

Sample Constitution

I. Name of Organization

II. Objectives of the Organization

- Course Union: To promote the interests of the students in the course.
- Group: To advance the particular interests of the group; to promote the interests of the students belonging to the group; to promote an understanding of the culture/special interest of the group to the Ryerson student community.

III. Relationship to RSU

- RSU will not normally interfere in the activities and operations of the organization. It does, however, have the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution.

IV. Membership

Course Union: Membership is automatically extended to all full-time students registered within the course.

(or)

Group: Membership is open to all RSU members (full-time students registered in a degree program at Ryerson).

- The group may not charge levies or membership fees to RSU members.
- Non-RSU members who are part of the Ryerson community, specifically Continuing Education students, staff, faculty and alumni, may become non-voting members of a RSU student group by paying a \$5 per semester membership fee. All fees must be given to the Campus Groups Administrator for deposit to the Group's Trust fund. Such committee members are bound by all RSU policies and the executive is responsible for all of these members.
- No non-RSU member may hold executive office.
- No faculty or staff may be a voting member.

V. Structure

- Executive officers will be elected annually who are responsible to the membership of the organization (list specific titles of officers – must be no less than three)

VI. Meetings

- Executive Meetings will be held (list frequency, e.g., once a month).
- A majority of the executive will form quorum.
- Executive meetings are open to all members of the organization, but they may not vote.
- General Members Meetings will be held (list frequency, e.g., once a month).
- Two weeks notice will be given for a general members meeting in the form of posters posted in the department (for Course Unions), or campus-wide (for clubs), e-mails, Facebook etc.

- 50% of the membership will form a quorum.
- Proxy votes will (or will not) be allowed at meetings.

VII. Role of Executive

- The executive is responsible for planning activities and projects, and ensuring that RSU and Ryerson University policies are adhered to.
- State the number of executives for the organization, their titles and the length of their term of office (one year), e.g., Three executives (list titles) shall be the signing officers for the organization.
- No faculty, staff or NON-RSU members may be on the executive.

(Below is a sample of a very abbreviated list of positions and duties. Make sure to:

- State the limits of power of the executive
- State who will be the signing officers
- State who will be responsible for liaison with RSU
- Discuss the specific roles of each executive member detailing their duties and responsibilities)

Title (e.g. President)

- shall chair all meetings
- is responsible to RSU and members of the organization for all monies allocated to the organization by RSU
- is responsible to RSU and members of the organization for all other monies, i.e., fund raising, donations and sponsorship revenues
- will act as a liaison between RSU and the organization, and is responsible to the members of the organization, and is responsible for advising the Campus Groups Administrator of any changes in the executive or signing officers

Title (e.g. Vice-President)

- shall chair all meetings in the absence of the President

Title (e.g. Secretary/Treasurer)

- Will keep the minutes of meetings that shall be made available to all members of the organization
- maintains financial records

VIII Executive Vacancy

- Should an executive position become vacant for any reason the remaining executives may, by majority vote, appoint someone from within their membership to fill the vacancy.

IX. Committees

- State the type of committees, e.g., social, academic, etc.

- Establish the purposes of the committees: their roles, responsibilities, how members will be selected, and what channels of communication and reporting procedures will be.

X. Elections

- The group/course union is responsible to conduct a general election, open to all members, once every academic year.
- Executive members must be elected by the membership at large.
- ***Elections must take place by the last Friday in March.***

XI. Election Procedures

- Set procedures for:
 - a) giving notice to all members regarding the election and opening of nominations.
 - b) How one may be nominated, e.g., person must be nominated by two members of the organization
 - c) The period of time during which nominations will be accepted, e.g., 2 weeks.
 - d) The date the election will be held, and the amount of notice that will be given prior to this meeting, stating clearly that the election will be held at that time.
- Establish who will be responsible for collecting nominations and acting as chief returning officers for the elections (ideally an out-going executive, provided s/he is not running for election).

XII. Removal from Office

- Determine the reasons for which an executive may be removed from office, and the method of impeachment.
- Note that this is a serious matter, and an executive should only be impeached for serious offenses.
- The chosen method of impeachment should ensure that a significant proportion of the general membership is agreement with the executive's impeachment (e.g., a petition signed by 25% of the membership requesting that a general meeting be held to discuss and vote on the impeachment)

XIII Amendments

- Establish a means of amending the constitution, (e.g. give 2 weeks notice to the membership regarding the proposal to amend the constitution, that will require a two-thirds vote in favour of the amendment for it to pass.
- This must be done at a general meeting.

XIV Adoption of the Constitution

- The constitution must be approved by RSU.
- For it to be effect, it must be ratified by a majority of the members in attendance at a legally constituted general meeting