



BY-LAWS



Chapter 1: General Information

1.1 The Ryerson Liberal Arts' Society will hereafter be referred to as RLAS for the remainder of this document.

1.2 English is the official language of the RLAS.

1.3 Any responsibility not specifically laid out in these bylaws shall be considered to be the responsibility of the Executive of the RLAS.

1.4 The RLAS will adopt Robert's Rules of Order as its preliminary authority when written rules concerning governing issues do not exist in the RLAS By-laws.

Chapter 2: Meetings

2.1 Board of Directors' meetings shall take place with the following regulations in place:

2.1.1 Quorum for Board of Director's meetings is at least two thirds of the active Board of Directors.

2.1.2 Board of Directors' meetings must be convened:

2.1.2.1 At least once during each month of September, October, November, January, February, and March.

2.1.2.2 At least once per month between May and August.

2.1.3 All Board of Directors positions have the right to one (1) vote.

2.1.4 No Board of Directors member shall hold more than one (1) voting position.

2.1.5 The President is to select a chair, from or external from the RLAS membership, for each Board of Director's meeting. The selected chairs is then to be accepted by a



simply majority vote from the Board of Directors. If said chair fails to acquire the vote required, the President will take over the responsibility of chairing the Board of Director's meeting.

2.1.6 If the Secretary of the RLAS is unavailable for any particular Board of Director's meeting, responsibility for finding a replacement falls to the Vice-President, Operations.

2.1.7 Meetings of the Board of Directors may be formally called by the President, or two Vice-Presidents, or by half of the Program Directors.

2.1.7.1 The meeting must be called in writing through an email sent to the entire board to their official RLAS email account.

2.2 General Meetings shall take place with the following regulations in place:

2.2.1 Quorum for the RLAS General Meetings shall be thirty-five (35) members of the RLAS General Membership.

2.2.2 All General Meetings must be chaired by an external member. It is the President's responsibility to find this external member, to be approved by the Board of Directors.

2.2.3 Motions external to RLAS operations are decided by a simple majority vote unless otherwise stated.

2.2.4 Motions pertaining to changes of the bylaws or the constitution are to be decided by a two-thirds vote.

Chapter 3: RLAS Composition

3.1 The Board of Directors:



3.1.1 President: The President is the Chief Executive Officer of the RLAS. The President will have the role of official spokesperson on behalf of the RLAS. The President will act in the interests of the RLAS according to the direction of the Board of Directors. The President shall be an ex-officio member of all committees of the RLAS. The President shall ensure good relations between RLAS and member organizations, as well as governments, professional organizations, administrative bodies, etc. The President has signing authority for all financial accounts for the RLAS. The President may only be elected from candidates with at least one full year experience on the Board of Directors. In the case that a former Director does not choose to propose candidacy for the position, the President may thereafter be elected from the General Membership.

3.1.2 Vice-President, Operations: The Vice-President, Operations manages the organizational functions of the RLAS and acts as liaison to the faculty of Ryerson University. Tasks of the Vice-President, Operations include but are not limited to: chairing the Administration Committee, the appointment and managing of the Secretary, establishing and enforcing office hours, board, executive and general meeting preparation and document control. The Vice-President, Operations is responsible for general correspondence addressed to the RLAS and directing information to respective RLAS members. In the absence of a President, the Vice-President, Operations will be the interim President until a replacement is found pending ratification.

3.1.3 Vice-President, External Affairs: The Vice-President, External Affairs will maintain communication and information interchange between the RLAS and professional organizations, industries, government agencies, student organizations and alumni. The Vice-President, External Affairs responsibilities include, but are not limited to: the pursuit of both monetary and non-monetary sponsorship for the RLAS. The Vice-President, External Affairs is responsible for disseminating information pertaining to external conferences, competitions and other related events to the RLAS membership. The Vice-President, External Affairs is responsible for chairing the External Affairs committee.

3.1.4 Vice-President, Events: The Vice-President, Events is the chairs of the Events Committee. The Vice-President, Events is responsible for managing internal RLAS



related events including but not limited to: Fall Orientation, conferences and general RLAS events throughout the year.

3.1.5 Vice-President, Finance: The Vice-President, Finance is responsible for the financial operations of RLAS. The Vice-President, Finance will maintain the operating budget for RLAS and will be accountable in this regard. The Vice-President, Finance has signing authority for RLAS financial accounts. The Vice-President, Finance shall present to the Board of Directors monthly updates of RLAS account status, current and past expenditures, and budget plan changes. The Vice-President, Finance is responsible for organizing and executing means to coordinate the event calendar and anticipated budget of student groups prior to the beginning of the academic year and during the period of office; coordination of student summits is one such example. Transparency and accountability are among the top priorities of the Vice-President, Finance. They are responsible for presenting an updated student group and conference balance at each Board of Director meeting and an updated budget once a month. The Vice-President, Finance is responsible for chairing the Finance and Funding Committees.

3.1.6 Vice-President, Marketing: The Vice-President, Marketing is responsible for the branding, public relations and marketing for the RLAS. The Vice-President, Marketing works to ensure that all material released by the organization is on-brand, including but not limited to: social media, graphics, publications, videos and images. They are also responsible for overseeing the Marketing Committee, which manages the day to day Marketing operations and social media management of the RLAS.

3.1.7 One (1) Director from each of the Faculty of Arts programs: Arts and Contemporary Studies, Criminology, International Economics and Finance, English, Environment and Urban Sustainability, Geographic Analysis, History, Languages and Intercultural Relations, Philosophy, Politics and Governance, Psychology, Sociology – for a total of twelve (12) program directors. Program Directors will act as a means of communication between the RLAS and the General Membership.

3.2 Ancillary Positions



3.2.1 Secretary: The Secretary is responsible for taking minutes at all board and general meetings, the distribution of past meeting minutes of RLAS Board of Director members upon request, archiving and ensuring meeting minutes are available to the General Membership for public viewing, and maintaining the files of RLAS. The Secretary is also responsible for maintaining an inventory of all merchandise retained by RLAS.

3.3 Committees

3.3.1 Finance Committee: The Finance Committee oversees the day-to-day financial operations of the RLAS to maintain financial matters of the organization. The committee aids in facilitating consultation and funding services, ensuring accurate financial information when portraying the transparency of financial data.

3.3.2 Operations Committee: The Operations Committee is responsible for undertaking various projects under the Vice-President, Operations including but not limited to the SAGM/AGM planning and others. They ensure that the organization is transparent and focuses on initiating efforts that are an extension of the three pillars.

3.3.3 Events Committee: The Events Committee is responsible for the creation of RLAS events throughout the entirety of the academic year and providing continual guidance and support to student groups and members in the creation of their events.

3.3.4 External Affairs Committee: The External Affairs Committee works to secure mutually beneficial partnerships to support the organizations' initiatives while also meeting with and assisting RLAS affiliated student groups and projects in their corporate relations efforts.

3.3.5 Marketing Committee: The Marketing Committee oversees and executes the day-to-day marketing and communications of the RLAS. They ensure consistency within the brand image of the RLAS throughout all platforms, and work to ensure that all RLAS communications are published before the membership in a timely and efficient manner.



3.3.6 Funding Committee: The Funding Committee is comprised of the President, Vice-President, Finance, the Finance Lead, two (2) Directors and one (1) Student Group representative. Upon the request of the Vice-President, Finance however, the composition of the Funding Committee is subject to change following an RLAS email notification to the board, at least two (2) days prior to the meeting day. The Vice-President, Finance shall act as the Chair of the committee. Quorum for the Funding Committee is two-thirds, and motions will be decided by a simple majority vote. The Committee shall be responsible for reviewing, providing feedback, and approving/denying funding request motions under the amount of \$8,999.99. In the case where a request exceeds \$8,999.99, the request must be brought back to the Board of Directors. The RLAS Board reserves the right to entertain any funding request they feel necessary. The mandate of the Funding Committee is to:

- Act in the best interest of the RLAS, ensuring that all student group activities have the chance to apply for funding.
- Be a support system for student groups in finding the best alternatives for funding of their events.
- Ensure the quality of events, projects, conferences, exhibits, or any student group initiative reflect the high standards of the RLAS.

Chapter 4: Voluntary Removal from RLAS

4.1 Voluntary Removal from the Board

4.1.1 If a Director, whether they be a Program Director or Executive, wants to resign their position on the Board, they must provide written notification through RALS email to the Manager, Student Relations and Development. They must immediately turnover possession of all RLAS property and documents to the manager.

4.1.2 The Board of Directors may choose to have a member of the Board temporarily fulfil the responsibilities of the vacant position until a replacement is found.

Chapter 5: Election Procedures



5.1 Board members shall be elected from the General Membership at least three weeks prior to May 1st.

5.2 All candidates for a board position shall have a clear academic standing with a cumulative grade point average greater than, or equal to, two (2.0).

5.3 Any student enrolled in a co-op program with a work/study term in the upcoming academic school year may only run for a non-executive position.

5.4 Only students from their respective Departments may vote for a Director (e.g. only students in the Department of Sociology may vote for the Sociology Director).

5.5 Any students enrolled in a full-time undergraduate program within the Faculty of Arts' may vote for an Executive.

5.6 Should a Board position, that is not the President, become vacant before the end of the term, or if a position is not filled during the election, the Board of Directors, at their discretion, shall either appoint a replacement, or hold another election.

5.7 In the event that an Executive position is uncontested, there shall be a vote of either YES in support, or NO against the respective candidate. Non-Executive positions shall be acclaimed if the position is uncontested.

5.8 No candidate running for a position shall have any support external to Ryerson University. Support in this context includes but is not limited to: donations, advertisements, and human resources.

5.9 A Chief Returning Officer (CRO) shall be appointed by the Manager, Student Relations and Development from outside the General Membership, and approved by a majority vote by the Board of Directors. Should the President be unable, or unwilling, to secure a CRO, the Manager of RLAS will possess the ability to appoint a CRO without Board of Director approval.



Chapter 6: Amendments

6.1 Amendments to these bylaws require a two-thirds majority vote at the General Meeting.

6.2 Any motion for amendment may be made by the Board of Directors and General Membership by a typed-motion submitted no later than fourteen (14) days prior to the General Meetings.

