

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

Last Updated and Ratified: January 20, 2020

ARTICLE 1: NAME

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

ARTICLE 2: MISSION

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

ARTICLE 3: MEMBERSHIP

3.1 All students enrolled in a recognized Rotman Commerce program at the University of Toronto are automatically Members of the RCSA (“Members”).

3.2 All Members of the RCSA have the right to:

- a. Participate in RCSA-related activities.
- b. Apply for positions at the RCSA.
- c. Vote in elections.
- d. Attend and vote at the Annual General Meeting (“AGM”).

ARTICLE 4: GOVERNANCE STRUCTURE

4.1 The RCSA shall be governed by the Executive Council (“EC”) consisting of Members with various titles as outlined in Article 5.

4.2 The EC shall be supported by various Committees, titled as “Committee Members” as outlined in Article 6.

4.3 The RCSA shall establish a team of First Year Interns, titled as “First Year Interns” as outlined in article 7.

4.4 Members of the EC, Committee Members, and First Year Interns shall be designed as Executives of the RCSA (“Executives”).

4.5 Appendix I illustrates the organizational chart of the RCSA.

ARTICLE 5: EXECUTIVE COUNCIL

5.1 The Executive Council (“EC”) is responsible for the planning and implementation of the organization’s initiatives and overall management of the organization.

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

- a. The President
- b. The Vice President
- c. The Treasurer
- d. The Director(s) of Internal Affairs
- e. The Director(s) of Events
- f. The Director(s) of Equity, Diversity, and Inclusion
- g. The Director(s) of International Students’ Liaison
- h. The Director(s) of External Relations
- i. The Director(s) of Marketing
- j. The Editor(s) in Chief
- k. The Director(s) of Student Affairs

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

- a. The Vice President shall serve as the Chairperson (the “Chair”) of the EC.
- b. The Chair can call a meeting of the EC at any time.
- c. The Chair must call a meeting of the EC if petitioned to do so by greater than half of the members of the EC.
- d. It is the responsibility of the Chair to communicate the notice of meeting at least three (3) days in advance and in writing to each member of the EC.

- e. When matters are put forth to the EC for a vote, the result shall be determined on the basis of simple majority. Quorum shall be half of all EC members. In the event of a split vote, the matter will be voted upon again. In the event of another split vote, the vote of the President shall carry the weight of two votes.
- f. Minutes shall be taken at all official meetings of the EC and be made available for public viewing.

5.4 Members of the EC must adhere to their roles and responsibilities as found in Appendix II.

5.5 All EC positions consist of a one (1) year term from May 1st to April 30th (“Term”).

5.6 The President and Vice President shall be elected annually by Members of the RCSA.

- a. Annual elections for the succeeding President and Vice President must be called by the current President.
- b. To be eligible for the role of President or Vice President, candidates must have completed, or is expected to complete by the start of their Term, one (1) full year as an Executive of the RCSA.
- b. The election of the President and Vice President is governed by the Elections Manual as found in Appendix III.

5.7 With the exception of the President and Vice President, all other members of the EC shall be appointed.

- a. These members of the EC shall be appointed by the succeeding President and Vice President.
- b. To be eligible for all positions on the EC except the President and Vice President, candidates must have completed, or is expected to complete by the start of their Term, one (1) full year as a student at Rotman Commerce.

5.8 The President and Vice President may open applications to any vacant appointed positions on the EC at any time.

ARTICLE 6: COMMITTEES

6.1 Committees are established to assist Directors in fulfilling their duties.

6.2 The following committees may be established to assist their respective Director(s).

- a. Events Committee
- b. Equity, Diversity and Inclusion Committee
- c. Advocacy Committee
- d. International Students' Liaison Committee
- e. External Relations Committee
- f. Marketing Committee
- g. Yearbook & Design Committee
- h. Student Affairs Committee

6.3 The members of the above Committees shall be titled as Committee Member.

- a. Additional titles may be awarded for specific roles upon approval by the President and Vice President.
- b. All Committee Members shall rank equally regardless of title.

6.4 Committee Members must adhere to their roles and responsibilities as per Appendix II.

6.5 All Committee Member positions consist of a one (1) year term from May 1st to April 30th ("Term").

6.6 The appointment of Committee Members is the responsibility of the respective Director(s) and must be approved by the President and Vice President prior to official appointment.

6.7 To be eligible for the role of Committee Member, candidates must have completed, or is expected to complete by start of their Term, one (1) full year as a student at Rotman Commerce.

ARTICLE 7: FIRST YEAR INTERNS

7.1 The RCSA shall establish a team of First Year Interns to provide training and mentorship for the future generation of leaders of the RCSA.

7.2 The selection of First Year Interns is the responsibility of the Director(s) of Internal Affairs and must be approved by the President and Vice President prior to official appointment.

- 7.3 All First Year Intern positions consists of an approximately seven (7) month term from date of hiring to April 30th (“Term”).
- 7.4 First Year Interns shall attend a series of education sessions and be involved in the various Committees of the RCSA as assigned by the Director(s) of Internal Affairs.
- 7.5 First Year Interns must adhere to their roles and responsibilities outlined in Appendix II.
- 7.6 To be eligible for the role of First Year Intern, candidates must be enrolled in their first (1st) year of studies at Rotman Commerce.

ARTICLE 8: ANNUAL GENERAL MEETING

- 8.1 There shall be an Annual General Meeting (“AGM”) held once (1) per year.
- 8.2 The AGM shall be chaired by the President.
- 8.3 The AGM shall be open to all RCSA Members. All attendees are eligible to vote on issues presented.
- a. Votes will be determined on the basis of simple majority.
 - b. In the event of a split vote, the matter will be voted upon again. In the event of another split vote, the vote of the President shall carry the weight of two votes.
- 8.4 Quorum for the AGM is defined as the lessor of 2/3 of the Rotman Commerce student population or 50 Members.
- 8.5 Notice for the time and location of the AGM shall be made publicly available at least three (3) weeks prior to it being held.
- a. In the event that a Member is unable to attend the AGM at the published date and time, the Member may exercise his or her rights through a proxy.
- 8.6 Minutes shall be taken and be made available for public viewing.

ARTICLE 9: FINANCES

- 9.1 The fiscal year of the RCSA shall run from May 1st to April 30th.
- 9.2 The Treasurer shall prepare the RCSA budget with supervision by the President and Vice President and input from the EC.
- 9.3 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.

- 9.4 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.
- 9.5 Interim and year-end audits shall be performed by a designated third party.
- 9.6 All financial procedures are to comply with applicable standards established by Rotman Commerce, the University of Toronto, and any other relevant governing body.

ARTICLE 10: POLICIES

- 10.1 The EC shall maintain policies outlining pertinent practices of the RCSA.
- 10.2 All policies shall be reviewed annually by the EC and may be amended at their discretion to ensure it is in keeping with the needs and purposes of the RCSA.
- 10.3 All policies shall be kept and made available to all Members of the RCSA.
- 10.4 A policy manual outlining the roles and responsibilities of all RCSA Executives (“Roles and Responsibilities”) is found in Appendix II.
- 10.5 A policy manual outlining the elections procedures (“Elections Manual”) of the RCSA is found in Appendix III.
- 10.6 A policy manual outlining the code of conduct (“Code of Conduct”) of RCSA Executives is found in Appendix IV.
- 10.7 The EC may create further rules and procedures for the RCSA, provided that such rules are consistent with, and subservient to, this Constitution.

ARTICLE 11: REMOVAL

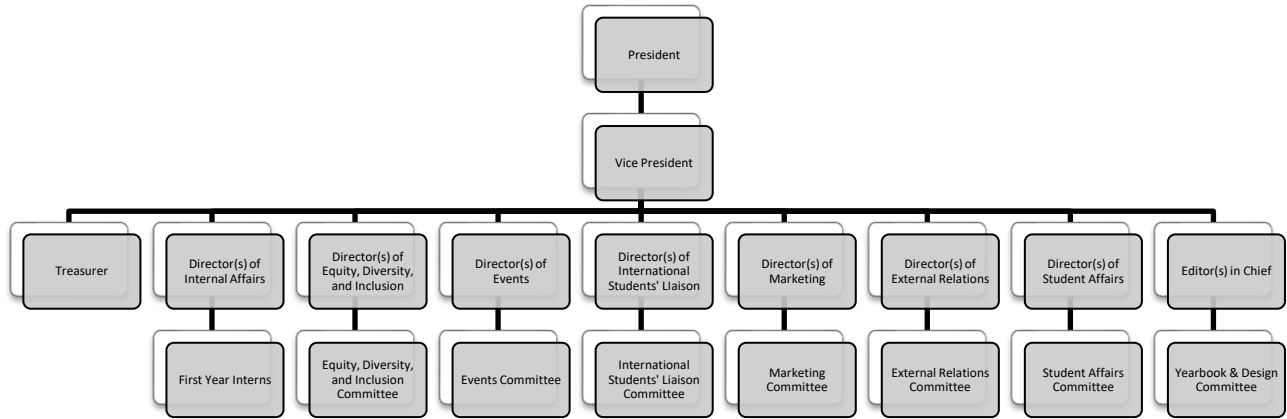
- 11.1 Any Executive of the RCSA may be subject to removal from his/her position if he/she fails to act within the best interests of the organization or if the RCSA Code of Conduct as found in Appendix IV is deemed to have been violated.
 - a. The procedures for removal of any Executive shall be governed by the Code of Conduct.

ARTICLE 12: THE CONSTITUTION

- 12.1 This Constitution shall remain the law governing the conduct and activity of the RCSA.
- 12.2 A copy of the Constitution shall be kept on file and be available for public viewing.

- 12.3 In circumstances where there is a disagreement between two or more copies of the RCSCA Constitution, the copy of the RCSCA Constitution kept in the Rotman Commerce Programs Office shall be considered the official version.
- 12.4 This constitution may only be amended at an Annual General Meeting of the RCSCA and any amendment shall require a majority resolution as outlined in Article 8.
- a. Any Member may submit a proposed amendment.
 - b. Proposed amendments must be submitted to the EC in writing at least two (2) weeks prior to the day of the AGM.
 - c. Proposed amendments must secure the majority support of the EC as outlined in Article 5, Section 3.e prior to it being allowed for a general vote at the AGM.
 - d. Any supported proposed amendments shall be publicly communicated in writing to all RCSCA Members at least one (1) week before the day of the meeting.
 - e. Results of any amendments resolution must be published by the RCSCA to all RCSCA Members.

APPENDIX I – ORGANIZATIONAL CHART



APPENDIX II – ROLES AND RESPONSIBILITIES

The duties of the person(s) occupying the following positions shall include but is not limited to:

1.0 PRESIDENT

- 1.1 Serve as the head of the RCSA and assume overall responsibility for all aspects of the organization.
- 1.2 Oversee and execute the RCSA's strategic vision and long-term objectives.
- 1.3 Act as a liaison and coordinate representation of the RCSA to the University of Toronto, Rotman Commerce, and any committees and boards as designated.
- 1.4 Serve on the EC.
- 1.5 Chair the AGM.
- 1.6 Oversee hiring of all RCSA Executives.
- 1.7 Declare elections for the succeeding President and Vice President.

2.0 VICE PRESIDENT

- 2.1 Assume the duties of the President in their absence.
- 2.2 Assist the President in their duties.
- 2.3 Coordinate the writing and publication of the RCSA Annual Report in collaboration with other RCSA Executives.
- 2.4 Chair the EC.
- 2.5 Oversee and supervise the activities of the EC.

3.0 TREASURER

- 3.1 Responsible for all financial aspects of the organization.
- 3.2 Submit budget proposals and budget reports according to the regulations of Rotman Commerce.
- 3.3 Maintain financial records ensuring compliance with budgets.
- 3.4 Oversee reimbursement process for all RCSA Executives.
- 3.5 Ensure financial procedures comply with applicable standards established by Rotman Commerce Programs Office, the University of Toronto, and any other relevant bodies.
- 3.6 Serve on the EC.

4.0 DIRECTOR OF INTERNAL AFFAIRS

- 4.1 Responsible for the hiring, training, and management of First Year Interns.
- 4.2 Develop events and social gatherings to build organizational cohesion and culture.
- 4.3 Record and make publicly available the minutes of EC meetings, indicating the time and place of such meetings, the names of those present, and the matters discussed.
- 4.4 Serve on the EC.

5.0 DIRECTOR OF EVENTS

- 5.1 Create, manage, and oversee execution of the events of the organization.
- 5.2 Act as a liaison and coordinate with Rotman Commerce Programs Office to host events in partnership as designated.
- 5.3 Hire, train, and manage team of Committee Members.

- 5.4 Serve on the EC.

- 6.0 DIRECTOR OF EQUITY, DIVERSITY & INCLUSION
- 6.1 Act as the chief advocate for all equity, accessibility, inclusion, and diversity matters for all Members of the RCSA.
- 6.2 Create, manage, and oversee execution of events and initiatives related to the solicitation of feedback and outreach to the student body and RC groups.
- 6.3 Collect student feedback and faithfully represent the same to RCSA Executives, Rotman Commerce staff, and other stakeholders.
- 6.4 Act as a liaison and coordinate with Rotman Commerce Programs Office to host events in partnership as designated.
- 6.5 Hire, train, and manage team of Committee Members.
- 6.6 Serve on the EC.

- 7.0 DIRECTOR OF INTERNATIONAL STUDENTS' LIAISON
- 7.1 Act as the chief representative and first point-of-contact for all Members of the RCSA who identify as international students.
- 7.2 Create, manage, and oversee execution of events related to the needs of international students at Rotman Commerce.
- 7.3 Collect, report, and act upon feedback and concerns from international students.
- 7.4 Act as a liaison and coordinate with Rotman Commerce Programs Office to host events in partnership as designated.
- 7.5 Hire, train, and manage team of Committee Members.
- 7.6 Serve on the EC.

- 8.0 DIRECTOR OF EXTERNAL RELATIONS
- 8.1 Responsible for seeking external sponsors and supporting external relationships for RCSA events and initiatives.
- 8.2 Develop and maintain an up-to-date sponsorship package to be distributed to potential sponsors.
- 8.3 Build and maintain relationships with corporate partners and external parties (i.e., RC Groups).
- 8.4 Hire, train, and manage team of Committee Members.
- 8.5 Serve on the EC.

- 9.0 DIRECTOR OF MARKETING
- 9.1 Responsible for development, design, and execution of marketing materials and campaigns.
- 9.2 Responsible for overseeing the RCSA website and all social media webpages.
- 9.3 Manage the RCSA brand in all forms.
- 9.4 Liaise with the Rotman Commerce Programs Office to coordinate marketing strategies.
- 9.5 Hire, train, and manage team of Committee Members.
- 9.6 Serve on the EC.

- 10.0 EDITOR IN CHIEF
- 10.1 Responsible for the design, production, and sales of the annual Rotman Commerce yearbook and other publications.
- 10.2 Liaise with the Rotman Commerce Programs Office regarding funding, development, sales, and

- other functions related to the yearbook and other publications.
- 10.3 Hire, train, and manage team of Committee Members.
- 10.4 Serve on the EC.

- 11.0 **DIRECTOR OF STUDENT AFFAIRS**
- 11.1 Act as the chief advocate and first point-of-contact for all academic, mental health and student life matters for all Members of the RCSA.
- 11.2 Create, manage, and oversee execution of events and initiatives related to the solicitation of feedback and outreach to the student body and RC groups.
- 11.3 Collect student feedback and faithfully represent the same to RCSA Executives, Rotman Commerce staff, and other stakeholders.
- 11.4 Act as a liaison and coordinate with the Rotman Commerce Programs Office to host events in partnership as designated.
- 11.5 Hire, train, and manage team of Committee Members.
- 11.6 Serve on the EC.

- 12.0 **COMMITTEE MEMBER**
- 12.1 Assist respective director(s) in duties assigned in a timely and professional manner.
- 12.2 Act as a faithful and positive representative of the RCSA to the student body at Rotman Commerce.

- 13.0 **FIRST YEAR INTERN**
- 13.1 Participate in training, workshops, and seminars as offered by the Director of Internal Affairs or any other executive.
- 13.2 Act as a faithful and positive representative of the RCSA to the first-year student body at Rotman Commerce.

APPENDIX III – ELECTIONS MANUAL

1.0 GENERAL

- 1.1 This section outlines the electoral procedures of the two (2) elected positions of the RCSA: the President and Vice President.
- 1.2 The electoral process shall be completed in advance of the beginning (May 1st) of the Term of the President and Vice President.

2.0 ELIGIBILITY

- 2.1 Candidates for the positions of President or Vice President must have completed or is expected to complete by the start of their Term, one (1) full year as an Executive of the RCSA.
 - a. Candidates will therefore, at the time of nomination, be serving, or have served, in the capacity of Committee Member or as a member of the EC. Completion, or expected completion, of a Term as a First Year Intern does constitute eligibility for nomination.

3.0 ELECTORAL OFFICER

- 3.1 The Electoral Officer shall oversee the electoral procedures for the RCSA.
- 3.2 The Electoral Officer shall act in an ethical, non-partisan manner in enforcing all policies and procedures pertaining to elections for the organization.
- 3.3 The Electoral Officer shall publicize all aspects of the election procedures, including relevant dates, nomination materials, candidate platforms, candidate speeches, and any other critical information to the Rotman Commerce community using all available media, resources, and tools.
- 3.4 The Electoral Officer shall develop and manage the voting system, including establishing an online-based voting platform and counting, verifying, and announcing results.
- 3.5 The Electoral Officer shall act as the final arbitrator for any conflicts or disputes that arise from the election, including interpretation of the content herein.
- 3.6 The Electoral Officer shall be a staff member of Rotman Commerce.

4.0 NOMINATIONS

- 4.1 Candidates for positions shall satisfy the requirements of their desired position as outlined in the Constitution.
- 4.2 The Electoral Officer will make available a nomination form and a copy of this Elections Manual.
- 4.3 Candidates must submit to the Electoral Officer a nomination form signed and endorsed by at least ten (10) Members of the RCSA and a personally signed copy of this Elections Manual agreeing to comply with the content herein.
- 4.4 No one may be nominated for more than one (1) position in any one election.
- 4.5 All received nominations that follow the above conditions shall be considered valid for the purposes of candidacy.

5.0 CAMPAIGNING

- 5.1 Campaigning is any attempt by an individual or an arms-length party to encourage a voter to cast a vote in favour or in opposition of a nominee. Interpretation of what is and is not campaigning is at the discretion of the Electoral Officer.

- 5.2 All nominees shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of a competing nominee's campaign or intentional misrepresentation of fact. All interpretations of fair play are at the discretion of the Electoral Officer.
- 5.3 All campaigning must be conducted within the designated campaign period and time.
- 5.4 Nominees shall observe the rules of any appropriate bodies regarding the posting of signs and the distribution of literature on campus. If nominees are aware of their supporters ignoring said rules, are in a position to stop said actions, and do not, it will be deemed that those supporters were acting with the implicit consent of the nominee.
- 5.5 No posters or campaign material shall be permitted to affix to or upon any non-approved surfaces within any area of Rotman Commerce jurisdiction. Interpretation of what constitutes a campaign material shall be left to the discretion of the Electoral Officer.
- 5.6 All posters and campaign materials shall be removed within twenty-four (24) hours after the end of voting.
- 5.7 Nominees are forbidden from running in slates, on tickets, or participating in joint campaigns. Any attempt, implicitly or explicitly, to create the appearance of a slate, ticket or joint campaign shall be deemed to be in effect, a slate, ticket, or joint campaign resulting in the nominee's automatic disqualification. Interpretation of what is to be considered a slate, ticket or joint campaign shall be left to the discretion of the Electoral Officer.
- 5.8 Nominees shall not be permitted to campaign or declare themselves to be a nominee in any election on voting days, but can inform members that elections are being held and where and how to vote.
- 5.9 Nominees shall not be permitted to receive endorsement from any recognized Rotman Commerce student group to sway voting.
- 5.10 Nominees must deliver a public speech covering their platform.
- 6.0 VOTING
- 6.1 Voting must happen on two (2) consecutive days on which the University of Toronto has classes.
- 6.2 Should classes be cancelled due to any extenuating circumstances, that voting day would be moved to the next regularly scheduled class day in which there is no currently scheduled voting day.
- 6.3 Voting ballots shall consist of an online form in which voters select one (1) preferred candidate for President and one (1) preferred candidate for Vice President.
- a. Abstention votes are not permitted.
- 6.4 Nominees shall be ranked from highest to lowest according to the number of votes they receive.
- 6.5 The candidate who receives the highest number of votes for each position shall be declared the winner provided they are not disqualified prior to ratification.
- 6.6 In the event of a tie between two (2) or more winning candidates, a second round of elections ("run-off") will be organized by the Electoral Officer.
- a. The run-off elections will not have a nomination period.
- b. The run-off elections will include only the tied winning nominees as candidates.
- c. Additional details of run-off elections shall be left to the discretion of the Electoral Officer.

APPENDIX IV – CODE OF CONDUCT

0.0 INTRODUCTION AND OBJECTIVE

The Rotman Commerce Students' Association (RCSA) operates as a course union, serving all students enrolled in a recognized Rotman Commerce program at the University of Toronto ("Members" of the RCSA). The RCSA's mandate is to be representative of and to be an advocate for its members, and its mission is to create positive change and enhance the student experience through all facets. Events and services are offered to and encompass all areas of business development, from academic competitions to networking opportunities, social activities, to instill a sense of pride and belonging, and more. RCSA is solely reliant on student volunteers on all levels of its operations. RCSA strives to provide students with an opportunity to voice their concerns, to learn and grow as individuals and as professionals, and to gain professional competencies that will enable them to succeed in their careers.

The Code of Conduct (referred to as the "Code" hereafter) has been created to allow RCSA to preserve its tradition of integrity, accountability, transparency, and credibility with students and within the organization. This Code applies to members of the Executive Council ("EC"), the Committees, and First Year Interns (hereafter referred to as the "Executives" of the RCSA). This Code establishes the standards that govern the way we deal with each other, our Members, and other stakeholders. All Executives are expected to be aware of and comply with this Code and its related policies. The Vice President will enforce this Code and revise as necessary and all changes must be approved by the EC. This Code must be complied with in addition to the Code of Student Conduct developed and published by the University of Toronto Governing Council.

1.0 ACCOUNTABILITY

- 1.1 The Executives of the RCSA are accountable to the RCSA, the Members of the RCSA, the Rotman Commerce Programs Office, and all other stakeholders. All Executives must always:
- a. Act with fairness, honesty, integrity, professionalism, and openness.
 - b. Respect the opinions of others and treat all with equality and dignity, without any discrimination based on age, ancestry, colour, creed, disability, gender, place of origin, political beliefs, marital status, race, religion, or sexual orientation.
 - c. Promote the mission and objectives of the RCSA in all its dealings and always act in the best interests of its Members.
 - d. Refrain from making any public statements on behalf of the RCSA, unless approved by the Marketing Director(s) and/or the Vice President.
 - e. Take responsibility for and be accountable for their actions and decisions.
 - f. Adhere to the policies and procedures approved by the EC.
 - g. All deadlines if given with sufficient notice (5 business days) must be met unless an extended deadline is approved by whomever sets the deadline. If not met, the Three Strike policy in section 8.1 will apply.
 - i. All extensions must be requested at least 24 hours prior to the deadline.
 - ii. Deadlines to fill out a doodle, is treated as any other deadlines under the Code. As such, extensions and strikes are applicable. Extensions can be asked for verbally, or in writing via an email, a Facebook message, or a text message.

- 2.0 ATTENDANCE
- 2.1 All RCSA Executives are obligated to attend the mandatory events and meetings for their specific positions. In addition, all Executives are encouraged to attend all of RCSA's events and initiatives to the best of their abilities to show their support.
- 2.2 In the instance that an Executive cannot attend a mandatory event or meeting due to extenuating circumstances, he/she must notify the necessary personnel, including the Chair of the meeting ("Chair"), in writing (e-mail, text message, Facebook message, paper) at least 24 hours prior to the event or meeting. If an Executive misses an event or meeting and was unable to inform the necessary personnel due to reasons beyond their control, he/she must seek approval of their absence within 24 hours of the incident from the necessary personnel noted above. The approval of an absence will be handled on a case-by-case basis depending on the extenuating circumstance.
- a. Extenuating circumstances include but are not limited to:
- i. Severe illness or injury
- ii. Family death
- 2.3 Missing one meeting without approval may result in one Strike being issued as per Section 8.1.
- a. Missing half of the scheduled meetings duration will automatically be considered an absence.
- 2.4 In the instance that an Executive is late past U of T time (10 minutes after the stated meeting or event time), the Chair may issue a Strike.
- a. Approval of lates and waiving of the Strike is at the discretion of the Chair.
- 2.5 It is the responsibility of the Chair of any meeting to communicate the notice of the meeting at least three (3) days in advance and in writing to each expected attendee.
- a. If such notice is not given, Executives cannot be penalized for failure to attend or tardiness.
- 3.0 CONFIDENTIALITY OF INFORMATION
- 3.1 All RCSA Executives must respect and maintain the confidentiality of information gained in their position, including, but not limited to, all internal communication and files, emails, and contacts obtained through a position in the RCSA.
- 3.2 All Executives must also respect and maintain the confidentiality of personal information about individuals in the Rotman Commerce community (including but not limited to emails, phone numbers, etc.).
- 4.0 CONFLICTS OF INTEREST
- 4.1 A conflict of interest arises when a person participates in a decision about a decision about a matter, which may benefit or be seen to benefit that person because of the person's direct or indirect involvement in the matter.
- 4.2 To avoid having RCSA's decision, on any level, influence by personal interests or to even be seen as influenced by personal interests, any actual, potential and perceived conflicts of interest must be carefully managed on a case-by-case basis by the Vice President, in consultation with the President. If any Executive poses a conflict of interest with respect to a particular decision, the Executive in question should excuse themselves during any vote and/or discussion on the matter.
- 4.3 Each RCSA Executive is responsible for disclosing any personal or business interests that may give rise to actual, potential, or perceived conflicts of interest. These must be disclosed to all decision-making bodies that could be affected by it.

5.0 MEETING BEHAVIOUR

- 5.1 All participants must act appropriately and treat other people and organizations equally and with respect.
- 5.2 All participants must act in a way that is fair and unbiased, and act in the best interests of the organization as a whole.
- 5.3 All participants must allow everyone to participate in the discussions without interruption or intimidation.
- 5.4 Participants must not act or speak in a way that may be perceived as bullying, abusive, discriminatory, or derogatory; they must not attempt to dominate the meetings for their purpose or the purpose of another group or organization.
- 5.5 Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved outside of the meeting area.
- 5.6 In contributing to the meeting, all participants must ensure that comments do not amount to a personal attack on another individual and must avoid using heated and emotional language and behaviour.
- 5.7 Any participants who do not comply with this section during a meeting can be asked to leave at the discretion of the Chair of the Meeting. The excused person will be allowed to return to future meetings if they agree to abide by this Code.

6.0 PERSONAL AND SEXUAL HARASSMENT

- 6.1 All RCSA Executives will treat colleagues and general Members with respect, courtesy, honesty, and fairness, and must not bully another person.
- 6.2 Personal harassment is any conduct whether verbal or physical, that is discriminating in nature, based upon the person's age, ancestry, colour, creed, disability, gender, place of origin, political beliefs, marital status, race, religion, or sexual orientation. It is the discriminatory behaviour directed at an individual that may also cause substantial distress in that person and serves no legitimate work-related purpose.
- 6.3 Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual.
- 6.4 The RCSA has a zero-tolerance policy with respect to personal and sexual harassment. Personal and/or sexual harassment, in any form, is strictly prohibited, and is grounds for immediate dismissal from the position.

7.0 PROCEDURE TO FILE COMPLAINTS

- 7.1 Every RCSA Executive has the right to originate a grievance or complaint towards its affairs.
 - a. Executives contact the Vice President in writing and clearly indicate the situation, the parties involved, and the desired resolution.
 - b. The Vice President will conduct an investigation, and report the situation to the EC, if necessary.
 - c. Mediation or arbitration will be conducted by the EC if the Vice President deems it necessary.
 - d. The EC and Vice President must maintain confidentiality of any complaints.
- 7.2 Any complaints regarding the Vice President and/or President will be addressed by arbitration by the Rotman Commerce Programs Office.

8.0 THE THREE-STRIKE POLICY

8.1 Since the Code cannot anticipate every situation or event, general instances of misconduct will be dealt with using a general Three-Strike Policy.

- a. The first infraction will lead to Strike One, which consists of a written warning issued by the offender's immediate supervisor. If the offender is a Committee Member or First Year Intern, the strike will be issued by their Director(s). If the offender is a member of the EC, the strike will be issued by the Vice President.
- b. The second infraction, or Strike Two, will result in a one-on-one meeting of the Vice President and the offender, and a note to the EC detailing both the first and second strike.
- c. The third infraction, or Strike Three, will result in a ruling by the EC regarding the dismissal of the person.
 - i. The ruling by the EC will be determined by majority vote as outlined in Article 5, Section 3.e of the Constitution.
 - ii. When evaluating dismissal, the EC should consider the manner in which the Executive obtained his/her strikes, the impact of the offences on the RCSA's image, and the past performance of the Executive.
 - iii. If the EC rules against dismissal, any further infractions (Strike Four and onwards) will result in EC again ruling on dismissal.

8.2 Any infraction deemed exceptionally egregious by the President and Vice President may immediately result in a Strike Three being given.

8.3 Strike(s) may be appealed in writing to the Vice President.

- a. The Vice President, with consultation with the President, shall evaluate the appeal and come to a decision whether to accept or reject the appeal. This decision shall be communicated to the offender and the strike issuer.

9.0 COMPLIANCE WITH THIS CODE

9.1 It is every RCSA Executive's responsibility to be aware of this Code and comply with it.

9.2 Each Executive has the duty to report any improper conduct or misconduct that has been, or may be, occurring with the organization.

9.3 When in doubt about the interpretation of this Code, clarification should be sought from the Vice President.