

BA English Course Union Constitution (Sept. 2012)

I. English Course Union

II. Objectives of the English Course Union

- To promote the interests of the students in the course.
- To create a student based community within the English program.

III. Relationship to RSU

- RSU will not normally interfere in the activities and operations of the organization. It does, however, have the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution.

IV. Membership

Membership is automatically extended to all full-time students registered within the course.

V. Structure

- Executive officers will be elected every two years who are responsible to the membership of the organization (President, Secretary, one (1) Treasurer, Two (2) Social Media and Marketing Representatives, Two (2) Student Affairs Ambassadors).

VI. Meetings

- Executive Meetings will be held a minimum of once a month.
- A majority of the executive will form quorum.
- Executive meetings are open to all members of the organization, but they may not vote.
- General Members Meetings will be held once every two months.
- Two weeks notice will be given for a general members meeting in the form of posters posted in the department, as well as reminders on all social media sources that the Union is associated with.
- 50% of the membership will form a quorum.

- Proxy votes will be allowed at general member meetings.

VII. Role of Executive Board

- The executive board is responsible for planning activities and projects, and ensuring that RSU and Ryerson University policies are adhered to.
- There will be seven executives, but five (5) titles. They are the President, Secretary, one (1) treasurer, two (2) Student Affairs Ambassadors, and two (2) Social Media and Marketing Representative. The length of their term is two (2) years and will be elected by the members of the English Union. Three executives, the President, Secretary, and a Treasurer, will be signing officers.
- No faculty, staff or NON-RSU members may be on the executive.

President

- Shall chair all meetings
- Shares responsibility with treasurer to RSU and members of the organization for all monies allocated to the organization by RSU.
- Shares responsibility with treasurer to RSU and members of the organization for all other monies, i.e., fund raising, donations and sponsorship revenues.
- Will act as a liaison between RSU and the organization, and is responsible to the members of the organization, and is responsible for advising the Campus Groups Administrator of any changes in the executive or signing officers.
- Have one vote at executive meetings when a consensus is necessary.

Treasurer

- Will keep the records of meetings that shall be made available to all members of the organization.
- Maintains financial records.
- Keep or cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the Union.
- Under the direction of the Board, control the deposit of money, the safekeeping of term deposits, investment certificates and similar instruments of receipt and the disbursement of Union monies.
- Cause an annual audit of the Union's records to be made.

- Perform such other duties as may from time to time be prescribed by the Board.
- Have one vote each at executive meetings when a consensus is necessary.

Secretary

- Give or cause to be given all notices required to be given to the members of the Board, English Course Union, and faculty.
- Attend all meetings of the directors and of the members.
- Be the custodian of all books, papers, records, documents and other instruments belonging to the Union.
- Perform such other duties as may from time to time be prescribed by the Board.
- Have one vote at executive meetings when a consensus is necessary.

Student Affairs Ambassadors

- Lead all general member meetings.
- Attend all meetings of the director and of the members.
- Be recipient of all formal and informal complaints, opinions and suggestions submitted by the members.
- Report all student feedback at monthly meetings.
- Ensure that all members are notified of news concerning the Union.
- Have one vote each at executive meetings when a consensus is necessary.

Social Media and Marketing Representatives

- Constantly update Facebook and other social media outlets used by the Union with all opportunities and events available for the members advertised by the university.
- Have one vote each at all meetings when reaching a consensus is necessary.

- Monitor social media outlet English pages to prevent inappropriate online conduct.
- Generate advertisement techniques for all events organized by the Union.

First Year Liaison

- Represent all first year students at executive meetings.
- Have one vote at all meetings when reaching a consensus is necessary.
- Collects feedback from all first year students
- One member will be appointed on a yearly basis by the executive council.
- If a suitable liaison cannot be found, this position will remain vacant for that year.

Second Year Liaison

- Represent all second year students at executive meetings.
- Have one vote at all meeting when reaching a consensus is necessary.
- Collects feedback from all second year students.
- Leads Advisory Council meetings with at least one senior executive present.
- One member will be elected on a yearly basis by all members of the English program.

VIII Executive Vacancy

- Should an executive position become vacant for any reason the remaining executives may, by majority vote, appoint someone from within their membership to fill the vacancy.

IX. Committees

Advisory Council

- Report any academic complaints or concerns received by the members at Executive meetings.
- Guide and help members find the appropriate resources for their complaint.
- Two members will be appointed on a yearly basis, for a one year term.
- Will have an Advisory Council meeting once a month with at least one senior executive present.

X. Elections

- The course union is responsible to conduct a general election, open to all members, once every academic year.
- Executive members must be elected by the membership at large.
- *Elections must take place by the last Friday in March.*

XI. Election Procedures

- Give notice to all members about new election and nomination submission two months ahead of election date, and once every two weeks afterwards.
- Each person must be nominated by two members of the union.
- To be able to be eligible for nominations, a member must be a part of the Advisory Council for a minimum of one year.
- The elections will be held the second Thursday and Friday of March from 11:00 AM to 3:00 PM.
- The executive officer appointed by the President shall be responsible for the collection of nominations, and shall be a returning executive officer.

XII. Removal from Office

- Executive officer may be removed from office when he/she violates the constitution and/or abuses their role.
- Note that this is a serious matter, and an executive should only be impeached for serious offenses.
- A petition signed by a majority of the executive council requesting that an executive member be impeached

XIII Amendments

- Give a notice of 2 weeks to members regarding the proposal to amend the constitution. The approval of the amendment will require a two-thirds vote by the executive members in favor of the amendment.
- This must be done at an executive meeting.

XIV Adoption of the Constitution

- The constitution must be approved by RSU.
- For it to be in effect, it must be ratified by a majority of the members in attendance at a legally constituted general meeting.