

Ryerson Liberal Arts Society (RLAS) By-Laws
Amended: March 31st, 2021

Table of Contents

Article 1.0: General Information

Article 2.0: RLAS Composition

- 2.1 The Board of Directors
 - 2.1.1 RLAS Program Directors
 - 2.1.2 Program Director Responsibilities
 - 2.1.3 Executive Officers
 - 2.1.4 President
 - 2.1.5 Vice President, Operations
 - 2.1.6 Vice President, Community Relations
 - 2.1.7 Vice President, Corporate Relations
 - 2.1.8 Vice President, Events
 - 2.1.9 Vice President, Finance
 - 2.1.10 Vice President, Marketing
 - 2.1.11 IDEA Commissioner
 - 2.1.12 Manager, Student Relations and Development
- 2.2 Executive Officer Committees
 - 2.2.1 President's Committee
 - 2.2.2 Operations Committee
 - 2.2.3 Community Relations Committee
 - 2.2.4 Corporate Relations Committee
 - 2.2.5 Events Committee
 - 2.2.6 Finance Committee
 - 2.2.7 Marketing Committee
- 2.3 Sub-Committees
 - 2.3.1 First Year Committee
 - 2.3.2 Funding Committee
 - 2.3.3 SPROUT Committee
 - 2.3.4 Student Group President's Committee
 - 2.3.5 IDEA Incubator

Article 3.0: Student Groups and Course Unions

Article 4.0 Marketing

- 4.1 Marketing Materials
- 4.2 Branding Guidelines

Article 5.0 Trainings

Article 6.0: Meetings

- 6.1 Board Meetings
 - 6.1.1 Robert's Rules of Orders
 - 6.1.2 Board Meeting Regulations
- 6.2 General Meetings
 - 6.2.1 Quorum for General Meetings
 - 6.2.2 General Meetings Regulations
 - 6.2.3 Motions at General Meetings

Article 7.0: Election Procedures

- 7.1 Eligibility
- 7.2 Election Limitations
- 7.3 Uncontested Positions
- 7.4 External Support
- 7.5 Chief Returning Officer
- 7.6 Vacancies

Article 8.0: Recruitment Committee

Article 9.0: Recruitment Committee

Article 10.0: Disciplinary Proceedings

Article 11.0 Resignations

Article 12.0: Appeal Proceedings

Article 1.0: General Information

1.1 English is the official language of the RLAS.

Article 2.0: RLAS Composition

2.1 The RLAS Board of Directors is comprised of:

2.1.1 One (1) Director from each of the Faculty of Arts programs:

- 2.1.1.1 RLAS Director of Arts and Contemporary Studies
- 2.1.1.2 RLAS Director of Criminology
- 2.1.1.3 RLAS Director of English
- 2.1.1.4 RLAS Director of Environment and Urban Sustainability
- 2.1.1.5 RLAS Director of Geographic Analysis
- 2.1.1.6 RLAS Director of History
- 2.1.1.7 RLAS Director of International Economics and Finance
- 2.1.1.8 RLAS Director of Language and Intercultural Relations
- 2.1.1.9 RLAS Director of Philosophy
- 2.1.1.10 RLAS Director of Politics and Governance
- 2.1.1.11 RLAS Director of Psychology
- 2.1.1.12 RLAS Director of Sociology

2.1.2. Engagement with the membership is at the discretion of RLAS Directors. Each Faculty of Arts RLAS Director is responsible for the following duties:

2.1.2.1 Voicing concerns brought forward by their membership, in order to provide direction to Executive Officers.

2.1.2.1.1 Each Director is to bring forward concerns from their respective program, to collectively benefit the entirety of the RLAS' Membership.

2.1.2.2 Through policy and oversight, RLAS Program Directors set the direction of the RLAS.

2.1.2.3 Making major administrative decisions relating to strategic planning and finance.

2.1.2.4 Attending, and participating in all monthly Board Meetings, and General Meetings.

2.1.2.5 RLAS Program Directors will act as a means of communication between the RLAS and the following:

2.1.2.5.1 The General Membership

2.1.2.5.2 Their respective program Course Union

2.1.2.5.2.1 Directors are ex-officio members of their Course Union.

2.1.2.5.3 Program Department

2.1.3 Executive Officers

2.1.4 President

As Chief Executive Officer of the RLAS, the President holds the official role of spokesperson on behalf of the RLAS.

2.1.4.1 Responsibilities of President include the following:

2.1.4.1.1 Act in accordance with Board decisions.

2.1.4.1.2 Acting as one of three signing authorities for all financial accounts.

2.1.4.1.3 Shall be an ex-officio member of all Executive Officer committees in the RLAS.

2.1.4.1.4 Shall oversee the work of the executive members and their portfolios to ensure board direction is being followed.

2.1.4.1.5 Speak on behalf of the RLAS organization in meetings, events and media.

2.1.4.1.4 Shall act as Chair, or will name a designate chair, of the following committees:

2.1.4.1.4.1 Student Group President's Committee

2.1.4.1.4.2 President's Committee

2.1.4.1.4.3 The First Year Committee

2.1.4.1.5 Act as a liaison, and ensure good relations between the RLAS and:

2.1.4.1.5.1 Member organizations,

2.1.4.1.5.2 Governments,

2.1.4.1.5.3 Faculty of Arts Dean's Office;

2.1.4.1.5.4 Ryerson organizations; etc.

2.1.5 Vice-President, Operations:

The Vice-President, Operations manages all internal processes, and organizational functions of the RLAS.

2.1.5.1 The Vice-President, Operations responsibilities include, but are not limited to:

2.1.5.1.1 Establishing, and organizing Office Hours for each RLAS Board Member.

2.1.5.1.2 Preparing, scheduling, planning and executing monthly Board Meetings.

2.1.5.1.2.1 The Board must receive appropriate notice for these Board Meetings.

2.1.5.1.2.1 The Board must receive all relevant documents for presentations.

2.1.5.1.3 Planning, and executing all RLAS General Meetings (see: Article 5.2: General Meetings)

2.1.5.1.3 The formulation, and execution of all policy-related activities must occur in the presence of the RLAS Vice President, Operations.

2.1.5.1.4 The appointment of a Secretary, external to the Board.

2.1.6.2 The Vice President, Operations is chair of the Operations Committee.

2.1.6.3 In the absence of a President, the Vice-President, Operations will step in as interim President until a replacement is found pending ratification.

2.1.6 Vice-President, Community Relations

The Vice President, Community Relations maintains communication and information interchange between the RLAS and various community partners, government agencies,

and charitable organizations for the purpose of student engagement and support.

2.1.6.1 The Vice-President, Community Relations responsibilities include, but are not limited to:

2.1.6.1.1 Providing oversight to the annual SPROUT Case Competition including but not limited to:

2.1.6.1.1.1 Reaching out to future community partners for SPROUT competitions,

2.1.6.1.1.2 Maintaining relationships with prior community partners,

2.1.6.1.1.3 Acting as an ex officio member of the SPROUT Committee,

2.1.6.1.1.4 Acting as, or assigning chair(s) for sprout,

2.1.6.1.1.5 Providing on-going support to the SPROUT Committee.

2.1.6.1.2 Disseminating information pertaining to charitable events and initiatives being run by the RLAS and/or community partners.

2.1.6.1.3 Acquiring partners for community engagement events.

2.1.6.1.4 Facilitating communication between groups within the internal Ryerson Community.

2.1.6.1.5 Seeking out Student Groups who could benefit from RLAS support.

2.1.6.1.5.1 Coaching and acting as support for Student Groups during their application process to become an RLAS Student Group.

2.1.6.2 The Vice President, Community Relations is chair of the Community Relations Committee.

2.1.7 Vice-President, Corporate Relations:

The Vice-President, Corporate Relations develops relationships and maintains communication between the RLAS, professional organizations, and individuals external

to the membership for the purpose of gaining external sponsorship, creating alumni relations and expanding the RLAS professional network. .

2.1.7.1 The Vice-President, Corporate Relations responsibilities include, but are not limited to:

2.1.7.1.1 The pursuit of monetary sponsorships for the RLAS.

2.1.7.1.2 Disseminating information regarding external conferences, competitions and other events of benefit to the RLAS membership.

2.1.7.1.3 Seeking external media coverage for RLAS events and initiatives.

2.1.7.1.4 Providing an Annual Success Report to the Faculty of Arts Dean's Office, and President's Office

2.1.7.1.5 Maintaining the Alumni and Professional Relations Database for the benefit of the RLAS.

2.1.7.1.6 The Vice President, Corporate Relations is the Chair of the Corporate Relations Committee.

2.1.8 Vice-President, Events:

The Vice-President, Events is responsible for planning all events in order to uphold tenants of the RLAS' mandate; Accessibility, Equity, Diversity and Inclusion, while promoting academic, professional, as well as social development opportunities.

2.1.8.1 The Vice President, Events responsibilities include, but are not limited to:

2.1.8.1.2 Planning and facilitating events according to budgetary guidelines including Orientation; Conferences; and other RLAS events.

2.1.8.1.4 The Vice-President, Events is an ex-officio member of the SPROUT Committee

2.1.8.1.4 The Vice-President, Events is the chair of the Events Committee and the Orientation Committee

2.1.9.5 Vice-President, Finance:

The Vice-President, Finance is tasked with the maintenance of RLAS financial operations.

2.1.9.1 The Vice President, Finance responsibilities include, but are not limited to:

2.1.9.1.1 Acting as one of three signing authorities for all financial accounts.

2.1.9.1.2 Maintaining the operating budget.

2.1.9.1.3 Updating the Board on any budgetary change in spending.

2.1.9.1.3.1 1 account status on a monthly basis,

2.1.9.1.3.2 any current and past expenditures; and

2.1.9.1.4 Presenting to the Faculty of Arts Dean, Associate Undergraduate Dean of the Arts and Faculty of Arts Finance Manager of the RLAS' account status on a bi-annual basis and to the Office of the Vice Provost Students on an annual basis.

2.1.9.1.4.1 This information must be actively provided to the membership.

2.1.9.1.2 The Vice-President, Finance is the chair of the following Committees:

2.1.9.1.2.1 The Finance Committee; and

2.1.9.1.2.2 The Funding Committee

2.1.9.1.3 The Vice President Finance, and Finance Committee will be required to undergo training regarding the internal Cost Centre and all financial processes early in their term.

2.1.9.1.3.1 The Manager, Student Relations and Development, in collaboration with the Manager of Finance in the Faculty of Arts Dean's Office is responsible for organizing this training.

2.1.9.1.4 The Vice President, Finance shall oversee all financial processes and funding requests made by the RLAS and its membership.

2.1.10 Vice-President, Marketing:

The Vice-President, Marketing works to increase awareness of the RLAS brand, and the power of an Arts degree through marketing on various platforms.

2.1.10.1 The responsibilities of the Vice President, Marketing include:

2.1.10.1.1 Coordinating the creation and distribution of all RLAS marketing materials

2.1.10.1.2 Ensuring all social media, graphics, publications, videos and images are on brand.

2.1.10.1.3 Assisting the Board in creating, executing and maintaining marketing initiatives.

2.1.10.1.4 Coordinating the creation, marketing and distribution of any RLAS merchandise.

2.1.10.1.5 Overseeing the rebranding of the RLAS when needed (see article 4.0)

2.1.10.2 The Vice-President, Marketing is chair of the Marketing Committee.

**Article 2.1.11 IDEA (Inclusion, Diversity, Equity, and Accessibility)
Commissioner**

2.1.11.1 The IDEA Commissioner shall be responsible for encouraging the RLAS to uphold all tenets of Equity, Diversity, Inclusion, and Accessibility in all of its programming, resources and activities and shall hold the RLAS accountable if/when they fail to do so

2.1.11.2 The IDEA Commissioner shall chair the IDEA Incubator.

2.1.11.3 In order to recruit the IDEA Commissioner a Recruitment Committee shall be established with the following individuals:

2.1.11.3.1 Two (2) RLAS Program Directors shall be voting members

2.1.11.3.2 The RLAS President shall be a voting member

2.1.11.3.3 A member from the Faculty of Arts Dean's Office shall be a voting member

2.1.11.3.4 Manager, Student Relations and Development shall maintain EDI tenants during this process, and act as a non-voting member.

2.1.11.3.4.1 In the case of a tie, the Manager, Student Relations and Development shall provide the determining vote.

2.1.11.4 In order to qualify for the role of EDI Commissioner, students must:

2.1.11.4.1 Hold a GPA of 2.0 or greater.

2.1.11.4.2 Be a full-time undergraduate student in the Faculty of Arts.

2.1.11.4.3 Not be enrolled in a Co-Op term during their tenure.

2.1.11.4.4 Be in 2nd year or above at the beginning of the RLAS Fiscal Year during which they are seeking tenure.

2.1.11.4.5 Attend all training sessions established by the Manager, Student Relations and Development, as outlined in Article 5.0: Training.

2.1.11.5 Elected or recruited RLAS Board members are not permitted to apply for this position.

2.1.11.6 The IDEA Commissioner's responsibilities include, but are not limited to:

2.1.11.6.1 Overseeing, and fostering EDI and Accessibility practices during, and outside of events and initiatives within the RLAS.

2.1.11.6.2 Holding RLAS accountable for EDI and Accessibility commitments according to RLAS and Ryerson policies.

2.1.11.6.2.1 In order to do so, reports will be filed with the Manager, Student Relations and Development, and RLAS President regarding the practices and progress of the RLAS

2.1.11.6.3 In the case of conflicts regarding EDI principles, the IDEA Commissioner must liaise with the Manager, Student Relations and Development to find resolution or determine an appropriate path of action.

2.1.11.6.4 Attend, and present updates at one RLAS Executive Meeting and the RLAS Board Meetings on a monthly basis.

Article 2.1.12: Manager Student Relations and Development

2.1.12.1 The Manager, Student Relations and Development is one of three RLAS Financial

Signing Officers.

2.1.12.2 The Manager, Student Relations and Development is responsible for conflict resolution and training within the RLAS.

2.2 Executive Officer Committees

2.2.1 The President's Committee

2.2.1.1 Responsibilities of the President's Committee include, but are not limited to:

2.2.1.1.1 Supporting the RLAS President's projects.

2.2.1.1.2 Supporting Executive Officers initiatives where necessary.

2.2.2 Operations Committee:

2.2.2.1 The responsibilities of the Operations Committee includes:

2.2.2.1.1 Undertaking various projects under the Vice-President, Operations including but not limited to:

2.2.2.1.1.1 General Meeting planning

2.2.2.1.1.2 Document Management

2.2.2.1.1.2 Supporting in the formation and upkeep of various RLAS Policies.

2.2.2.1.1.3 General Management of the RLAS.

2.2.2.1.2 Supporting the Vice President, Operations in duties prescribed to them.

2.2.3 Community Relations Committee

2.2.3.1. The responsibilities of the Community Relations Committee includes:

2.2.3.1.1 Aid in recruiting members of the SPROUT committee

2.2.3.1.2 Encourage and support Student Group Recruitment and functions

2.2.3.2 Supporting the Vice President, Community Relations in duties prescribed to them.

2.2.4 Corporate Relations Committee:

2.2.4.1 The responsibilities of the Corporate Relations Committee includes:

2.2.4.1.1 Working to secure mutually beneficial partnerships for the support of RLAS initiatives while also meeting with and assisting affiliated student groups and projects in their corporate relations efforts.

2.2.4.1.2 Support the Vice President, Corporate Relations in duties prescribed to them.

2.2.5 Events Committee:

2.2.5.1 The responsibilities of the Events Committee includes:

2.2.5.1.1. The implementation and support of RLAS events throughout the RLAS Fiscal Year; and

2.2.5.1.2 Support the Vice President, Events in duties prescribed to them.

2.2.6 Finance Committee:

2.2.6.1 The responsibilities of the Finance Committee include:

2.2.6.1.1 Oversee the day-to-day financial operations and maintain the financial policy of the RLAS.

2.2.6.1.2 Aiding in the facilitation of financial consultation and funding services, ensuring accurate financial information when working with financial data.

2.2.6.1.3 Must undertake training measures to gain an understanding of the RLAS internal cost centre early in their roles.

2.2.6.1.4 Support the Vice President, Finance in duties prescribed to them.

2.2.7 Marketing Committee:

2.2.7.1 The responsibilities of the Marketing Committee includes:

2.2.7.1.1 Overseeing and executing the day-to-day marketing and communications of the RLAS, ensuring consistency within brand image of the RLAS throughout all platforms,

2.2.7.1.2 Working to ensure that all RLAS communications are published to the membership by way of the RLAS website in a timely and efficient manner.

2.2.7.1.3 Support the Vice President, Marketing in duties prescribed to Them.

2.3 Sub-Committees

2.3.1. The First Year Committee

By maintaining a dedication to the experience of students entering University, The RLAS seeks to foster new experiences and skills for their incoming members.

2.3.1.1 The mandate of the First Year Committee is:

2.3.1.1.1 To provide a mentorship opportunity for incoming students as they transition into university life

2.3.1.1.2 To introduce students to the supports and services available to them on campus

2.3.1.1.3 To provide a stepping stone into student leadership at Ryerson

2.3.1.1.4 To provide an opportunity to build relationships and a support network for first year students

2.3.1.2 In order to determine participants, from a competitive pool of applicants, a recruitment committee will be formed, composed of the following individuals:

2.3.1.2.1 President;

2.3.1.2.2 2 RLAS Program Directors;

2.3.1.2.3 1 Vice President.

2.3.1.2.4 Manager, Student Relations and Development

2.3.1.3 A minimum of one student from each Faculty of Arts program shall be selected to partake in this committee.

2.3.1.4 This committee shall provide opportunities for First Year students to engage with the Ryerson Arts community for the purpose of relationship and skill building.

2.3.2 Funding Committee:

The Vice President, Finance calls meetings of the Funding Committee upon receiving requests for funding from individuals and groups that are within the funding committee approval amount. With committee approval these individuals/groups are approved/denied funding for their initiatives.

2.3.2.1 The mandate of the Funding Committee is:

2.3.2.1.1 To act in the best interest of the RLAS, ensuring that all student group activities have the chance to apply for funding.

2.3.2.1.2 To be a support system for student groups in finding the best alternatives for funding of their events.

2.3.2.1.3 To ensure the quality of events, projects, conferences, exhibits, or student group initiatives reflect the high standards of the RLAS.

2.3.2.2 The Funding Committee shall be comprised of the following individuals:

2.3.2.2.1 The President;

2.3.2.2.2 The Vice President, Finance

2.3.2.2.3 One (1) Finance Committee Member

2.3.2.2.4 Two (2) Program Directors

2.3.2.3 Quorum for the Funding Committee is two-thirds of these members.

2.3.2.3.1 Motions will be decided by a majority vote.

2.3.2.4 The responsibilities of the funding committee includes:

2.3.2.4.1 Reviewing, providing feedback, and approving/denying funding request motions under the amount of \$4,999.99.

2.3.2.4.2 In the case where a request exceeds \$5,000.00, the request must be brought before the Board formally.

2.3.2.4.3 The RLAS Board reserves the right to entertain any funding request they feel necessary regardless of the amount requested.

2.3.3 The SPROUT Committee

This committee is formed to plan and execute the RLAS' annual interdisciplinary Case Competition that brings together students from faculties across campus, SPROUT. It will be comprised of individuals within the following categories:

2.3.3.1 The SROUT Committee shall be comprised of the following individuals, and subcommittees:

2.3.3.1.1 The Chair(s) shall oversee the work of all members of the SPROUT Committee and ensure that committee goals and timelines are being met.

2.3.3.1.2 Marketing Committee

2.3.3.1.2.1 These individuals shall maintain the SPROUT brand through advertising relevant and timely information on various platforms.

2.3.3.1.3 Expert Liaisons

2.3.3.1.3.1 These individuals shall maintain a professional and working relationship with Academic and Professional Experts that provide support throughout SPROUT.

2.3.3.1.4 Logistics Committee

2.3.3.1.4.1 These individuals shall be responsible for the organization of SPROUT through scheduling the competition, overseeing all logistical details of the competition and establishing information packages for participants.

2.3.3.1.5 The Vice President, Community Relations shall maintain an active role within the committee to preside over the planning and execution of the Case Competition

2.3.3.1.5.1 It is the responsibility of the Vice President, Community Relations to recruit a community partner that will aid in the formulation of a research question for participants.

2.3.3.2 The President shall preside over this committee as an ex-officio member, providing support where necessary.

2.3.3.3 This committee shall liaise with the Board where necessary.

2.3.4 Student Group President's Committee

The RLAS provides an opportunity for Student Groups under the RLAS to liaise with one other for the purpose of increased communication, collaboration, support to widen student community

2.3.4.1 The RLAS shall provide meeting space for Student Group Presidents under the RLAS umbrella to increase information sharing, and collaboration in initiatives.

2.3.4.2 The RLAS President, or a designate, shall chair this committee.

2.3.5 IDEA Incubator

2.3.5.1 The mandate of the RLAS IDEA Incubator is:

2.3.5.1.1 To support and advocate for students, academically, professionally, and socially, in matters of intersectional inclusion, diversity, equity, and accessibility.

2.3.5.1.2 To continue the conversation regarding these topics, implementing actions for addressing anti-racism, anti-discrimination and equity within Ryerson University and the Faculty of Arts.

2.3.5.2 Members on this committee shall be determined on a recruitment basis, and must undergo training regarding EDI practices, and other training as determined by the Manager, Student Relations and Development (See Article 5.0 Training).

2.3.5.3 The IDEA Incubator shall be comprised of the following Individuals, and Subcommittees:

2.3.5.3.1 The IDEA Commissioner shall chair the IDEA Incubator (See Article 2.1.11: The IDEA Commissioner).

2.3.5.3.2 Each subcommittee listed below shall be presided over by one Subcommittee Lead, who reports their progress on initiatives in their area of expertise to the IDEA Commissioner.

2.3.5.3.2 Education and Awareness Subcommittee

2.3.5.3.2.1 These individuals shall be responsible for ensuring education and awareness in the Faculty of Arts regarding initiatives brought forward in this committee, by gathering information and presenting it to the RLAS membership.

2.3.5.3.3 Evaluation and Accountability Subcommittee

2.3.5.3.3.1 These individuals will provide the IDEA Commissioner support in their endeavors to keep the RLAS accountable for their actions, and evaluate their practices and policy for equity, inclusion and accessibility.

2.3.5.3.4 Student Engagement Subcommittee

2.3.5.3.4.1 These individuals will seek to engage with students regarding topics of IDEA and will seek to encourage student engagement in projects and events..

2.3.5.3.5 Communication and Media Subcommittee

2.3.5.3.5.1 This committee shall be responsible for ensuring that any RLAS communication, and media is inclusive, representative of our diverse community, equitable and accessible for all members. .

Article 3.0: Student Groups and Course Unions

3.1 Student Groups and Course Unions are subject to terms and conditions laid out in the [RLAS Student Group Policy](#).

Article 4.0: Marketing

4.1 Marketing Materials

4.1.1 Any and all marketing materials related to the promotion of RLAS events must adhere to Branding Guidelines outlined by the current administration.

4.1.2 This excludes independent and external events sponsored by the RLAS, which are permitted to develop their own independent materials (Such as SPROUT).

4.1.3 All marketing materials created, and shared by the RLAS shall be equitable in principle, ensuring adherence to the RLAS pillars, and must refrain from offensive and/or profane language.

4.1.4 All marketing materials must be publicized in an accessible format.

4.1.5 Descriptive text shall be included in all captions on RLAS social media posts.

4.1.6 All materials produced by members affiliated with the RLAS, under purview of the RLAS Vice President, Marketing belong to the RLAS, and may not be used outside of this capacity.

4.2 Branding

4.2.1 Posting of any materials must adhere to the RLAS Branding Guidelines. This includes any merchandise, digital marketing materials, print marketing materials, social media content, website content, etc.

4.2.2 The RLAS shall refrain from re-branding the organization, or making significant alterations to Branding Guidelines for 5 years following any changes being made.

4.2.3 In order to instigate any alterations to Branding Guidelines, the Vice President, Marketing must present their proposed plan to the Board.

4.2.3.1 The motion must receive a majority vote, to accept new branding guidelines.

Article 5.0: Trainings

5.1 The Manager, Student Relations and Development shall, at their discretion, establish mandatory training for the incumbent and/or current RLAS Board.

5.2 Equity Diversity and Inclusion training must be undertaken prior to the final week of September.

5.3.1 Should a Board Member fail to complete this training, the Manager, Student Relations and Development shall suspend them from office until this training can be completed.

5.3.2 It is the responsibility of the suspended officer to demonstrate to

the Manager, Student Relations and Development that the training or an acceptable alternative has been successfully completed, at which point the RLAS shall reinstate the member to their position.

Article 6.0: Meetings

6.1 All official RLAS meetings shall operate under Robert's Rules of Order.

6.2 Board Meetings shall adhere to the following regulations:

6.2.1 Board meetings must be convened at least once a month during the RLAS Fiscal Year.

6.2.1.1 Where a member of the Board is unable to attend, they must send regrets to the President; Vice President, Operations; and Manager, Student Relations and Development formally.

6.2.2 Quorum for Board of Director's meetings is at least two thirds ($\frac{2}{3}$) of the Board, (On a full board this means 14 members).

6.1.2.2.1 All members of the Board have the right to one (1) vote.

6.2.3 The President, or Vice President, Operations is to select a chair, external from the RLAS membership, for each Board of Director's meeting.

6.1.2.3.1 The selected chair is then to be accepted by a majority vote from the Board.

6.1.2.3.2 If the Chair fails to acquire the vote required, the President shall take responsibility to chair the Board of Director's meeting.

6.2.4 In order to provide transparency for the membership, meeting minutes must be taken by the Secretary at each Board Meeting.

6.2.4.1 In the event that the secretary(s) is unable to attend a Board meeting, responsibility for finding a replacement falls to the Vice-President, Operations.

6.2.4.2 The Board Meeting minutes will be made accessible to the membership by way of the RLAS website within a month of each meeting.

6.2.5 In order to call an Emergency Board Meeting for issues requiring

immediate action, the following must occur:

6.2.6 An Emergency Board meeting may be called through an email sent to the entire Board. This must be through their official RLAS email account.

6.2.7 An Emergency Board meeting may be called by the following individuals:

6.2.7.1 President, or

6.2.7.2 two Vice-Presidents and two RLAS Program Directors

6.3 General Membership Meetings

6.3.1 Notice

6.3.1.1 Written notice of the date, time, place, and purpose of any General Membership Meeting shall be provided to all members no later than twenty-one (21) days prior to the meeting. Such notice shall also contain a call for motions from the membership

6.3.1.1 The Call for Motions shall close at least fourteen (14) days prior to the General Meeting.

6.3.1.2 A detailed agenda will be provided to all members no later than Seven (7) days prior to the meeting.

6.4.1 Quorum

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

6.5.1 Voting

6.5.1.1 Every member (as defined in Article 2 of the RLAS Constitution) in attendance is entitled to one (1) vote on any issue which arises at a General Membership Meeting.

6.5.1.1 Voting shall be by show of hands, unless otherwise decided by majority vote of a particular meeting;

6.5.1.1 A decision shall be determined by a majority of votes; and

6.5.1.1 Proxies are not permitted.

6.6.1 Procedure

6.6.1.1 In order to hold the General Meeting, the following regulations must be in place:

6.3.2.1 All General Meetings must be chaired by an external member.

6.3.2.1.1 Chair of this meeting shall be selected by the President, or a designate, and approved by the Board.

6.3.2.1.2 The entirety of RLAS membership is to be invited and provided a vote on any motions presented.

6.3.3 Motions at General Meetings

6.3.3.1 Any motion may be made by the Board, or General Membership by a typed-motion submitted to the Vice President, Operations no later than the closest Board Meeting prior to a General Meeting.

6.3.3.4 Any member-initiated amendments to governance documents must be brought before the Board by the member in question for a determination of changes, ensuring it is in accordance with RLAS, and University Policy.

6.3.3.5 The RLAS Board will present their opinion at the General Meeting, along-side the motion presented by the member.

6.3.3.2 Upon submission, the Vice President, Operations, will work with the student to format their motion.

6.3.3.4 If a motion is rescinded, it will simply be removed from the General Meeting Agenda.

6.3.3.5 To present a motion at the General Meeting, the member must be in attendance, to motivate their motion to the membership

Article 7.0: Election Procedures

7.1 Eligibility

7.1.1 Board members shall be elected at least three weeks prior to May 1st.

7.1.2 All Candidates must be full-time undergraduate students in a Faculty of Arts program.

7.1.3 All Candidates must have and maintain a clear academic standing with a cumulative grade point average greater than, or equal to, two (2.0).

7.1.4 Candidates are forbidden from running on a slate.

7.1.5 Candidates who seek to be part of the RLAS must attend the following sessions:

7.1.5.1 One (1) Information Session

7.1.5.2 The All-Candidates Meeting

7.1.5.3 If the candidate is unable to attend one, or both of these meetings, they are permitted to send a proxy, who must identify themselves and agree to communicate all information to the candidate.

7.1.6 Only candidates enrolled in the specific Faculty of Arts program may run for that programs' RLAS Program Director position.

7.1.6.1 Where a candidate is enrolled in a double-major program, they must choose between 2 Director positions and will represent students from that program for the duration of their elected term

7.1.7 Executive Officer positions are open to candidates enrolled in any program within the Faculty of Arts.

7.1.7 The President may only be elected from candidates with at least one full year of experience on the Board.

7.1.7.1 In the case that a former Director or Executive Officer does not choose to propose candidacy for the position, a member of the General Membership may run for this position.

7.2 Election Limitations

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

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

7.2.3 Any Executive Officer is not permitted to hold another executive position on any student group with Ryerson University for the duration of their elected term on the RLAS.

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

7.3 Uncontested Positions

7.3.1 In the event that an RLAS Program Director position remains uncontested, the position shall be acclaimed.

7.3.2 In the event that an Executive Officer position is uncontested, a vote must still occur. The ballot shall contain the following options: YES in support, or NO in opposition of the candidate.

7.4 External Support

7.4.1 It is forbidden for a candidate to receive any support external to Ryerson University.

7.4.1.1 This includes, but is not limited to support in the form of: donations, advertisements, and human resources.

7.5 Chief Returning Officer

7.5.1 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.

7.6 Vacancies

7.6.1 In the event that a position on the Board becomes vacant prior to the end of term, the RLAS will, at its discretion decide between

7.6.1.1 a by-election, or;

7.6.1.2 The establishment of a Recruitment Committee (See Article 8.0)

Article 8.0 Recruitment Committee

8.1 In the event that a seat on the Board becomes vacant, a Recruitment Committee may be convened in order to fill the position vacancy.

8.2 The Recruitment Committee will undertake the selection of incoming Board members through an interview process.

8.3 The Recruitment Committee shall operate only if the Board approves of this method to fill positions through a vote.

8.4 The Recruitment Committee shall be comprised of the following individuals:

8.4.1 President shall be a voting member.

8.4.2 Vice President, Operations shall be a voting member.

8.4.3 One member of the Program Directors, shall be a voting member.

8.4.4 The Manager Student Relations, and Development shall be a non-voting member, maintaining neutrality throughout this process.

8.5 The Board of Director position on the Recruitment Committee shall be determined in the following manner:

8.5.1 The President shall communicate through official means to the Board of Directors that this committee is being formed, and a representative needs to be selected.

8.5.2 Upon gathering nominations from the Board, a vote shall take place in order for a representative to be selected.

8.6 The Recruitment Committee will communicate their decision to candidates, and the Board upon determining the successful individual(s).

Article 9.0 Disciplinary Procedures

9.1 In the event that a Director is identified as violating the terms of their office by not fulfilling their duties, or not adhering to RLAS policy, a formal complaint may be filed with the Manager, Student Relations and Development.

9.2 A Complaint may be brought to the Manager Student Relations and Development from any individual, or group, including but not limited to RLAS Board Members.

9.3 The Manager Student Relations and Development, upon receiving a complaint will engage in the following steps:

9.3.1 Primacy will be placed on seeking mediation and reconciliation of all members involved.

9.3.1.1 The Manager, Student Relations and Development, and the RLAS President shall engage in this step.

9.3.1.2 The President shall be involved in this process, unless they are the accused individual.

9.3.2 The Manager Student Relations, and Development, or a designate appointed by them, will endeavor to create a case management plan with the complainant and accused in which mediation will be the primary goal.

9.4 In the case that a resolution through mediation is not possible, the following steps may be taken.

9.4.1 In the case that the complaint in question has direct impact on the reputation of the organization, the complaint must be brought to the board and the Board may decide to request a resignation from the individual in question

9.4.1.1 The accused will have an opportunity to voice their case to the Board prior to any decision being made, if they so choose.

9.4.1.2 In the case that the resignation is refused, the Board may decide to proceed with removing the individual from office.

9.4.2 In the case that the complaint in question does not have a direct impact on the organization then the individual, RLAS President and Manager, Student Relations and Development will work together to remedy the situation.

9.5 Removal from Office

9.5.1 In order to engage in any removal of office for a member of the Board of Directors, the following procedure must be followed:

9.5.1.1 As per article 9.4.1.2, if the accused Director refuses to resign

from office, the Board may put the issue to a vote as indicated in 15.2 of the Constitution.

9.5.1.2 The motion shall be motivated by the complainant or the Manager, Student Relations and Development.

9.5.1.3 The removal, as per the RLAS Constitution must be brought before the Board, where the accused may bring forward any new information.

9.5.1.4 As per constitution article 15.2, the Board motion must receive $\frac{2}{3}$ majority vote to be successful.

9.5.2 In the case that the accused is permitted to maintain their RLAS Board privileges, conflict management procedures must be undergone. This will be facilitated by the Manager, Student Relations and Development to restore positive team dynamics.

Article 10.0 Appeals

10.1 The intent to appeal must be brought to the attention of the Manager Student Relations, and Development through official email communication. At this point, they will provide information about how the process will proceed, on a case-by-case basis.

10.1.1 Upon submission of the appeal, the individual (or complaintant) will present their case to the RLAS Appeal Committee for further investigation in a meeting.

10.1.1.2.1 The Manager shall partake in this process as the Chairperson of the Committee.

10.2 The Appeal Committee will communicate its recommendations to the Board.

10.2.1 The Appeal Committee Chair shall notify the Board and the Associate Dean of Undergraduate Studies of their recommendation within seven (7) days of the meeting.

10.2.2 The Appeal Committee Chair shall notify the Board of their recommendations through email and a presentation at the next Board Meeting.

10.3 The Appeal Committee shall be comprised of the following individuals:

10.3.1 The Manager, Student Relations and Development shall be a non-voting member, and will ensure the process is conducted in an equitable manner.

10.3.2 One (1) elected RLAS Board representative shall partake in this committee as a voting member.

10.3.3 One (1) external Society member shall partake in this committee as a voting member.

10.3.4 Two (2) General RLAS Members shall partake in this committee as voting members.

10.4 In the event of multiple appeals by a single individual or group, the second appeal decision made by the Board shall be final.

10.4.1 Exceptions to this rule shall be decided on a case-by-case basis by the Manager, Student Relations and Development.

10.4.2 Should a second appeal go forward, a new Appeal Committee must be formed with different voting members.

10.5 All decisions made by the Board, and the Appeal Committee are valid until the end of the RLAS Fiscal year, unless otherwise directed by a Board majority vote.

Article 11: Resignations

11.1 In the case a member of the RLAS seeks resignation from their duties a two week written notice of their intent must be forwarded to the President, Vice President, Operations, and Manager, Student Relations and Development.

11.1.1 The written notice may be followed by a one-on-one meeting between the resigning member, and the Manager, Student Relations and Development.

11.1.2 The Manager, Student Relations and Development is responsible for establishing an exit interview for the individual in question.

11.2 Upon affirming their resignation, the member in question must turnover all RLAS possessions and documents to the Manager, Student Relations and Development.

11.3 The Board of Directors may choose to have a member of the Board temporarily fulfill the responsibilities of the vacant position until a replacement is selected (See Article 10.0: Vacancies & Article 11.0 Recruitment Committee).

Article 12.0: Amendments to the By-Laws

12.1 Amendments to the By-Laws require a majority vote at a Board Meeting and;

12.2 Amendments to the By-Laws require a majority vote at a General Meeting.