.29 Every student Senate member-elect shall be eligible to vote.



6.30 Each candidate shall be entitled to one (1) scrutineer. Scrutineers may observe the ballot counting.

6.31 Ballots shall be counted by the Chief Returning Officer or their designate.

6.32 The Chief Returning Officer or their designate shall announce the results of the election immediately following the tabulation.

Residence Director

6.33 The student chosen from and by the floor presidents of the three (3) Ryerson residences, O'Keefe House, Pitman Hall, and the International Living and Learning Centre, shall be ex-officio a member of the Board of Directors provided that he or she is a bona fide member of the Students' Union.

Graduate Representative Committee Directors

6.34 Two graduate student directors shall be elected from the Graduate Representative Committee to the Board. Members eligible to hold the office are elected in accordance with the process described in Article 11. These directors shall hold office from the first day of May until their rightfully elected successor takes office on the first day of May of the following year.

Election Procedure By-Laws

Election Appeals Committee

6.35 Failure on the part of a candidate to comply with any paragraph contained within Article Six (6) of this document and/or the Elections Procedure Code may result in disqualification at the discretion of the Chief Returning Officer following a consultation with the Election Appeals Committee.

6.36 A committee to be known as the Election Appeals Committee (EAC) shall act as an appeals board for any candidate wanting to appeal a decision made by the Chief Returning Officer.

6.37 The Election Appeals Committee shall be comprised of the Chief Returning Officer, the appropriate staff person who is non-voting and four (4) student members appointed by the Chief Returning Officer and the appropriate staff person.



6.38 The four (4) student members for the Election Appeals Committee are subject to ratification by the Board of Directors upon a majority vote of the members of the Board of Directors present.

6.39 To be eligible for appointment to the Election Appeals Committee, student members of the Election Appeals Committee must be qualified to vote in the respective elections and must not be a current member of the Board of Directors, be a candidate for election to the Board of Directors, nor actively support or make known support for any candidate or related matter and to ensure impartiality in the conduct of the election.

6.40 The four student members of the Election Appeals Committee shall ratify the appointment of the Chief Returning Officer as the chair of the Election Appeals Committee; during this process the Internal Coordinator or their designate shall chair the Committee.

6.41 The first meeting of the Election Appeals Committee shall be held no less than one week prior to the campaign period.

6.42 Members of the Election Appeals Committee shall serve from the date of their appointment until and including the final meeting of the Election Appeals Committee to be held following, but not more than two (2) weeks after, the expiration of the time allowed for requesting a recount of ballots.

Chief Returning Officer

6.43 The Chief Returning Officer shall:

- a) act as the liaison between the Election Appeals Committee and the
- b) Board of Directors and between the Election Appeals Committee and all candidates;
- c) act as Chair of the Election Appeals Committee;
- d) seek the advice of the appropriate staff person
- e) with respect to the interpretation of regulations contained herein;
- f) recommend to the Board of Directors the date(s) for the opening of nominations and the date(s) for the closing of nominations with respect to each election;
- g) report the results of each election to the Board of Directors on the evening of the election and at the next regular meeting of the Board of Directors;
- h) hire all polling clerks;
- i) validate all nomination forms;



- j) recommend the date on which candidates may begin to campaign for each election;
- k) maintain, update and enforce a set of Candidate Guidelines;
- l) organise all-candidates' forums as required;
- m) with the Internal Coordinator, co-ordinate all advertising with respect to each election;
- n) collect and review all candidates' expenditure forms;
- o) recommend the date for the submission of expenditure forms; and,
- p) submit a report to the Board of Directors on or about the first week of April in respect to the conduct of each election with recommendations, if any, for changes in election regulations or appeals.

6.44 The Chief Returning Officer shall be hired by the General Manager with assistance of the Internal Co-ordinator subject to the approval of the Executive Committee.

6.45 Remuneration will be granted to the Chief Returning Officer in accordance with the budget as approved by the Board of Directors.

Deputy Returning Officer

6.46 The Chief Returning Officer and General Manager- with the assistance of the Internal Coordinator shall hire a Deputy Returning Officer to assist with the election process.

6.47 Remuneration will be granted to the Deputy Returning Officer in accordance with the budget as approved by the Board of Directors.

By-Laws for Campaign Rules

6.48 By-Laws 6.48 to 6.85 respect the election of the President, Vice-President Operations, Vice-President Education, Vice-President Equity and Vice-President Student Life and Events from the membership of the Student's Union; the election of Student Faculty Directors from the Faculty of Arts, the Faculty of Community Services, the Faculty of Business, the Faculty of Communication and Design, the Faculty of Engineering and Architectural Science, and the Faculty of Science; the election of the International Students' Director from Students' Union members who are international students; and the election of the Graduate Representative Committee.



6.49 The advertising of vacancies for these positions listed in bylaw 6.48 shall occur at least two (2) weeks prior to the opening of nominations. The nomination forms will be available on the date of opening of nominations and shall continue to be available until the date of the closing of nominations.

6.51 Posters, listing the location of all polling stations, shall be prominently displayed in areas where there is no polling station.

Campaign Financing

6.52 Student Groups and Course Unions may endorse but not financially support a candidate.

6.53 Funds for the purpose of elections shall be provided for in the operating budget of the Students' Union.

6.54 Campaign expenses shall not exceed \$500.00 for each Presidential and Vice-Presidential candidate.

6.55 Campaign expenses shall not exceed \$300.00 for each of the Directorial and Graduate Representative Committee candidates.

6.56 Any candidate who exceeds the campaign expense limit by a total amount that equals less than five per cent (5%) will become ineligible to receive reimbursement for any and all campaign expenses and be fined \$50.00 by the Election Appeals Committee. Any candidate who exceeds the campaign expense limit by more than five per cent (5%) shall be disqualified by the Chief Returning Officer. Disqualification may be appealed only to the Election Appeals Committee whose decision shall be considered final and binding.

6.57 Alcoholic beverages will not be considered a legitimate campaign expense. Candidates who attempt to use alcoholic beverages to influence the campaign and/or elections, as determined by the Election Appeals Committee, may be disqualified.

6.58 Each candidate shall submit a form outlining all campaign expenses with original receipts for verification to the Chief Returning Officer within seventy-two (72) hours of the close of voting. The Chief Returning Officer may at any time request from any of the candidate's original receipts for expenditures prior to the close of voting. Failure by a



candidate to submit a campaign expense form and original receipts by the deadline may result in disqualification upon decision of the Chief Returning Officer.

6.59 Each candidate, except those who are declared ineligible for refund or those who have been disqualified by the Chief Returning Officer, shall receive a full refund from the Students' Union against election campaign expenditures as prescribed herein.

6.60 All campaign donations must be brought to the attention of the Chief Returning Officer and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on current market value by the Chief Returning Officer and shall be calculated as campaign expenses but will not be considered in the calculation of a refund against election campaign expenditures.

Election Material

6.61 Election materials shall not be racist, sexist, homophobic or offensive in any way. Material deemed by the Chief Returning Officer to contravene this regulation shall be removed and destroyed at the discretion of the Chief Returning Officer and/or the appropriate staff person. Any candidate who contravenes this regulation shall face disqualification upon decision of the Chief Returning Officer and/or demerit points awarded at the discretion of the Chief Returning Officer.

6.62 The display of election materials shall be done in accordance with the policies of Ryerson University and the regulations outlined in the Candidate Guidelines.

6.63 No candidate shall remove, deface, or destroy another candidate's election materials. Failure to comply with this regulation may result in disqualification at the discretion of the Chief Returning Officer.

6.64 Election material found within approximately eight (8) metres or within sight of a polling station shall be removed on polling day by the poll clerks.

6.65 Election material may be posted or distributed at Ryerson University on election days. Previously posted election materials may remain in place, with the exception of materials posted within 8 metres of a polling station. Failure to comply with this regulation will result in disqualification at the discretion of the Election Appeals Committee.



Campaigning Period

6.66 Campaigning shall not occur prior to the official beginning of the election campaign as established by the Chief Returning Officer and appropriate staff person.

6.67 Campaigning may occur at Ryerson University, or on any property considered to be part of campus, on polling days.

6.68 Campaigning may occur on polling days.

Campaign Regulations for Electronic Media

6.69 Candidates are explicitly forbidden from campaigning via any form of electronic mail.

6.70 Candidates shall be permitted to set up a campaign website. A photograph of each candidate and text of not more than 100 words outlining their platform and biographical information will be hosted on the Ryerson Students' Union website. The Students' Union accepts no liability for any problems with this medium.

Polling Stations

6.72 Polling shall be conducted over a period of three (3) days.

6.73 Voting for Union Elections shall be administered through an online system accessible through a RAMSS user id and password

6.74 Notice of the election will be sent to students who are eligible voters via e-mail during the voting period.

6.75 Students will be provided with a link to access the Ryerson Students' Union Elections Ballot.

6.76 The Ballot will show the candidates' names for each of the five (5) Executive positions, and the appropriate number of Faculty positions as determined by the Chief Returning Officer in accordance with By-Laws 6.3 to 6.8.

6.77 Students will be provided with a link to statements provided by candidates to learn more about their platforms.



6.78 On polling days no less than six (6) polling stations shall be set up at locations to be determined by the Board of Directors. Polling stations are to be located in buildings around campus so as to be distributed in a manner as reasonably accessible to students in all Faculties. Students may vote at the computer terminals that are available at the polling stations.

6.79 At least two (2) polling clerks shall staff each polling station.

6.80 Every member of the Students' Union shall be eligible to vote. Voters must present an acceptable form of photo identification and have their name on the list of voters in order to obtain a ballot. Each voter shall specify which faculty she is enrolled in and shall receive a ballot for that election only.

6.81 Results of an election that return an equality of votes for two (2) or more candidates who are running for the same office will ultimately be determined by a coin toss that shall be administered by the Chief Returning Officer. Such a procedure will be final and binding and should take place only after a recount of the ballots confirms the result as a tie vote.

Reporting and Ballot Counting Procedures

6.82 The Chief Returning Officer shall post the numerical results of the election in the Ryerson Students' Union office following the tabulation of all ballots. The results will remain posted in the Ryerson Students' Union office so as to be accessible to the members of the Students' Union for seven (7) full business days following the final day of polling.

6.83 By-laws 6.84 to 6.90 apply to paper ballots.

6.84 Each candidate shall be entitled to one (1) scrutineer. Failure to appoint such a representative by the deadline established by the Chief Returning Officer will result in forfeiting the right to appoint a scrutineer. Scrutineers are entitled to observe polling stations and ballot counting so long as they abide by the guidelines for conduct set by the Chief Returning Officer.

6.85 Ballot counting shall commence immediately following the closing of the polls on the final day of polling.



6.86 Only those duly appointed by the Chief Returning Officer shall count ballots. The Chief Returning Officer shall determine which, if any, ballots are to be declared spoiled. Spoiled ballots shall be stored separately from valid ballots and are to be kept and made available by the Chief Returning Officer for examination by each candidate following the tabulation of all ballots.

6.87 All ballot boxes shall be secured by the Chief Returning Officer and stored in a secure location outside of the Ryerson Students' Union but on Ryerson Campus to be determined in consultation with the Ryerson Safety and Security Office.

6.88 Any candidate may request a recount of ballots within forty-eight (48) hours after the announcement of results. Recount requests shall be submitted by candidates in writing to the Chief Returning Officer.

6.89 Only those scrutineers whose candidate may be affected by the outcome of a recount shall be present to witness the recounting of ballots. Members of the Election Appeals Committee as well as the Chief Returning Officer must be present before the recount can begin.

6.90 All ballots shall be destroyed no earlier than fifteen days following the final day of polling or the day following a recount.

Final Report

6.91 A final report of the process and results of electronic voting will include total number of eligible voters in each constituency, the total number of election notices sent via e-mail, and the total number of any failed delivery of election notices. The Chief Returning Officer shall send a copy of the report to the Board of Directors at the conclusion of the election. The report will be archived for a period of at least five (5) years.

6.92 If candidates have further concerns or questions regarding the voting process and report, they may make an appeal to the Elections Appeals Committee.

6.93 There shall be a fifteen (15) day audit period following the release of the unofficial results.

- a) The Chief Returning Officer will accept appeals for an audit/recount for fifteen (15) business days following the posting of the results.



- b) It is the decision of the Election Appeals Committee to issue a recount of the ballots.
- c) An appeal for an audit/recount of the ballots must be submitted in writing to the Chief Returning Officer within the fifteen (15) day period. An appeal should state clearly the reasons behind such a request.
- d) The Elections Appeal Committee will hear appeals at the first (1) opportunity after the close of the fifteen (15) day period.

6.94 Successful candidates will only be ratified after this fifteen (15) day period.

Online Elections Contingency Plan

6.95 In the event that the Executive Committee rules that online elections have been ascertainable compromised, or that the online polling provider can no longer be supported, Ryerson Students' Union elections must move to the contingency plan outlined in this By-Law.

6.96 If the ruling described in 6.95 is made prior to voting, the contingency plan shall be to postpone voting to allow time for a remedy.

6.97 If the ruling described in 6.95 is made after the start of voting, the contingency plan shall be implemented with the protocols deemed to be in the best interests of the Students' Union, and may involve paper ballots, if the data for online votes cast has not been compromised it can be used in conjunction with paper ballots to determine the total number of votes cast for each candidate, but any such protocol shall be documented in writing and made publicly available.

6.98 In the event that Ryerson Students' Union elections must move to the contingency plan, a mass email must be sent to the Ryerson Students' Union membership prior to the implementation of the contingency plan.

6.99 Every member of the Students' Union shall be eligible to vote. Voters must present an acceptable form of photo identification and have their name on the list of voters in order to obtain a ballot. Each voter shall specify which Faculty she is enrolled in and shall receive a ballot for that election only.

Ballot Counting Procedures as Part of the Online Elections Contingency Plan



6.100 Ballots shall be counted in accordance with the procedures outlined in sections 6.82 – 6.90.

By-Elections

6.101 If a position of the Executive, RSU or Graduate Council, becomes vacant in either Summer or Winter terms; an interim appointment by the President will be made and ratified by the Board of Directors by a 2/3 majority vote to last until the next scheduled By- or General Election.

6.102 For vacancies during the Fall term, there will be a by-election held between the dates of October fifth (5) and November twentieth (20).

6.103 The nomination period for by-elections will be limited to seven (7) business days.

6.104 All By-Laws are applicable to the by-election of both Ryerson Students' Union and Graduate Representative vacancies.

6.105 The polling period, polling stations and clerks will be determined by the Chief Returning Officer based on necessity and volume of candidates for the by-election.



STATEMENT OF ELIGIBILITY FOR 2018 ELECTIONS

CANDIDATE NAME: _____
STUDENT NUMBER: _____
FACULTY: _____
EMAIL: _____

POSITION: _____

I, the undersigned, have read the Ryerson Students' Union (RSU) nomination package in its entirety and agree to adhere to the by-laws and regulations the govern the RSU Elections. I am currently enrolled as a full-time undergraduate or a graduate student at Ryerson for Winter 2018 and I am a returning student for Fall 2018 and Winter 2019. I understand that attendance at the All-Candidates Meeting is mandatory; however, if I am unable to attend or send an authorized representative then I must contact the Chief Returning Officer (CRO) immediately.

I understand that I am obligated to fulfill the requirements as a candidate for this election, and upon failure to do so am subject to penalties up to and including disqualification. I understand that if I wish to appeal a penalty decision by the CRO, I may do so by completing an "Election Complaints / Appeals" form and an appeal will be brought forward to the Elections Appeals Committee. I understand that I am able to withdraw my candidacy by providing written notice to the CRO up to forty-eight (48) hours before the start of elections.

I acknowledge that I have acquired the minimum number of signatures for the position I am applying for and I am willfully submitting my candidacy for that position in the Ryerson Students' Union elections without coercion and not under duress.

CANDIDATE SIGNATURE : _____ DATE: _____

CHIEF RETURNING OFFICER SIGNATURE: _____ DATE: _____

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NOMINATION PACKAGE RECEIPT: To be completed by RSU staff

Candidate Name: _____
Date Submitted: _____ Nomination Forms : _____ Statement of Eligibility: _____
Nomination package received by: _____
Signature of receiver: _____