

**CONSTITUTION OF THE  
ROTMAN COMMERCE STUDENTS' ASSOCIATION  
UNIVERSITY OF TORONTO**

*Last Updated: April 2013*

ARTICLE 1: NAME

- 1.01 The organization shall be known as the “Rotman Commerce Students’ Association” hereinafter referred to as the “RCSA”.

ARTICLE 2: MISSION

- 2.01 To serve the best interests of Rotman Commerce students at the University of Toronto, enriching their academic lives and university experience through political & academic representation, academic and student services and community events.

ARTICLE 3: MEMBERSHIP

- 3.01 All students taking at least 0.5 full course equivalents (FCEs) of undergraduate courses with a course code beginning with RSM at the University of Toronto in the current academic year are automatically members of the RCSA. Election and voting privileges shall be extended to said members.
- 3.02 All members of the RCSA are full members of the Arts and Science Student Union (ASSU).
- 3.03 All members of the RCSA are afforded the same rights and opportunities to participate in RCSA and RCSA-related activities.

ARTICLE 4: GOVERNANCE

- 4.01 The RCSA shall be governed by two distinct bodies with specific duties and responsibilities; the Governing Council (the ‘GC’) and Executive Council (the ‘EC’).

ARTICLE 5: GOVERNING COUNCIL

- 5.01 Members of the Governing Council shall carry out their duties to the best of their ability and in the best interest of the RCSA and its members.
- 5.02 The Governing Council shall be composed of the following elected and voting members:
- a. President of the RCSA
  - b. Vice President of the RCSA

- c. Five (5) student representatives
- 5.03 The Governing Council shall be composed of the following non-elected and non-voting members:
- a. Director of Rotman Commerce (or designate)
  - b. Treasurer of the RCSA
  - c. Secretary of the RCSA
- 5.04 The President shall also serve as the Chairperson (the ‘Chair’) of the Governing Council. The Chair shall preside over each meeting of the GC.
- 5.05 The Governing Council is responsible for the strategy, vision and sustainability of the organization and for ensuring the effectiveness of transparency, accountability and other governance-related controls and system.
- a. The Governing Council may choose to modify the number of the positions and/or the mandates of each position of the Executive Council to reflect organization priorities and needs.
  - b. The Governing Council has the authority to pass motions to dictate the actions of the Executive Council or reverse a passed motion of the Executive Council on the grounds of sustainability and viability for the organization.
- 5.06 The Governing Council shall pursue all reasonable means to reach unanimous decisions. However, in the failing of such consensus, decisions by the GC shall be through a majority vote of voting members.
- a. Quorum shall be represented as a majority of GC members.
  - b. In the event of a split vote, the vote by the President shall carry the weight of two votes.
- 5.07 The Governing Council shall meet on a bi-weekly basis, and more frequently, if required.
- a. The Chair can call a meeting of the GC at any time
  - b. It is the responsibility of the Chair to communicate the notice of meeting at least one week in advance and in writing to each member of the GC and the student community.
  - c. All Governing Council meetings shall be open to RCSA members to attend except for special in-camera sessions designated by the Chair.
- 5.08 The Chair shall convene a GC meeting if petitioned to do so by a majority of GC members.
- a. Any member of the RCSA shall have the right to petition for GC for any RCSA

related matter

- b. The Chair shall be responsible for ensuring a reasonable response is provided in a timely manner.

5.09 Minutes shall be taken at all official meetings of the GC, filed for future reference and be made available for public viewing.

#### ARTICLE 6: EXECUTIVE COUNCIL

6.01 Members of the Executive Council shall carry out their duties to the best of their ability and in the best interest of the RCSA and its members.

6.02 The Executive Council shall be composed of the following members:

- a. The President and Vice President of the RCSA
- b. All appointed Portfolio Executives and Coordinators

6.03 The Vice President shall also serve as the Chairperson (the ‘Chair’) of the Executive Council and shall chair each meeting of the EC.

6.04 The Executive Council is responsible for the planning and implementation of the organization’s initiatives.

6.05 The Executive Council shall meet at least once a month.

- a. The Chair can call a meeting of the Executive Council at any time
- b. It is the responsibility of the Chair to communicate the notice of meeting at least one week in advance and in writing to each member of the EC.

6.06 The Chair shall convene an EC meeting and administer a vote if petitioned to do so by a majority of EC members.

- a. The Executive Council may, through quorum, advance and pass a motion overriding or limiting a prior motion of the Governing Council, with the exception of Governing Council motions specifically concerning the EC.
- b. Quorum shall be defined as a majority of EC members.

6.07 All members of Executive Council may establish and recruit a committee to assist them in fulfilling their duties.

- a. Selection of committee members must be approved by the GC prior to official appointment.

6.08 Minutes shall be taken at all official meetings of the EC, filed for future reference and be made available for public viewing.

## ARTICLE 7: ELECTIONS AND APPOINTMENTS

- 7.01 All members of the RCSA are eligible to run for elections and apply for appointed positions.
- 7.02 All elected and appointed positions run on a one-year term from May 1<sup>st</sup> to April 30<sup>th</sup> of the following years.
- 7.03 Annual elections and by-elections must be called by the President of the RCSA and approved by the Governing Council.
- a. All elections must adhere to the Elections Manual of the RCSA as established and amended by the GC.
- 7.04 The Governing Council can open applications to any vacant appointed positions in the RCSA at any time.
- a. All appointments must adhere to the Appointment Manual of the RCSA as established and amended by the GC.
- 7.05 Governing Council and Executive Council members must not have, or provide the impression of, a Conflict of Interest.
- a. Individuals deemed to have a Conflict of Interest that significantly prevents the individual from performing his/her RCSA duties shall be prohibited from taking a position on the GC and EC.
- b. In matters where a GC or EC member may have a Conflict of Interest, the individual must disclose the Conflict and excuse him or herself from any votes regarding the matter.
- c. Conflict of Interest complaints or appeals shall be heard and decided upon by a Committee consisting of the Vice-President, a Student Representative from the Governing Council and the Director of Rotman Commerce (or designate).

## ARTICLE 8: BUDGET

- 8.01 The fiscal year of the RCSA shall run from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
- 8.02 The RCSA budget committee, composed of the President, Vice President and Treasurer of the RCSA, shall prepare the RCSA budget.
- a. The RCSA budget must be approved by the Governing Council.
- b. In lieu of an approved budget, RCSA is prohibited from the expenditure of any financial assets or from entering any agreements regarding the use of RCSA financial assets.
- 8.03 All debts incurred by the RCSA must be paid and the books must be closed out

within 30 days of the end of the fiscal year.

8.04 The budget shall be filed for future reference and be made available for viewing by all members of the RCSA.

8.05 Interim and year-end audits shall be performed by the Treasurer or by a designated third party.

#### ARTICLE 9: POLICIES

9.01 The Governing Council shall maintain policies regarding Elections, Appointments, Human Resources and Finance.

9.02 A policy manual outlining the roles and responsibilities of all RCSA shall be kept and made available to all members of the RCSA. The policy manual shall be reviewed annually by the Governing Council and amended at their discretion to ensure it is in keeping with the needs and purposes of the Association.

9.03 The Governing Council may create further rules and procedures for the RCSA, provided that such rules are consistent with, and subservient to, this Constitution.

#### ARTICLE 10: REMOVAL

10.01 Any member of the Governing Council or Executive Council may be subject to removal from his/her position if a violation of Provision 5.01 or 6.01 is deemed to have occurred or if the RCSA Code of Conduct is deemed to have been violated.

- a. The President and Vice President of the RCSA must take all reasonable steps to remediate the situation, but failing that, may recommend to the GC for dismissal.
- b. Dismissals must be approved by a majority vote of the GC.
- c. The individual in question must be provided an opportunity to speak before the GC before a decision is made.
- d. If the offending individual is a member of the GC, the individual must excuse him/herself from the GC in regards to all aspects related to the dismissal decision.

#### ARTICLE 11: THE CONSTITUTION

11.01 This constitution shall remain the law governing the conduct and activity of the RCSA.

11.02 A copy of the Constitution shall be kept on file and be available for public viewing.

11.03 In circumstances where there is a disagreement between two or more copies of the RCSA Constitution, the printed copy of the RCSA Constitution, kept in the Office of the RCSA, signed and dated by all members of the current Governing Council shall be considered the official version.

11.04

This constitution may only be amended at a General Meeting of the RCSA and any amendment shall require a majority resolution.

- a. Proposed amendments must secure the support of the Governing Council prior to a general vote.
- b. Quorum for General Meetings is defined as the lessor of, 2/3 of the student population or 100 student members.
- c. In the event that a student member is unable to attend the General Meeting at the published date and time, the student may exercise his or her rights through a proxy.
- d. Any proposed amendments shall be included with the notice of the General Meeting, and shall be given at least 14 days before the day of the meeting and include disclosure of the changes made in writing.
- e. In addition, disclosure of the changes made in writing must be published and publicly communicated to all RCSA members in conjunction with the notice of the General Meeting.
- f. Results of any amendments resolution must be published by the RCSA to all RCSA members.