

Constitution of Ryerson Women in Law

I. Name

The official name of this recognized campus group is Ryerson Women in Law.
The acronym or abbreviation of this group is: RWIL

II. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The mandate of the Women in Law group is to break the glass ceiling that persists in the legal profession by building a strong community that supports and empowers women and members of the LGBTQ+ community who want to pursue careers in law. Programs created will aim at assisting women and members of the LGBTQ+ community in their educational and career endeavours through offering LSAT tips, information on law schools, and professional advice. We will also host networking events, discussion panels with successful females in law, advocacy initiatives to battle the gender inequality that persists in the legal profession. We aim to equip undergraduate women and members of the LGBTQ+ community with the necessary knowledge, tools, and connections to give them the advantage they need in a career that has clear gender discriminations. This club's objective is to bridge the inequality gap that exists for minority groups in law while also building relationships between Ryerson faculty, students, and lawyers.

III. Membership

Membership to the group is open to all Ryerson University undergraduate and graduate students.

Ryerson members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-Ryerson members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

There is no membership fee. (RSU and RLAS)

IV. Executive List and Duties

The executive committee shall be comprised of 9 elected officers. These include:

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the VP of Finance for financial purposes

- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Plan, coordinate, and recruit committees to manage a series of meetings and programs
- Coordinate programs with the president and the executive committee and board of directors
- Provide timely and interesting advance information for newsletters, social media and mailings
- Ensure strong leadership succession by identifying and recruiting new club volunteers
- Support other executive members with problem solving and important tasks

The Secretary shall:

- Handle the correspondence of the club and keep records of it
- Maintain the web sites and member contact list
- Maintain official records of meetings (meeting minutes, documents, passwords)
- Inform members of deadlines for commitments, reports, etc.
- Maintain a roster of members with current address, including email, and telephone information
- Maintain complete and up to date records of the club's by laws and other organizational documents
- Act as a liaison for students wanting information on RWIL

The VP of Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The VP of Corporate Relations:

- Build relationships with potential sponsors, existing sponsors and community stakeholders
- Create sponsorship materials in collaboration with Finance department and in securing monetary, material, and food sponsorships for events/projects
- Forming, building, and maintaining professional relationships with Law firms, Companies, Ryerson Faculty
- Be the first point of contact for all corporate communications
- Attend executive meetings

The VP of Marketing shall:

- Manage social media and website of RWIL
- Create graphics for posters, social media posts, event agendas, etc.

- Responsible for external marketing, outreach, and messaging; promoting RWIL events, projects and resources to Ryerson community and external community
- Promoting initiatives online and in person- work closely with VP of Events for this
- Build a strong social media presence across all platforms, Instagram, Facebook, Twitter, etc.

The VP of Events shall:

- Develop new events and break down the logistics of events
- Prepare and execute all events
- Coordinate and organize additional duties- event plans, transportation, printing promotional materials, selling event tickets, marketing, event promotion
- Finding venues, catering, etc.
- Work closely with the VP of Finance to establish budgets early on
- Order all promotional materials such as event gifts, banners, etc.
- Delegate tasks to other members during/before events
- Notify team of other social and academic events held by outside sources

The VP of Advocacy shall:

- Responsible for being the voice of the vulnerable members of society, particularly members of the LGBTQ+ and women and ensuring their concerns are addressed
- Listen to their views and wishes, and make sure they are considered when we make decisions
- Devise ways of reach those who could use the organization's assistance and offering the help needed
- Ensure all events and projects are inclusive and demonstrate diversity
- Get input from different vulnerable groups and post experiences on website/social media
- Work with Marketing to share advocacy stories on social media

The VP of Research shall:

- Work closely with the VP of Research in conducting research in areas of women in law
- Find areas under researched and try to fill in gaps
- Conduct research on the inequality's women and LGBTQ+ members face relative to law in undergrad, law school, and workforce
- Responsible for compiling reports for social media and website
- Responsible for research aspect required for all events and projects

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision- making authority.

V. Executive Vacancy

In the event that an executive position becomes vacant for any reason, the remaining executives may through majority vote, appoint someone from within the membership to fill the vacancy.

VI. Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

VII. Finances

The VP of Finance shall keep records of all income and expenses. The VP of Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive members or general members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

VIII. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e., once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings:

The Executive Committee shall meet on a biweekly basis where date and times are to be set by an executive member.

IX. Amendments

Any registered Ryerson Women in Law members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered Ryerson Women in Law members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., Ryerson Students Union, etc.) within two (2) weeks of its approval by general members.