

Ryerson Students' Union By-Laws



BY- LAWS:

Relating generally to the transaction of affairs of the Ryerson Students' Union; a corporation created without share capital; issued a charter of letters patent the twenty-seventh day of July 1967; subsequently amended and otherwise altered and modified by the Lieutenant Governor of Ontario by supplementary letters patent the thirty-first day of March 1973; hereinafter referred to as The Students' Union.

Revised:

September 1, 1992
May 1, 1997
November 4, 1998
April 4, 2001
November 20, 2001
November 13, 2002
April 6, 2004
November 9, 2005
April 5, 2006
November 8, 2006
November 12, 2008

April 2, 2009
November 11, 2009
March 31, 2010
November 10, 2010
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November 31, 2016

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Article One (1)

Organisation 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 define 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.

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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 of May of the current year until such time as their ~~her~~ rightfully elected successor takes office on the first day of May of the following year or until their ~~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:

- a) 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;
- b) becomes employed by or directly associated with the Students' Union's financial auditors
- c) 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;
- d) Is found by two thirds of the Board to have failed to comply with anything in article 9;
- e) 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,
- f) 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

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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 authorised 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 providing they have a 2/3rd majority.

2.9 The Board of Directors shall exercise general supervision over all the disbursements of the members' monies to all members' organisations 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.

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2.12 The Board of Directors shall set down and implement any financial programmes and procedures 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

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Article Three (3) Committees

3.1 The Board of Directors shall maintain the following twelve (12) standing sub-committees:

- a) an Executive Committee;
- b) an Events and Entertainment Committee;
- c) a Finance Committee;
- d) a Governance Committee;
- e) a Student Action Committee;
- f) a Sustainability Committee;
- g) a Committee on Equity Issues;
- h) a Student Groups Committee;
- i) a Course Unions Committee;
- j) a Bursary Committee;
- k) an Athletics Committee

The compositions and mandates of which are dictated in Appendix A of this document.

3.2 The Board of Directors shall maintain a standing Graduate Representative Committee and Graduate Council, the composition and mandate of which is set forth in Appendix C of this document.

3.3 The Board of Directors may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

3.4 The chair of each sub-committee of the Board of Directors shall make reports available upon request of the Board of Directors.

3.5 Meetings shall be held at the call of the chair of the sub-committee and may also be held at the request of the respective Executive member or any two Directors elected to the committee and shall be held at such places within the Province of Ontario and at such times as the chair or Directors on the committee, respectively, may designate to be appropriate and convenient.

3.6 Meetings of the Events, Educational Issues, Sustainability and the Equity Issues standing sub-committees shall be open to any member in good standing of the RSU, where a member in good standing refers to any full-time or graduate student of Ryerson that has paid the membership fee.

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3.7 Notice of the time and place of every meeting of each particular committee shall be communicated by the chair to each Director of that committee at least forty eight (48) hours prior to the scheduled commencement of such meeting. The notice should, if possible, be accompanied by an agenda.

3.8 A meeting may also be held at any time and at any place within the Province of Ontario without notice if all the Directors of the Committee are present and consent thereto, or if, either before or after the meeting is held those absent members signifies in writing their consent to the meeting being held in their absence.

3.9 A resolution signed by all Directors of a Committee shall have the same force and effect as if passed at a regularly constituted committee meeting.

3.10 The Commissioner of each Committee, corresponding Vice-President, or the President shall preside at meetings and in her absence; the committee shall appoint another of its members to act as chair.

3.11 All questions at a meeting of either: the Executive Committee, Finance Committee, Governance Committee, Student Groups Committee, Course Unions Committee or the Bursary Committee shall be decided by a majority of the votes of the Directors and other elected representatives present, excluding non-voting ex-officio members. The chair or acting chair may vote on any motion upon which there is an equality of votes.

3.12 All questions at a meeting of either: the Student Action Committee, the Sustainability Committee and the Equity and social justice Committee shall be decided by a majority of the votes of the members present, where there are at least three Directors elected to the committee are present excluding non-voting ex-officio members. The chair or acting chair may vote on any motion upon which there is an equality of votes.

3.13 A record shall be kept of the proceedings of every meeting of each standing sub-committee, and it is the responsibility of each committee to submit a report of such proceedings to the Secretary of the Board of Directors within 48 hours after the meeting's adjournment.

3.14 Delegations, voting on behalf of the Ryerson Students' Union, may be appointed by any Vice-President (relative to the specific portfolios) in consultation with Executive members to represent the Students' Union or its members at any convention, meeting, or assembly. By mere virtue of such appointment such

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delegations have not the authority to recall, appoint or obligate the Students' Union to any expense or any course of action not already approved by the Board of Directors unless such authority is granted as condition of appointment.

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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:

- a) 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;
 - iv. chairs the semi-annual general meeting, the annual general meeting, and other meetings of the members;
 - v. 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;
 - vi. supervises senior management staff;
 - vii. is responsible for the general management and supervision of the affairs and operations of Ryerson Students' Union;
 - viii. is the primary spokesperson for the organisation;

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- ix. acts on behalf of the Board of Directors and the Executive Committee between meetings, and where action is immediately necessary;
 - x. ensures that Vice-Presidents and commissioners carry out their assigned duties as directed by the Board and their respective job descriptions;
 - xi. is a Ryerson Students' Union Representative and co-chair of the Student Campus Centre/Palin Foundation Board of Directors ;
 - xii. is responsible for developing and maintaining a list of all donations received on behalf of the organisation;
 - xiii. supervises the Secretary of the Board of Directors and the Student Centre Commissioner;
 - xiv. attends all meetings of the Board of Directors and the Executive Committee; and,
 - xv. participates in the Ryerson Student Representative Bodies Council (refer to Appendix D); and
 - xvi. trains and advises the incoming President.
- b) 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, 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 Ryerson 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;
 - vix. is responsible for programmes 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 organisation;
 - xii. is a member of the Student Centre Committee;

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- 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)
- c) 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. acts as a liaison between the Ryerson Students' Union and external lobbying organizations
 - v. makes recommendations to the Board of Directors and the Executive about educational issues and policies;
 - vi. 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);
 - 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 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.
- d) 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;
co-ordinates the programming of major entertainment events;
works in consultation with appropriate staff and committees, program events at the Student Campus Centre;

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- 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;
- 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 organisation;
- 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.
- e) 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 and provides direction as a voting member of the Executive Committee, Equity Issues Committee, Sustainability Committee
 - v. Organises training and workshops for directors and members of the Students' Union on anti-oppression issues;
 - 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 organisation;
 - viii. 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;
 - ix. supervises the Equity Issues Commissioner; Sustainability Commissioner

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- x. 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;
- xi. trains and advises the incoming Vice-President Equity.

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Article Five (5)

Other Roles and Responsibilities

- 5.1 The Secretary and Chair of the Board of Directors shall be appointed by the President subject to the confirmation of the Board of Directors upon a two-thirds (2/3) majority vote of the Directors present.
- 5.2 The Secretary shall:
- a) attend all meetings of the Board of Directors and upon request, all meetings of the members of the Students' Union, to record all facts and minutes of all proceedings in the books kept for that purpose;
 - b) give all notices required to be given to members and to Directors;
 - c) ensure that copies of all facts and minutes of all proceedings are submitted to members of the Board of Directors as soon as conveniently possible after the particular meeting has been held;
 - d) set the agenda for the meetings of the Students' Union subject to the by-laws of the Students' Union and upon approval of the President;
 - e) keep and maintain a current copy of the Ryerson Students' Union Policy Manual and inform the Chair of the Board of Directors about possible policy conflicts arising from resolutions presented to the Board of Directors for consideration; and,
 - f) perform such other duties as may from time to time be determined by the Board of Directors.
- 5.3 The Chair shall:
- a) preside at all meetings of the Board of Directors of the Students' Union subject to the procedure of the by-laws. Cases not provided for in the by-laws of the Students' Union shall be governed by the current version of Robert's Rules of Order, the interpretation of which shall be made by the Chair;
 - b) need not be a member of the Board of Directors and may receive such remuneration as may be determined by the Board; and,
 - c) perform such other duties as may from time to time be determined by the Board of Directors.
- 5.4 The Ryerson Students' Union Representative on Senate shall:
- a) be the Vice-President of Education or should the Vice-President of Education be a Senator elect a designate will be selected from amongst the Executive-elect in April of each year, to hold a one year term of office to start May 1;

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- b) be an Executive member of the Students' Union while holding the seat on Senate;
- c) be deemed the ex-officio representative and chief spokesperson of the Students' Union to the Senate and will be granted full voice and vote as a member of the Senate;
- d) act as the chair of the Student Senate Caucus;
- e) participate and provide direction as a voting member of the Senate Student Caucus (see Appendix A: iv. Terms of Reference for Standing Committees and Caucuses)

5.5 Eight (8) Directors shall, having been duly commissioned by the Board of Directors, hold the following portfolios:

- a) Student Action
- b) Student Groups
- c) Course Unions
- d) Events and Entertainment
- e) Student Centre
- f) Equity & Social Justice
- g) Sustainability
- h) Athletics

5.6 The responsibilities of the respective commissioners are as follows:

- a) the Student Action Commissioner shall:
 - i. chair meetings of the Educational Issues Committee;
 - ii. in conjunction with the Vice-President Education, organise and implement local, provincial and national education and awareness campaigns on the Ryerson Campus;
 - iii. report once per month to the Board of Directors;
 - iv. work with the Student Groups and Course Unions Commissioners and the Campus Groups Administrator to ensure student representation on Departmental Councils and other University committees;
 - v. work with the Senate representatives on policies related to educational issues; and,
 - vi. perform such other duties as may be determined from time to time by the Board of Directors.

- a) the Events and Entertainment Commissioner shall:
 - i. acts as the Chief Organiser, responsible for recruiting and training all organisers;
 - ii. assist the Vice-President Student Life and Events in the preparation and operation of RSU events (entertainment, speakers, charitable events, etc.);

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- iii. act as a liaison between external organisations and The Students' Union, as determined by the Vice-President Student Life and Events, for purposes of sponsorship and voluntarism;
 - iv. chair the Events and Entertainment Committee;
 - v. assist the Vice-President Student Life and Events and appropriate staff in planning and co-ordinating Ryerson Students' Union events;
 - vi. formulate policy regarding the operations of campus events and submit such policy to the Board of Directors for approval;
 - vii. assist the Vice-President Student Life and Events in developing promotion strategies for campus events;
 - viii. report once per month to the Board of Directors; and,
 - ix. perform such other duties as may be determined from time to time by the Board of Directors.
- b) the Student Centre Commissioner shall:
- i. work closely with the Ryerson Students' Union President, General Manager and Board of Directors to formulate policies around the creation and operation of the Palin Foundation/Student Centre Board of Directors and submit policies to the Board of Directors for approval;
 - ii. attend and participate in various committees related to the Students' Centre such as the Ryerson Centre Board of Directors, the Student Campus Centre Committee, and the Student Centre Management Committee;
 - iii. act as an information resource regarding the conceptualisation, design, construction, operation and management of the Student Campus Centre;
 - iv. report once per month to the Board of Directors;
 - v. report to the Students' Union President; and,
 - vi. shall perform such other duties as may be determined from time to time by the Board of Directors.
- c) the Equity & Social Justice Commissioner shall:
- i. act as a liaison between the Board of Directors and President's Advisory Committee on Equity;
 - ii. chair the Students' Union Equity Issues Committee;
 - iii. formulate policy regarding equity issues and submit such policy to the Board of Directors for approval;
 - iv. in conjunction with the Vice-President Equity, facilitate campus wide meetings and forums dealing with equity issues;

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- v. work with the Course Unions and Student Groups Commissioner and the Campus Groups Administrator to outreach to the various student groups on campus;
 - vi. In conjunction with the Vice-President Equity, acts as the liaison between the Students' Union and all external and internal groups working on equity issues, such as the Access Centre, Discrimination Harassment Prevention Services and Student Services;
 - vii. report once per month to the Board of Directors; and,
 - viii. perform such other duties as may from time to time be determined by the Board of Directors.
- d) the Sustainability Commissioner shall:
- i. chair meetings of the Sustainability Committee;
 - ii. work with the Vice-President Equity and the Sustainability Committee to develop; and implement campaigns regarding sustainability and environmental justice
 - iii. make recommendations to the Board of Directors regarding implementing sustainable practices with in the Students' Union's offices, service centres and at its meetings and events;
 - iv. work with the Sustainability Committee and the appropriate Executives and staff to organize events that focus sustainability and environmental justice issues;
 - v. work with the Vice-President Equity to lobby the University administration to implement sustainable practices and policies on campus;
 - vi. work with Residence Council to examine waste management and recycling practices in Pitman Hall, the International Living and Learning Centre (ILLC) and O'Keefe House;
 - vii. report to the Vice-President Equity and Vice-President Student Life and Events to ensure all events are conducted and implemented with a lens of sustainability;
 - viii. report once per month in writing to the Board of Directors; and,
 - ix. perform such other duties as may from time to time be determined by the Board of Directors.
- e) The Athletics Commissioner shall:
- i. In conjunction with the President, Vice-President Student Life & Events, and Events Coordinator, acts as a liaison between the Students' Union and the Athletics Department of the University;
 - ii. In conjunction with the President, Vice-President Student Life & Events, and Events Coordinator, work with the Athletics Events

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- Coordinator and other relevant staff people the Athletics department to organize joint events and student initiatives;
 - iii. Organize the official Student Blue and Gold Fan Zone in collaboration with Ryerson Athletics and other relevant bodies and departments;
 - iv. Coordinate campus groups sports tournaments and collaborative sporting events in conjunction with the Vice-President Student Life & Events Coordinator;
 - v. Make recommendations to the Board of Directors regarding initiatives relating to athletics and school spirit;
 - vi. Organize events and initiatives to increase student participation and Students' Union presence at athletic games and tournaments;
 - vii. Organize campaigns and initiatives to discuss issues of equity and diversity as they pertain to sports teams and athletics, including homophobia/transphobia, sexism, ableism, in hopes of making space for queer, trans, disabled, and other students who are typically excluded from mainstream sports to participate and have their issues heard;
 - viii. Report once per month to the Board of Directors; and
 - ix. Perform such other duties as may from time to time be determined by the Board of Directors.
- f) Student Groups Commissioner
- i. in conjunction with the Campus Groups Administrator attempt to ensure vigorous participation of all Student Groups and Course Unions in campus life;
 - ii. act as a liaison between the Board of Directors and all Student Groups and shall maintain communications between Ryerson Students' Union, and Student Services;
 - iii. organise no less than two (2) monthly meetings of the All Executives Committee per semester;
 - iv. in conjunction with the Campus Groups Administrator organise summer workshops for Student Groups;
 - v. in conjunction with the Student Groups Committee, formulate policy regarding the operations of Student Groups, submitting such policies to the Board of Directors for approval;
 - vi. in conjunction with the Student Groups Director and the Campus Groups Administrator, serve as a clearing house for information on the implications of University and Ryerson Students' Union policy and action as they relate to the general quality of the academic and non-academic environment;
 - vii. act as chair of the All Executive Committee;
 - viii. report once per month to the Board of Directors; and,

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- ix. perform such other duties as may be determined from time to time by the Board of Directors.

- g) Course Union Commissioner
 - i. in conjunction with the Campus Groups Administrator attempt to ensure vigorous participation of all Course Unions in campus life;
 - ii. act as a liaison between the Board of Directors and all Course Unions and shall maintain communications between Ryerson Students' Union, and Student Services;
 - iii. organise no less than two (2) monthly meetings of the All Executives Committee per semester;
 - iv. in conjunction with the Campus Groups Administrator organise summer workshops for Course Unions;
 - v. in conjunction with the Course Unions Committee, formulate policy regarding the operations of Course Unions, submitting such policies to the Board of Directors for approval;
 - vi. in conjunction with the Course Unions Directors and the Campus Groups Administrator, serve as a clearing house for information on the implications of University and Ryerson Students' Union policy and action as they relate to the general quality of the academic and non-academic environment;
 - vii. act as chair of the All Presidents Committee;
 - viii. report once per month to the Board of Directors; and,
 - ix. perform such other duties as may be determined from time to time by the Board of Directors.

5.7 The Board of Directors shall elect and ratify Commissioners from among the members of the Board with a simple majority vote of the members present. The Course Unions Director or the Student Groups Director shall not hold the portfolio of Student Groups and Course Unions Commissioner.

5.8 The Board of Directors may, by resolution passed by at least two-thirds (2/3) majority of the votes cast at a regular meeting of the Board of Directors, remove any Commissioner from their portfolio and may, by resolution passed by a simple majority of votes cast at a regular meeting, elect a Director to assume such portfolio.

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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

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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

Ryerson Students' Union By-Laws

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.

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- 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.

Ryerson Students' Union By-Laws

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.

Ryerson Students' Union By-Laws

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.

Ryerson Students' Union By-Laws

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.

Ryerson Students' Union By-Laws

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.

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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.

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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.

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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.

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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.

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- 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.

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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.

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Article Seven (7)

Referenda

Preamble

Because the Ryerson Students' Union may wish to determine the opinion of its membership with respect to specific issues from time to time, and recognizing that the Board of Governors of Ryerson University has ultimate authority over student fees at the University and has previously entered into written agreements with Ryerson Students' Union pursuant to which it collects certain fees on behalf of Ryerson Students' Union, this policy is designed to govern the way in which Ryerson Students' Union conducts referenda, whether concerning fees or otherwise, on the understanding that the University will recognize the validity of any Ryerson Students' Union referenda conducted in accordance herewith and in particular will implement the results of any such referenda that concern Ryerson Students' Union fees.

Changes to the Membership

7.1 Changes to the membership of the Ryerson Students' Union, in its entirety or any portion thereof, must be determined through a membership-wide referendum, in which all members must be provided an equal opportunity to vote.

Proclamation of Referendum

7.2 Whenever the Board of Ryerson Students' Union wishes to determine the opinion of the Students' Union membership with respect to one or more issues relating to the association, which issues may or may not include fees, it may issue a proclamation directing that a referendum be held for that purpose in accordance with this policy on specified dates not less than 30 nor more than 60 calendar days thereafter.

7.3 Before issuing a proclamation, the Board shall approve the referendum question in accordance with paragraph 7.5.

7.4 Subject to paragraph 7.5, the proposed question for a referendum shall be submitted to the Board, which may approve the question in the form submitted, amend the question and approve it as amended, or reject the question.

7.5 A referendum question shall:

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- a) begin with one to three sentences, containing up to 20 words in total, that objectively explain the historical context of the issue that is the subject of the referendum; and,
- b) be positively worded, so that a vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.

7.6 One or more members of the Students' Union may require the Board to issue a proclamation of referendum, by submitting to the Board a completed petition in the form prescribed by the Students' Union, containing the following: a referendum question that complies with paragraph 7.4; and, the signatures of, and other required information relating to, at least ten percent of all current members of the association.

7.7 At the first meeting of the Board after the association receives a petition pursuant to paragraph 7.5, the board shall appoint a petition review committee consisting of five members of the board who have had no previous involvement with the petition in question and no greater interest in the substantive issues to which it relates than does the association's membership in general. Within ten working days after such board meeting, the petition review committee shall file a report to the board as to whether the petition complies with paragraph 7.5 and was compiled in a fair and reasonable manner.

7.8 Upon receiving a report from the petition review committee approving a petition received by the association pursuant to paragraph 7.5, the board shall cause the referendum to be conducted as provided herein.

Participation by Association Employees

7.9 The Board may, by resolution passed by at least a two thirds majority, limit participation in a particular referendum during business hours by one or more particular employees of the Students' Union if the Board feels that such participation would create an undue imbalance in the resources available to promote one of the answers to the referendum question.

Officers

7.10 The Board or its designate shall appoint a chief returning officer and a Referendum Committee, who shall exercise and perform the duties specified herein and in the Students' Union's by-laws. The term of office of the Chief Returning Officer and Referendum Committee shall expire upon the completion of such duties.

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7.11 As soon as possible after the issue of a proclamation, the Chief Returning Officer shall:

- a) inform the membership, by such means as the Chief Returning Officer
- b) considers appropriate, of the referendum question and the general manner in which the referendum will be conducted; and
- c) appoint one Deputy Returning Officer and one poll clerk for each poll declared in due course by the referendum of The Students' Union Committee in accordance with paragraph 7.25.

7.12 If a referendum officer dies, resigns in writing to, or is removed by, the board or individual authorized to make appointments to that officer's position, the Board or individual, as the case may be, shall appoint another individual to that referendum officer's position.

7.13 The Chief Returning Officer shall chair the referendum committee, and together they shall:

- a) exercise general direction and supervision over the administrative conduct of the referendum and enforce on the part of all referendum officers fairness, impartiality and compliance with this policy and the pertinent provisions of the association's by-laws;
- b) issue to referendum officers such instructions as may be necessary to ensure effective execution of the provisions of this policy and the pertinent provisions of the association's by-laws; and,
- c) exercise all other powers and perform all other duties assigned to their respective offices by this policy and the association's by-laws.

7.14 The Chief Returning Officer may authorize any member of the Referendum Committee or other referendum officer to exercise any of the powers and perform any of the duties assigned to the Chief Returning Officer by this policy or the association's by-laws.

Advocating Committees

7.15 The Board may register one committee authorized to promote the "yes" answer to a referendum question, and one committee authorized to promote the "no" answer, provided that at least three quarters of the members of each committee shall be members of the association.

7.16 An advocating committee may apply for registration by filing with the chief returning officer, at any time during the referendum period, an application signed by the chief agent of the advocating committee setting out:

- a) the full name of the committee;

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- b) the name, address and telephone number of the chief agent of the committee; and,
- c) the name, address, telephone number and title of each officer of the committee.

7.17 The Board shall determine the resources to be made available to each advocating committee in a particular referendum, and the Referendum Committee shall administer those resources in a fair and reasonable manner at the request of each such committee. No advocating committee shall invest resources in any aspect of a particular referendum other than those allocated to it by the Referendum Committee.

7.18 The Chief Returning Officer shall maintain a registry of registered advocating committees in which shall be recorded the information detailed in paragraph 7.15 with respect to each such committee.

7.19 Where the position of chief agent of a registered advocating committee or of an advocating committee that has applied for registration becomes vacant or the chief agent is unable to perform the duties of the position, the committee shall forthwith appoint a new chief agent and inform the chief returning officer in writing of the name, address and telephone number of the new chief agent.

7.20 No one other than a registered advocating committee shall advertise in any medium or post or distribute any material, for the purpose of supporting or opposing a referendum question.

7.21 No registered advocating committee shall advertise in any medium or post or distribute any material, unless the advertisement or other material: identifies that committee and indicates that the advertisement is authorized by it; and, has the documented, prior authorization of the Referendum Committee.

7.22 No one, whether a member of a registered advocating committee or otherwise, shall:

- a) make any statement of fact either in support of or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the chief returning officer; or discuss any aspect of the referendum in a manner that the chief returning officer considers to constitute harassment.

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7.23 During the referendum period, the board may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the membership.

7.24 No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in the association's by-laws or this or any other policy issued pursuant thereto.

Polling Procedure

7.25 The Chief Returning Officer shall establish and maintain a register of members of the association, to be known as the register of electors.

7.26 The referendum committee shall declare the location and hours of each poll at least five business days before that poll opens.

7.27 Each polling station shall contain either one or two voting compartments so arranged that each elector may be screened from observation and may mark a ballot without interference or interruption.

7.28 In each voting compartment, there shall be a table or desk, and a suitable black lead pencil, which shall be kept properly sharpened throughout the hours of polling.

7.29 At each polling station, no one shall remain in the room where votes are given for a period longer than it takes to vote, except the chief returning officer, the deputy returning officer and poll clerk assigned to that poll, and an agent of each registered advocating committee.

7.30 At the time set for opening a poll, one agent for each registered advocating committee may inspect each ballot box to ensure that it is empty.

7.31 The deputy returning officer shall ensure the admittance of each elector into the polling station, and shall ensure that no elector is impeded or molested at or about the polling station.

7.32 The deputy returning officer at each poll shall initial the back of each ballot before it is given to an elector.

7.33 Each elector, on entering the room where the poll is held, shall produce the elector's student card or other conclusive identification, whereupon the poll clerk shall strike the elector's name off the register of electors and give the

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elector a ballot paper bearing the deputy returning officer's initials on the back in accordance with paragraph 7.31.

7.34 After receiving a ballot, an elector shall proceed directly to the voting compartment, mark the ballot to clearly indicate the elector's choice opposite the word "yes" or "no", fold the ballot so that the initials on the back are visible without unfolding it, and place it in the ballot box.

Counting of Votes

7.35 Immediately after the close of a poll, in the presence and full view of the poll clerk and such of the agents of registered advocating committees or witnesses who are present, the deputy returning officer shall cause all ballot boxes to be transported to the location prescribed by the Referendum Committee for the counting of ballots.

7.36 As soon as reasonably possible after all ballot boxes have been transported to the location prescribed for the counting of ballots, in the presence and full view of all Referendum Committee members, referendum officers and agents of registered advocating committees or witnesses who are present, the chief returning officer shall, with respect to each polling station and in the following order:

- a) count the number of names stricken from the register of electors, and make an entry on the line immediately below the name of the last elector on the list that states, "The number of electors who voted at this referendum in this polling station is (stating the number)", and sign the list;
- b) count the unused ballot papers undetached from the books of ballot papers, place them with all the stubs of all used ballot papers in an envelope marked for that purpose and indicate thereon the number of unused ballot papers;
- c) check the number of ballot papers supplied by the deputy returning officer against the number of unused ballot papers and the number of electors from the list indicated as having voted, in order to ascertain the number of ballot papers, if any, not accounted for;
- d) open the ballot box and empty its contents on a table; and,
- e) count the number of votes cast for the "yes" answer and those cast for the "no" answer to the referendum question, as well as the number of spoiled ballots, on one of the tally sheets supplied, giving full opportunity to those present to examine each ballot paper.

7.37 In counting the votes, the chief returning officer shall declare spoiled all ballot papers:

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- a) that have not been supplied by the respective deputy returning officer;
- b) that have not been marked with any answer to the referendum question;
- c) question;
- d) on which more than one answer to a referendum question has been marked;
- e) that have not been marked after the word "yes" or "no" in the space provided; or,
- f) on which there is any writing or mark by which the elector could be identified.

7.38 Forthwith after the official addition of the votes, the Chief Returning Officer shall prepare a written statement showing the total number of votes cast for each of the "yes" answer and the "no" answer to each referendum question and the number of spoiled ballots. The chief returning officer shall, at least two business days but not more than ten business days after all polls have closed, submit that statement to the Board.

7.39 Upon receiving the Chief Returning Officer's statement showing the votes cast in a referendum, the Board shall by resolution ratify or reject the result of the referendum, provided that it shall reject such result unless the total number of members who voted in the referendum was at least ten percent of the total number of members named on the register of electors.

7.40 Within one business day after the last polling day at a referendum, the chief agent of each registered advocating committee shall file with the Chief Returning Officer a true return, signed by the chief agent, showing all referendum expenses incurred by the committee.

7.41 The Chief Returning Officer shall retain all documents submitted in connection with a referendum for at least one year after submitting the statement provided for in paragraph 7.37.

Grievance Procedure

7.42 Any member of the Students' Union having a complaint concerning the operation of a referendum or anyone's behaviour with respect to it may file a written grievance with the chief returning officer, at any time prior to the Chief Returning Officer's submission of the report provided for in paragraph 7.37.

7.43 The Chief Returning Officer and referendum committee shall consider all grievances submitted in accordance with paragraph 7.41, and shall dispose of each grievance in one of the following ways:

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- a) dismiss the grievance;
- b) ban one or more persons from further involvement in the referendum;
- c) require that a retraction or other remedial action be made, in such manner as the chief returning officer determines; or,
- d) declare that the result of the referendum is invalid, either before or after voting or before or after counting of ballots has taken place.

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Article Eight (8)

Meetings

8.1 A majority of the voting Directors shall form a quorum for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine.

8.2 Meetings of the Board of Directors may be formally called by the President, or any Vice-President, or upon the direction in writing of two Directors.

8.3 Notice of meetings of the Board of Directors shall be communicated (telephoned or electronically mailed) to Directors not less than five (5) business days before the meeting is to take place.

8.4 The Board of Directors may appoint a day or days in any month or months for regular meetings at an hour to be named and for such regular meeting a notice need be sent at least five (5) business days in advance. Meetings of the Board of Directors may also be held, without notice, immediately following the annual and semi-annual meetings of members of the Students' Union. The Directors may consider or transact any business, either special or general, at any meeting of the Board of Directors.

8.5 Any member of the Students' Union may attend any regular or special meeting of the Board of Directors subject to the provisions of the Charter and by-laws. Speaking privileges shall be obtained from the Chair.

8.6 No meeting of the members of the Board of Directors, when formally assembled as the Board of Directors, shall be closed to any member of the Students' Union.

8.7 Administrative reports, statements, requests, recommendations, motions and all documents for consideration of the Board of Directors shall be given in writing to the Secretary or President and copied to the General Manager no less than five business days prior to scheduled meeting. Anything submitted thereafter shall be approved for presentation by a 2/3 majority of the Board of Directors.

- a) Approval of the Agenda
- b) Approval of minutes of the previous meeting;
- c) new business.

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- d) Subject to the foregoing, the order of consideration of New Business items at regular meetings of the Board of Directors shall be as follows:
- i. reports and presentations;
 - ii. financial statements and approvals;
 - iii. general business.

8.9 No new matter introduced without notice shall be dealt with at any regular meeting of the Board of Directors unless the introduction of such new matter is approved by a two-thirds majority of the Directors present.

8.10 A record of the proceedings of all meetings of the Board of Directors shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of the Board of Directors and shall be open to the inspection of any member of The Students' Union at any time during the regular office hours of Ryerson Students' Union.

8.11 A ruling of the Chair may be appealed at any time. A two-thirds (2/3) majority vote of the members of the Board of Directors present shall be required to override the Chair's ruling.

8.12 Cases not provided for in the by-laws of the Students' Union shall be governed by the current version of Robert's Rules of Order, the interpretation of which shall be made by the Chair.

8.13 Any member of the Board of Directors attending a meeting of the Board of Directors or any committee of the Board of Directors held in camera shall be deemed by their attendance at the meeting to have undertaken to respect the confidentiality attaching to the proceedings of the Board while sitting in camera and that they will not, without the consent of the Board, communicate to any third party in any manner whatsoever, other than to a member of the Board, or an Officer of the Board, anything concerning any matter or decision discussed or made at such meeting.

8.14 If any person, not being a member of the Board of Directors, shall attend a meeting of the Board of Directors or any committee of the Board of Directors held in camera, no further business shall be conducted in camera while such person remains present.

8.15 If any Director is found, by a two-thirds (2/3) majority of the members of the Board of Directors present to be in violation Article 8: paragraph 8.13, they shall face consequences to be decided upon by resolution of the Board.

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8.16 Questions arising at any meeting of the Board of Directors shall be decided on a majority of votes. In the case of an equality of votes, the motion may be decided by the Chair.

8.17 All votes at any meeting of the Board of Directors shall be from Robert's Rules of Order or by ballot if requested by any director present, but if no demand shall be made, the vote shall be taken by simple indication of assent or dissent. This procedure may be superseded by a ballot vote which in turn may also be superseded by a roll call vote. A declaration by the Chair that a resolution has been carried or defeated and an entry to that effect in the minutes shall be admissible as prima facie evidence of the number or proportion of the votes recorded in favour of or against such resolution.

8.18 Every year, one semi-annual meeting of the membership shall be during the Fall Semester and one annual meeting of the membership shall be held during the Winter Semester.

8.19 The agenda and other such relevant material concerning the annual, semi-annual or special meetings of the membership shall be made available for distribution to the members not less than forty-eight (48) hours prior to such meetings.

8.20 The Annual General Meeting (AGM), semi-annual general meeting (SAGM), and any special meetings of the members of the Students' Union shall be held on campus.

8.21 At the semi-annual general meeting the audited financial statements for the Students' Union's preceding fiscal year shall be presented by the Vice-President Operations for the information and approval of the members of the Students' Union.

8.22 At the semi-annual general meeting, an interim report will be supplied by the President.

8.23 At the annual general meeting the out-going President shall deliver annual reports of the programmes of the Board of Directors and recommendations for the following year. Thereupon the outgoing President shall announce the President-elect.

8.24 At the annual general meeting the President-elect shall introduce to the membership the Executive-elect and the Directors-elect. The President-elect shall outline generally their goals for the coming year.

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8.27 One hundred (100) members shall form a quorum at the annual, semi-annual or any other meetings of the members of the Students' Union. If no quorum is present the meeting shall be adjourned until the next regular meeting of the Board of Directors.

8.28 Subject to the provisions, if any, contained in the letters patent of the Students' Union, each member of the Students' Union shall at all meetings of the members be entitled to one (1) vote.

8.29 At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person.

8.30 If a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person, and such poll shall be taken in a manner that the Chair shall direct. The result of such poll shall be deemed the decision of the Students' Union in general meeting upon the matter in question.

8.31 Any error or omission in giving notice for a meeting of the Board of Directors shall invalidate such a meeting unless all directors waive notice of any such meeting, in which instance the directors may ratify, approve and confirm any or all proceedings taken or had thereat.

8.32 Any error or omission in giving notice of an annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Students' Union shall not invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

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Article Nine (9)

Legal and Financial

9.0 Article Intention

This article shall be interpreted liberally to support the flexibility and expedient functioning of the RSU, but executives and directors shall not act in bad faith when abiding by the obligations, warrants, permissions, or restrictions set out in this article.

9.1 Non-Compliance

Any individual agreeing to abide by these By-Laws shall have their behaviour brought before the Board for the Purpose of deciding whether or not they should be impeached, if the individual fails to comply with anything contained in this article, including the prohibition of bad-faith dealings.

9.1 Head Office Location

The Head Office of the Students' Union shall be located in the City of Toronto in the Province of Ontario, and at such place therein as the Board of Directors may from time to time determine.

9.2 Capital Acquisitions Fund

The Capital Acquisitions Fund is that portion of fees collected from the members, which is budgeted specifically for the purpose of capital expenditures.

9.3 Capital Acquisitions Fund Allocation

Monies from the Capital Acquisitions Fund shall only be allocated for the purpose of capital expenditures.

9.4 Capital Acquisitions Fund Allocation Process

A motion to allocate capital funds exceeding \$1,500 shall receive first reading at a meeting of the Executive Committee. Following its approval with a simple (50% + 1) majority at Executive Committee, the proposed capital fund allocation shall be presented to the members of the Board of Directors at the next Board meeting. The proposed capital fund allocation shall be considered adopted following a two-thirds (2/3) majority vote of the members of the Board of Directors present. All other capital fund allocations shall be approved by the executive committee.

9.5 Signatories Required

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Deeds, transfers, licences, contracts, and engagements on behalf of the Students' Union shall be co-signed by any two signing officers.

9.6 Entering Ordinary Contracts

Subject to the other provisions of the by-laws of the Students' Union, contracts in the ordinary course of the Students' Union's operations may be entered into on behalf of the Students' Union by any two signing officers.

9.7 Asset Management

Any two of the three of signing officers, where such action is permitted by applicable law:

- a) may acquire and/or transfer, upon ratification, any and all shares, bonds or other securities from time to time standing in the name of the Students' Union in its individual or any other capacity, and
- b) as trustee or otherwise may accept in the name and on behalf of the Students' Union transfers of shares, bonds, or other securities from time to time transferred to the Students' Union, and
- c) may affix The Seal to any such transfers or acceptance of the transfers, and
- d) may make, execute and deliver under the Seal any and all instruments in appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.

9.8 Record Keeping

The Board of Directors shall ensure that all necessary books and records required according to the by-laws of the Students' Union law are regularly and properly kept.

9.9 Fiscal Year

Unless otherwise ordered by the Board of Directors, the fiscal year of the Students' Union shall terminate on the thirtieth day (30th) of April in each year.

9.10 Issuing and Endorsing Payment Related Items

Subject to these By-Laws all cheques, bills of exchange or other orders for payment of money, notes or other advances of indebtedness issued in the name of the Students' Union shall be signed by any two signing officers in such manner as shall from time to time be determined by resolution of the Board of Directors.

Any one of such officers or agents given authority by the Board may alone endorse notes and drafts for collection on accounts of the Students' Union through its bankers, and endorse notes and cheques for deposit with the Students' Union's bankers for the credit of the Students' Union or same may be

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endorsed "for collection" or "for deposit" with the bankers of the Students' Union for the purpose.

9.11 Sole Management of Banking Matters

Any one of such officers or agents given authority by the Board ~~so appointed~~ may arrange, settle, balance and certify all books and accounts between the Students' Union's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or verification slips, and must declare any direct or indirect, potential or actual, benefits derived from such transactions at a regular Board meeting.

9.12 Securities Deposit, Management, and Bank Liability

The securities of the Students' Union shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Students' Union signed by any two signing officers and be viewable by the Board upon request, and made in such manner as shall be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.

9.13 Financial Mobility of Board

- a) The Board of Directors may by a simple majority:
borrow money on the credit of the Students' Union;
- b) issue, sell or pledge securities of the Students' Union; and
- c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Students' Union, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debt, or any obligation or liability of the Students' Union.

9.14 Borrowing Mobility of Board

Board of Directors may by simple majority, authorise any director, officer or employee of the Students' Union or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, so long as that authority is granted upon the condition that the Board has the power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Students' Union as the Board of Directors may authorise, and generally to manage, transact and settle the borrowing of money by the Students' Union.

9.15 Reasonable Indemnity

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All Directors, Officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation from and against all liability incurred as a result of the execution of duties within the purview of the role that such parties carry within the corporation, at the time that the cause of the liability occurs, except to the extent that such liability results from the individual's wilful neglect, wilful default, or wilful act or omission in bad-faith.

9.16 Declaration of Considered Interests

Any member of the Board of Directors having an interest in any matter before the Board other than the interest of the Students' Union whether or not it is in conflict, whether a pecuniary interest or otherwise, whether directly or indirectly, shall, if present at the meeting at which the matter is considered, declare such interest before the Board. The Secretary shall record all such declarations.

9.17 Notice of Membership Sufficient, Except Further Transactions

A general notice that a member of the Board of Directors is a member of any specified partnership, firm, company or corporation, shall be sufficient disclosure whether or not the interest of the member is nominal or consists of the holding of a qualifying share or shares, and after such general notice, it shall also be necessary to give separate notice relating to any particular transaction with such partnership, firm, company or corporation.

9.18 Abstinance from Vote and Debate where Interest Declared

When notice of interest has been given by a member of the Board of Directors, either general or with respect to a particular matter, any such member must abstain from voting and debate upon any motion or on any matter in which she has such interest except to answer questions from Directors, either by email, or at the Board Meeting. The Secretary shall record all such votes and/or instances of vote abstinance.

9.19 Business Interest Different

Interest of a business nature will be handled by the guidelines in the Ryerson Students' Union Policy Handbook.

9.20 Conflict of Interest – Director

A director having an actual or potential conflict of interest with respect to a matter before the Board shall forthwith disclose it to the Board and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the board, and shall refrain from voting on the matter.

9.21 Conflict of Interest – Officer or Employee

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An officer or other employee having an actual or potential conflict of interest with the corporation shall forthwith disclose it to management (senior management staff and the executive) and , in direct or indirect relation to that conflict, shall act as instructed thereby.

9.22 Conflict of Interest – Member

A member having an actual or potential conflict of interest with respect to a matter before the membership shall forthwith disclose it to the membership and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the corporation, and shall refrain from voting on the matter.

9.23 Conflict where Direct or Indirect Benefit

For the purposes of paragraphs 9.20, 9.21, and 9.22, a conflict of interest will exist when the individual on whom it falls to disclose any conflicts if they exist may receive direct or indirect personal, financial or material benefit.

9.24 By-laws Gender Neutral

In these by-laws and in all other by-laws of the Students' Union hereafter passed, unless the context otherwise requires, any references to individuals or collectives of individuals of any sort shall be gender neutral.

9.25 Amendment Procedure

These bylaws may not be amended except by majority vote of a meeting of members during the Semi-Annual or Annual General meeting, following written notice to the President and Secretary and copied to the General Manager. To be considered at a meeting of members, a proposed by-law amendment must either:

- a) be submitted to the Board of Directors at least 45 days prior to the date of the meeting. The Board of Directors shall take reasonable steps to notify the membership of all proposed by-law amendments at least 30 days prior to the date of the meeting of members; or,
- b) the Board of Directors may initiate by-law changes with a two-thirds (2/3) majority vote of the members of the Board of Directors at least 30 days in advance of the date of the members meeting.

All by-laws amendments require a final reading at a meeting of the members of with a two-thirds (2/3) majority vote of the members present to adopt the duly announced change.

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9.26 Amendment Effect Delay

Amendments to these by-laws take effect twenty-four (24) hours after ratification by the members.

9.27 Change Requirements

Any amendment to these by-laws cannot be implemented until it is approved by the members as outlined in paragraph 9.25 of this document. Article 9: Legal and Financial, cannot be changed or superseded at any time unless the process is duly changed in the by-laws by the process outlined in Article 9: Legal and Financial, paragraphs 9.25.

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Article Ten (10)

Policies

The policies as set by the Board of Directors will be recorded in the Policy Manual of the Students' Union.

10.2 Policy Resolutions shall represent the considered or general view of the Ryerson Students' Union with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by Ryerson Students' Union and shall be able to act as a preamble to a resolution to implement. A Policy Resolution shall contain a resolution to implement, which shall be a resolution prescribing a course of action to be adopted as Standing Policy of the Ryerson Students' Union.

10.3 Policy Resolutions require 5 days Notice of Motion prior to a vote at a Board of Director's Meeting. A Policy Resolution must be passed by a two-thirds (2/3) vote or by a simple majority and shall thereby be considered Policy of the Ryerson Students' Union.

10.4 It must be stated in the actual resolution that it is a Policy of the Ryerson Students' Union.

10.5 The rescindment of a Policy of the Ryerson Students' Union shall require a 5 days Notice of Rescindment and must be rescinded by a two-thirds (2/3) vote at a Board of Directors meeting.

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ARTICLE 11

Graduate Representative Committee and Graduate Council

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.

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 General Manager 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 1st 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;

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- 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 organisations;
 - xi. attends meetings of the Equity & Social Justice Committee; and,
 - xii. trains and advises the incoming Chairperson.

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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

- a) works with the Deputy Chairperson Education, Vice President Student Life and Events and staff to coordinate educational and social events for graduate students;
- b) works with the Vice President Student Life and Events and staff to coordinate orientation;
- c) attends meetings of the Events and Entertainment Committee; and,

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d) 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.

The Graduate Council

3.1 The Graduate Council shall consist of:

- a) a representative from each active Graduate Students Association;
- b) the graduate studies representatives sitting on Senate; and
- c) the members of the Graduate Representative Committee.

3.2 Program Representatives, throughout their term of office, shall be:

- a) enrolled in a program of study in Ryerson University's School of Graduate Studies; and,
- b) elected by members of their program or by the Graduate Council as outlined in Article 6 of this document.

3.3 The duties of the Graduate Council shall be to:

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- a) uphold the best interests of Ryerson graduate students in conducting all Council related duties and functions;
- b) abide by any resolution passed by a majority vote of Council;
- c) advise the Graduate Representative on issues of concern to graduate students;
- d) work with RSU directors, executive and staff to design and develop campaigns related to graduate issues;
- e) attend and actively participate in all regularly scheduled Council meetings;
- f) elect the Member-At-Large to the Executive Committee as outlined in Article 6;
- g) elect representatives to the School of Graduate Studies Council; and,
- h) elect program representatives when necessary as outlined in Article Six (6).

3.4 Each Program Representative shall hold office for one year following their election.

3.5 The position of Program Representative shall be deemed vacant if a person currently functioning in such a capacity: dies, ceases to be qualified, according to these by-laws, to hold office, or resigns in writing to Council;

- a) 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,
- b) neglects to provide Council 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 Council without sending notice or regrets.

Committees

4.1 The Graduate Representative Committee may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

4.2 The chair of each committee shall preside at meetings and in their absence; the committee shall appoint another of its members to act as chair.

4.3 A record shall be kept of the proceedings of every meeting of each committee, and it is the responsibility of each committee to submit a report of such proceedings to the Graduate Representative Committee as soon as conveniently possible.

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4.4 Committee members, throughout their term of office, shall be enrolled in a program of study in Ryerson University's School of Graduate Studies.

Meetings

5.1 Meetings of Graduate Council shall take place twice a term.

5.2 Meetings of the Graduate Representative Committee shall take place from time to time as deemed necessary by the Committee.

5.3 Not less than half of all voting members of any committee or Council shall constitute quorum.

5.4 Meetings shall be formally held at the call of the Chairperson or any other member of the executive.

5.5 Notice of the time and place of every meeting shall be communicated by the chair to each member of the Council or committee at least one week (prior to the scheduled commencement of such a meeting. The notice should, if possible, be accompanied by an agenda.

5.6 Any member may attend any regular or special meeting of Council. Speaking privileges shall be obtained from the chair.

5.7 All documents and business for consideration by Council shall be given in writing to the Chairperson three working days prior to a scheduled meeting. Anything submitted thereafter shall have to be approved for presentation by Council.

5.8 The order of business at regular meetings of Council shall include: minutes of the previous meeting;

- a) business arising from the minutes;
- b) appointments and resignations;
- c) correspondence to Council;
- d) unfinished business;
- e) new business:
 - i. reports and presentations;
 - ii. financial statements;
 - iii. general business

5.9 A record of the proceedings of all meetings of Council shall be kept in a book or books provided for that purpose and the minutes of every such meeting

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shall be submitted at the next meeting of Council and shall be open to the inspection of any member at any time during regular office hours.

Elections

6.1 Elections for the Graduate Representative Committee shall be held concurrently with the RSU general elections and in accordance with the election rules and regulations found within Article 6 of the RSU election by-laws.

6.2 The Graduate Representative shall be elected by and from the members of the Students' Union enrolled in the School of Graduate Studies on or about the fifth (5) week of the Winter Term.

6.3 Graduate Representative candidates shall have at least ten (10) nominators who are enrolled in the School of Graduate Studies.

6.4 Program Representatives shall be elected by their program Graduate Course Union through internal election mechanisms as determined by the GCU.

6.5 Where a program Graduate Course Union does not exist and the position of Program Representative is open interested individuals shall inform the Chairperson of their interest in writing along with a list of ten (10) nominators from within their program at least two (2) weeks prior to the meeting at which they wish their candidacy to be considered.

6.6 Where more than one (1) candidate from a single program has submitted the necessary valid documentation for consideration at a given meeting, Council shall hold a simple majority vote to determine the winner.

6.7 Where only one (1) candidate from a single program has submitted the necessary valid documentation for consideration at a given meeting they shall assume the position through acclamation.

6.8 Once a candidate for Council has been elected, either by a vote of Council or by acclamation, the position of Program Representative for their program shall be deemed closed.

6.9 At its first meeting of the academic year, Council shall elect a Member-At-Large to the Graduate Representative Committee.

6.10 The Member-At-Large shall be enrolled in a graduate program and must be a graduate student for the entire academic term. The Member at Large position is responsible to assist with the work of the Graduate Representative

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Committee and to outreach and communicate to all graduate members and facilitate the work of Graduate Course Unions.

7. Graduate Course Unions (GCU)

A Graduate Course Union shall be ratified by the Graduate Representative Committee upon a majority vote during a regular schedule meeting of the Graduate Representative Committee where quorum is present. Upon ratification and on a yearly basis the Executive of each Graduate Students' Association must submit an up to date contact list of Executive members to the Graduate Chairperson and the Campus Groups Administrator.

CCU's that are established after the date of October 31st must have a valid constitution and must submit a copy to the Graduate Chairperson and Campus Groups Administrator. This list must include contact information for elected officers for each Graduate Course Union within two weeks of being established.

7.1 The Graduate Representative Committee shall seek to develop and support the existence of program specific Graduate Course Unions (GCU).

7.2 A GCU's actions must not be contrary to the Ontario Human Rights Code, RSU policies, or the policies of Ryerson University.

7.3 Individuals connected with a GCU shall not realise any financial gain from the GCU's actions or activities.

7.4 The activities of GCUs shall be directed toward Ryerson students and be held on campus unless advance permission is obtained for an off-campus event from the Deputy Chair Student Life.

7.5 All GCUs shall have a valid constitution and must submit a copy to the Deputy Chairperson Student Life and Campus Groups Administrator annually, signed by the GCU's signing officer not later than October 31.

7.6 All GCUs shall submit a valid executive list with valid student numbers, addresses, telephone numbers and email addresses and must submit a copy to the Deputy Chairperson Student Life and Campus Groups Administrator annually, not later than October 31.

7.7 No additional membership fee may be levied on members.

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7.8 All GCUs shall undertake projects and programs that benefit their members.

7.9 Half (50%) of a GCU's funding shall be contingent on their Program Representative attending at least three (3) meetings of Council.

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APPENDIX A

Terms of Reference for Standing Committees of the Board of Directors

Executive Committee

1. The Board of Directors shall establish an Executive Committee in accordance with the following terms of reference:
 - a) the voting members of the Executive Committee shall be:
 - i. the President;
 - ii. the Vice-President Operations;
 - iii. the Vice-President Student Life and Events; and,
 - iv. the Vice-President Education
 - v. the Vice-President Equity
 - b) the General Manager shall be ex-officio non-voting member of the Executive Committee;
 - c) the Committee shall be appointed at the first meeting of the Board of Directors in May;
 - d) The President shall chair the Executive Committee. In the absence of the President, the Vice-President Operations shall preside at meetings;
 - e) the Executive Committee shall appoint from among its members a secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;
 - f) the Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Students' Union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure;
 - g) prior to the submission of such matters to the Board of Directors, the Executive Committee shall prepare or cause to be prepared and submitted to the Board of Directors such information and data as the Executive Committee considers pertinent to assist in the consideration of such matters by the Board of Directors. The Executive Committee may make such recommendations to the Board of Directors with respect to such matters as it may deem appropriate;

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- h) the Executive Committee shall have the responsibility to evaluate, continually re-assess and recommend direction to the Board of Directors;
- i) the Executive Committee shall recommend, but shall not initiate policy, which shall only be established by the Board of Directors unless prior permission to make any policy has been given by the Board of Directors;
- j) the Executive Committee shall have the authority to approve expenditures of up to \$1,500.00. Authority to exceed this limit shall be granted by the Board of Directors as it may deem appropriate;
- k) not less than half the appointed members of the Executive Committee shall constitute a quorum. Each member of the Executive Committee, present in person, shall be entitled to vote; and,
- l) the Executive Committee may act in the absence of the Board of Directors provided such action is recorded in the minutes as such and is submitted for approval to the next regular meeting of the Board of Directors.

Student Action Committee

2. The Board of Directors shall establish a Student Action Committee in accordance with the following terms of reference:

- a) the Student Action Committee shall consist of:
 - i. the Vice-President Education;
 - ii. the Student Action Commissioner;
 - iii. the Student Issues and Advocacy Co-ordinator;
 - iv. the Equity and Campaigns Organizer; and,
 - v. the Deputy Chairperson Education of the Graduate Representative Committee
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
 - i. one (1) Senate Director; and,
 - ii. three (3) Student Directors
- c) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- a) the Student Action Commissioner shall be chair of the Student Action Committee. In the absence of the Student Action Commissioner, the Vice-President Education shall preside at meetings;

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- b) the Student Action Committee shall appoint from among its members a secretary of the Educational Issues Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;
- c) the Student Action Committee may review any matters relating to the academic policies established by Ryerson University. The Committee shall have the responsibility to consider and recommend to the Board of Directors all matters relating to academic policy. The Committee shall ensure that student members of all Ryerson committees, boards or councils are aware of The Students' Union's position with respect to academic policy;
- d) the Student Action Committee may review any matters relating to municipal, provincial and national educational issues. Committee shall have the responsibility to consider and recommend to the Board of Directors all matters relating to municipal, provincial and national educational policy. The Committee shall ensure that members of The Union are aware of The Students' Union's position with respect to municipal, provincial and national educational issues; and,
- e) not less than half the appointed members of the Student Action Committee shall constitute quorum. Each Students' Union member of the Student Action Committee, present in person, shall be entitled to vote.

Course Unions Committee

3. The Board of Directors shall establish a Course Unions Committee in accordance with the following terms of reference:
- a) the Course Unions Committee shall consist of:
 - i. the Vice-President Student Life and Events
 - ii. the Student Groups and Course Unions Commissioner;
 - iii. the Campus Groups Director;
 - iv. the Campus Groups Administrator; and,
 - b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
 - i. two (2) other members of the Students' Union who shall each hold an executive position with a Course Union. The elections for these positions shall be held in accordance to the Student Group and Course Unions Elections as per Article Six (6).
 - ii. one (1) director

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- a) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- b) the Student Groups and Course Unions Commissioner shall be chair of the Course Unions Committee. The Board of Directors shall designate one of the Course Unions Directors as vice-chair who shall act as chair in the absence of the Student Groups and Course Unions Commissioner;
- c) the Course Unions Committee shall appoint from among its members a secretary of the Course Unions Committee, who will be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;
- d) the Course Unions Committee may review any matters relating to the planning and implementation of course union summits, workshops and other course union events. The Course Unions Committee shall have the responsibility to consider and recommend to the Board of Directors all matters relating to the expenditure of Course Union funds; and,
- e) not less than half the appointed members of the Course Unions Committee shall constitute a quorum. Each member of the Course Unions Committee, present in person, shall be entitled to vote.
- f) No more than one member representing the same course union may serve on the committee with the exception of the Vice-President Student Life and Events and the Commissioner of Course Unions and Student Groups.
- g) Should a position become vacant on the Course Union committee the respective constituent group will be notified of the vacancy and subsequent electoral process to be held no less than one week prior to the next All Executive meeting at which time the by election will occur.

Events and Entertainment Committee

4. The Board of Directors shall establish an Events and Entertainment Committee in accordance with the following terms of reference:

- a) the Events and Entertainment Committee shall consist of:
 - i. the Vice-President Student Life and Events;
 - ii. the Events Commissioner;
 - iii. The Campus Groups Director;

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- iv. the Deputy Chairperson Student Life of the Graduate Representative Committee
 - v. Events Co-ordinator
 - vi. the Residence Council representative
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
- c) three (3) Directors
- d) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- e) the Events Commissioner shall be chair of the Events and Entertainment Committee. In the absence of the Events Commissioner, the Vice-President Student Life and Events shall preside at meetings;
- f) the Events and Entertainment Committee shall appoint from among its members a secretary of the Entertainment and Events Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;
- g) the Events and Entertainment Committee may review any matters relating to the planning and implementation of Orientation, Winter Carnival and other regular and special events;
- h) not less than half the appointed members of the Events and Entertainment Committee shall constitute a quorum. Each member of the Events and Entertainment Committee, present in person, shall be entitled to vote; and,
- i) the Board of Directors shall have the authority to appoint members of The Students' Union to the Events and Entertainment Committee. Such members shall be non-voting and shall not be considered in determining quorum.

Finance Committee

5. The Board of Directors shall establish a Finance Committee in accordance with the following terms of reference:

- a) be composed of:
 - i. the President;
 - ii. the Vice-President Operations;
 - iii. the Deputy Chairperson Finance of the Graduate Representative;
- and,

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- iv. the Executive Director of Operations and the Finance Coordinator.
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
- c) and two (2) other Directors who shall not be ex-officio Directors
- d) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- e) be chaired by the Vice-President Operations and in their absence by the President;
- f) be appointed at the first meeting of the Board of Directors in May;
- g) meet before August 31st, with not less than half of the elected members of The Students' Union appointed to the committee constituting a quorum, to discuss and approve the annual operating budget that shall normally be prepared, with consultation, by the Vice-President Operations and the Financial Controller;
- h) as necessary, review any matters relating to the annual budget and audit of the Students' Union; and,
- i) present to the Board of Directors for ratification the recommended operating budget for the Students' Union for the current fiscal year.

Student Group Committee

6. The Board of Directors shall establish a Student Groups Committee in accordance with the following terms of reference:

- a) The Student Groups Committee shall consist of:
 - i. the Vice-President Student Life and Events;
 - ii. Student Groups Commissioner;
 - iii. Student Groups Director; and
 - iv. the Campus Groups Administrator
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
 - i. two (2) other members of the Students' Union who shall each hold an executive position with a Student Group. The elections for these positions

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- shall be held in accordance to the Student Groups and Course Unions Elections as per Article Six (6).
- ii. one (1) Director
 - b) the Committee shall be appointed at the first meeting of the Board of Directors in May;
 - c) the Student Groups Commissioner shall be the chair of the Student Groups Committee. In the absence of the Course Unions and Student Groups Commissioner, the Vice-President Student Life and Events shall preside at meetings;
 - d) The Student Groups Committee shall appoint from among its members a secretary of the Student Groups Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;
 - e) The Student Groups Committee may review any matters relating to the planning and implementation of student group summits, workshops and other student group events. The Student Groups Committee shall have the responsibility to consider and recommend to the Board of Directors all matters relating to the expenditure of Student Group funds; and,
 - f) Not less than half the appointed members of the Student Groups Committee shall constitute a quorum. Each The Students' Union member of the Student Groups Committee, present in person, shall be entitled to vote.
 - g) No more than one member representing the same student group may serve on the committee with the exception of the Vice-President Student Life and Events and the Commissioner of Student Groups.
 - h) Should a position become vacant on the Student Group committee the respective constituent group will be notified of the vacancy and subsequent electoral process to be held no less than one week prior to the next All Executive meeting at which time the by election will occur.

Governance Committee

The Board of Directors shall establish a Governance Committee in accordance with the following terms of reference:

- a) be composed of:

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- i. the President; and,
 - ii. the Vice-President Operations
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
- i. two (2) Directors at least one of whom shall not be a Commissioner
 - ii. the General Manager or an appropriate staff resource whom shall be ex-officio
 - iii. be appointed at a meeting of the Board of Directors by no later than August of each year;
- b) be chaired by the President;
- c) meet as necessary, but no later than two (2) months prior to the Semi-Annual General meeting in November to discuss changes and prepare amendments to the by-laws of The Students' Union;
- d) seek the advice of the Students' Union's legal counsel where applicable;
- e) present amendments to the Board of Directors no later than the October meeting; and,
- f) convene again as necessary in the new year to develop any other amendments to the by-laws that shall be presented to the Board of Directors no later than March meeting and then to the members at the Annual General Meeting in April.
- g) be responsible for updating the most current version of the by-laws to reflect: amendments passed by students at the Semi-Annual General Meeting (SAGM) or the annual general meeting (AGM); changes made in official titles to positions made by Ryerson University and, changes agreed to in the Collective Agreement with the unionized staff of the Students' Union.

Equity and Social Justice Committee

8. The Board of Directors shall establish an Equity & Social Justice Committee in accordance with the following terms of reference:

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- a) report to the Board of Directors via the Equity Issues Commissioner; be composed of:
 - i. the Vice-President Equity;
 - ii. the Vice-President Education;
 - iii. the Equity Issues Commissioner;
 - iv. the Chairperson of the Graduate Representative Committee; and,
 - v. the Equity and Campaigns Organizer

- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
- c) three (3) Directors

- d) the committee members shall be appointed at the first meeting of the Board of Directors in May.

- e) the Committee shall discuss, develop, and formulate policy regarding equity issues and submit such work to the Board of Directors;

- f) be chaired by the Equity Issues Commissioner;

- g) work with the Vice-President Equity to facilitate campus wide discussion and action on issues of equity;

- h) work with the Student Groups Committee and the Course Unions Committee to outreach to various student groups on campus;

- i) work on equity related issues, such as but not limited to, the Access Centre, Discrimination Harassment Prevention and Equity Services, and Ryerson Student Services;

9. Bursary Committee

The Board of Directors shall establish a Bursary Committee in accordance with the following terms of reference:

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- a) The Committee shall consist of:
 - i. the Vice-President Operations; and,
 - ii. the Financial Controller;

- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
 - i. two (2) Directors

- c) the Committee shall be appointed at the first meeting of the Board of Directors in May;

- d) the Committee shall be chaired by the Vice-President Operations;

- e) solicit and review and applications for the distribution of Ryerson Students' Union bursary funds;

- f) meet as necessary and in a timely manner soon after the November deadline for the submission of all Fall Term Ryerson Students' Union bursary applications;

- g) award all Ryerson Students' Union bursary funds fairly and equitably, and according to the restrictions placed upon them by rule of law, policies of The Students' Union, and any agreements pertaining to such funds.

Sustainability Committee

10. The Board of Directors shall establish a Sustainability Committee in accordance with the following terms of reference:

- a) the Committee shall consist of:
 - i. the Vice-President Equity;
 - ii. one (1) Graduate Representative Committee member determined by the Graduate Representative Committee shall also sit on the committee;
 - iii. The Equity & Campaigns Organiser; and
 - iv. the Sustainability Commissioner

- b) the Committee shall also consist of the following members who shall be elected from the Board of Directors:
 - i. three (3) Directors;

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- c) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- d) the Committee shall discuss, develop, formulate policy and campaigns regarding sustainability issues and submit such work and recommendations to the Board of Directors;
- e) be chaired by the Commissioner;
- f) work with the Vice-President Equity to facilitate campus wide discussion and action on issues sustainability and the environment;
- g) report to the Board of Directors via the Commissioner;

Course Unions Committee

The Board of Directors shall establish a Course Unions Committee in accordance with the following terms of reference:

- a) the Course Unions Committee shall consist of:
 - i. the Student Groups and Course Unions Commissioner;
 - ii. the Course Unions Director;
 - iii. the Campus Groups Administrator; and,
- b) the Committee shall also consist of the following members whom shall be appointed by the Board of Directors:
 - i. two (2) other members of the Students' Union who shall each hold an executive position with a Course Union. The elections for these positions shall be held in accordance to the Student Group and Course Unions Elections as per Article Six (6).
 - ii. one (1) director
- c) the Committee shall be appointed at the first meeting of the Board of Directors in May;
- d) the Student Groups and Course Unions Commissioner shall be chair of the Course Unions Committee. The Board of Directors shall designate one of the Course Unions Directors as vice-chair who shall act as chair in the absence of the Student Groups and Course Unions Commissioner;
- e) the Course Unions Committee shall appoint from among its members a secretary of the Course Unions Committee, who will be responsible for forwarding all minutes and records of transactions to the Secretary of the Board of Directors;

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- f) the Course Unions Committee may review any matters relating to the planning and implementation of course union summits, workshops and other course union events. The Course Unions Committee shall have the responsibility to consider and recommend to the Board of Directors all matters relating to the expenditure of Course Union funds; and,
- g) not less than half the appointed members of the Course Unions Committee shall constitute a quorum. Each member of the Course Unions Committee, present in person, shall be entitled to vote.
- h) No more than one member representing the same course union may serve on the committee with the exception of the Vice-President Student Life and Events and the Commissioner of Course Unions and Student Groups.
- i) Should a position become vacant on the Course Union committee the respective constituent group will be notified of the vacancy and subsequent electoral process to be held no less than one week prior to the next All Executive meeting at which time the by election will occur.

APPENDIX B

Terms of Reference for the Senate Student Caucus

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1. Senate Student Caucus:

- a.) there shall be a Caucus composed of all student representatives of Senate, including the Continuing Education Students' Association at Ryerson's (CESAR) Vice-President Academic, and student representatives;
- b.) the Caucus shall be chaired by the Students' Union representative, as selected by the Executive-elect of each year;
- c.) the purpose of the Caucus is to identify student issues and goals that need to be brought to the Senate;
- d.) the Caucus shall recommend policies and campaigns to the Senate that are specific to the needs of the students they represent;
- e.) the Caucus shall also recommend policies and campaigns to the board of the Ryerson Students' Union where appropriate;
- f.) the Caucus shall meet no less than once per month during the fall and winter semesters; and,
- g.) the Caucus shall meet with the appropriate staff person at the Students' union from time to time as necessary.