



CONSTITUTION
September 30th, 2016

CONTENTS

I.	RYERSON'S RETAIL STUDENTS' ASSOCIATION (RSA)	5
II.	VISION & GOALS	5
III.	RELATIONSHIP TO RYERSON STUDENTS' UNION	5
IV.	RELATIONSHIP TO THE TED ROGERS STUDENTS' SOCIETY	6
V.	RELATIONSHIP TO THE TED ROGERS SCHOOL OF RETAIL MANAGEMENT	6
VI.	MEMBERSHIP	7
VII.	STRUCTURE	7
VIII.	MEETINGS	8
IX.	ROLE OF THE EXECUTIVE BOARD	8
	OFFICE HOURS	9
	EXCHANGE	9
	ROLE DESCRIPTIONS	9
	Executive Vice President	10
	Vice President Finance	10
	Vice President Marketing	10
	Vice President Events	11
	Vice President Corporate Relation	11
X.	Committees	11
	Marketing Associate	11
	Events Associate	11
	Year Representative	11
XI.	ELECTIONS	12
XII.	ELECTION PROCEDURES	13
XIII.	HIRING	13
XIV.	HIRING PROCEDURES	14
XV.	REMOVAL FROM OFFICE	15
XVI.	AMENDMENTS	16
XVII.	ADOPTION OF THE CONSTITUTION	16

RSA STRATEGY

I. RYERSON'S RETAIL STUDENTS' ASSOCIATION (RSA)

II. VISION & GOALS

To Represent, to educate and to collaborate. To foster a team atmosphere and a sense of community spirit within the School of Retail Management. To ensure that students' rights to timely and accurate information from administration is respected, delivered, and our input valued.

The following are goals of the RSA meant to compliment the Vision:

- I. To implement and co-ordinate social activities for the students of the Retail Management program
- II. To foster academic growth through extra-curricular activities. (i.e. conference attendance).
- III. To strengthen the liaison between students and the Ryerson's faculty and administration.
- IV. To ensure a timely flow of information between Ryerson faculty, administration, and students.
- V. To create a solid network among students, student groups, and student associations in the Ted Rogers School of Management
- VI. To create recognition for Retail Management students throughout Ryerson.
- VII. To encourage Retail Management students to help their external community. (e.g. participate in charitable events).
- VIII. To establish foundation upon which our successors can build to ensure that the organization thrives and continues to grow.
- IX. To create an environment where students are comfortable approaching members for information and advice.

III. RELATIONSHIP TO RYERSON STUDENTS' UNION

Ryerson Students' Union (RSU) is the umbrella organization for all student run course unions and groups. As the RSA is a course union for the Retail Management program, it resides under the RSU. The RSU helps in funding activities for various events and provides guidance on issues as budgeting, planning, technical legalities and other requirements.

RSU will not normally interfere in the activities or 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. RELATIONSHIP TO THE TED ROGERS STUDENTS' SOCIETY

Ted Rogers Students' Society (TRSS) is the umbrella organization for all course unions and students' groups associated with the Ted Rogers School of Management. All full-time, undergraduate students registered in B.Comm programs within the Ted Rogers School of Management at the University shall become members of the TRSS, subject to payment fees.

The TRSS will not normally interfere in the activities and day-to-day operations of the organization. It does, however, have the right to investigate complaints made by any member of the organization and its affiliates concerning alleged violations of this constitution.

V. RELATIONSHIP TO THE TED ROGERS SCHOOL OF RETAIL MANAGEMENT

The Ted Rogers School of Retail Management is important in the development and maintenance of the Retail Students' Association.

Due to the support from industry in the Retail Management program it is recommended that the chair of the school be contacted and advised of any guest speakers, or industry contact that will be done by any member of the RSA.

However, the Retail Students' Association is not actually affiliated in any way with the School of Retail Management for various reasons, including legal liability.

GENERAL INFORMATION

VI. MEMBERSHIP

Membership is automatically extended to all full- and part-time students registered within the Retail Management program. There is no fee as a member.

VII. STRUCTURE

Honorary

President

Executive Vice President

- Administrative Assistant/Secretary

Vice President, Finance

Vice President, Marketing

- Director of Social Media
- Director of IT
- Graphic Designer

Vice President, Events

- Events Manager
- Logistics Coordinator

Vice President, Corporate Relations

- Account Manager

4th Year Representative (2)

3rd Year Representative (2)

2nd Year Representative (2)

1st year representatives (2)

Each individual will hold certain responsibilities that shall be determined by the President and Executive Vice President, in the summer before their term in office. Goals and objectives will be set for each vice president. Each vice president will then be responsible for creating their tactics and a critical path to follow.

The RSA is an organization that works together to benefit the students and all members will assist in all areas when required.

VIII. MEETINGS

Executive meetings will be held at least twice a month.

(Unless other means of communication provides up-to-date information for all executive members are sufficient)

(Optional) Executive meetings are open to all members of the organization, and they may vote.

A majority of the executive will form a quorum.

RSA general meetings will be held monthly (unless other means of communication provides up-to-date information for all members) and all members are to attend.

If they cannot attend they will notify either the President or Executive Vice President.

Proxy votes will not be allowed at any meeting.

At the discretion of the President, visitor /guest speakers must advise the Retail Students' Association at least 24 hours before the meeting in order to attend.

IX. ROLE OF THE EXECUTIVE BOARD

The responsibilities of the executive are as follows:

1. To provide liaison services to students and faculty.
2. To provide outside guest speakers to students.
3. To support and promote comradery between TRSM student groups and associations.
4. To solicit membership input through surveys, polls, focus groups, and various forms of communication.
5. To effectively market the organizations planned activities as to achieve excellent presence from the membership.
6. To work together as a team to foster an environment of learning by doing, where each members of the executive has the opportunity to do different tasks.
7. To provide an environment conclusive to steady flow of information throughout the program.
8. To produce handover notes with any tips, instructions, files and documents used in a digital google drive for the following executive team. **To be ready by the end of the academic year.**

THE PRESIDENT, EXECUTIVE VICE PRESIDENT, VICE PRESIDENT OF FINANCE, AND MANAGER, UNDEGRADUATE STUDENT RELATIONS AND DEVELOPMENT solely may be the signing officers for the organization.

The length of term office shall be one year, ending in April 30th, unless re-elected.

No faculty or non-TRSS member may be on the executive, although there may be faculty or other advisors deemed appropriate by the organization. However, if a non-TRSS or faculty member would like to be at any meetings, they must give the listed 24 hours in advance notice.

OFFICE HOURS

Each executive member will be required to hold a minimum of 2 hours of mandatory office hours, weekly during the semester. The purpose of these hours are to create an executive presence in the Ted Rogers School of Management and to dedicate time to complete RSA related tasks (for example, selling tickets, sending emails, completing budgets and working on marketing campaigns).

EXCHANGE

Should an applicant be attending an overseas exchange during 1 or more of terms in which they are apply for membership, they will be ineligible to hold an executive position unless approved by the President. They will be able to hold a year-representative position, however must make this information known while applying for that position.

ROLE DESCRIPTIONS

Honorary

If available, the Honorary member will act as an advisor to the President and RSA Executive team. An Honorary member will be the previous President, and if not available, a previous Vice-President. The Honorary will help hire the President hire the Executive Vice President. The Honorary will have no voting rights.

President

Hire the Executive Vice President with the help of the Honorary (or Faculty

Advisor if no Honorary is available). Hire the Executive team along with the Executive Vice President. Lead the team, acting as Chairperson of the committee with a purpose of uniting students within the Retail Management Program at Ryerson. Create and develop ongoing relationships with the Executive team and all students in the Retail Management program. Play an essential role in creating relations with faculty and improving events planned for students by overseeing all events and activities hosted by the association.

Time Commitment: 18 hours per week + 2 office hours

Executive Vice President

Assist the President with hiring of the Executive Team. Assist the President in the carrying out of all team activities while focusing on the ongoing development of relationships with year reps. Play a key role in the everyday functions of the association through being a communication channel between the President and the associations year representatives. Work with the entire team to plan, develop and participate in RSA events. Help create a bi-annual newsletter. Complete administrative tasks of the group- Coordinates all administrative tasks associated with the RSA including, but not limited to: Taking of meeting minutes, coordinating meeting dates, times, and locations for both general and executive meetings

Time Commitment: 13 hours per week + 2 office hours

Vice President Finance

Manage the Finances associated with the RSA while creating and maintaining monthly budget updates to bring to team meetings. Through responsible financial resources management, the Vice President of Finance communicates availability of funds and allocates financial resources to events and causes. Creates a master budget with the help of other executive members for the beginning of the year and finalizes the end of year budget.

Time Commitment: 10 hours per week + 2 office hours

Vice President Marketing

Manage the Marketing functions for the RSA team branding and all activities associated with events held while maintaining consistent brand image for the RSA to achieve the course union's objectives. Creates a relationship with the Retail Management department to update all social media platforms. Track and maintain statistics to be provided to team on a bi-weekly basis.

Time Commitment: 10 hours per week + 2 office hours

Vice President Events

Manage the planning and operation of all aspects of the RSA events occurring throughout the year including social, networking and educational events for students. Working with the team to develop, plan and execute successful events to engage the students of Retail Management at Ryerson and grow their experience beyond the classroom. Maintain and track KPIs during all events to be presented to the team.

Time Commitment: 10 hours per week + 2 office hours

Vice President Corporate Relation

Establish a relationship with both internal and external industries. Act as liaison between the RSA and TRSM and work with the TRSS Vice President of Corporate Relations. The Vice President Corporate Relation works first hand at providing the RSA with fully committed corporate partners to help promote, attend and most importantly sponsor events. Prepare Corporate Partnership Package. Ensure timely communication with corporate sponsors while acting as the go to person for sponsors.

Time Commitment: 10 hours per week + 2 office hours

X. Committees**Marketing Associate**

Assist the Vice President of Marketing in tasks located in the Marketing portfolio. With the support of the Vice President of Marketing, help create a new Marketing initiative including but not limited to expansion of current social media platforms.

Time Commitment: 4-6 hours per week

Events Associate

Assist the Vice President of Events in tasks located in the Events portfolio. With the support of the Vice President of Events, help plan and oversee one main event.

Time Commitment: 4-6 hours per week

Year Representative

Act as a liaison between the RSA and their designated year students in the retail management program. Attend weekly meetings. Assist in the execution of planned RSA events. Be the face of the school of Retail Management and

promote student life at the TRSM for the specific year. Complete 2-3 small events for students in each respective year (e.g. movie night, study session, dinner reservations) to instill community among classes.

Time Commitment: 6 hours per month

Elections & Hiring

XI. ELECTIONS

A general election, open to members, will be held once every academic year. President & Year Representatives (excluding first years) will be elected by the membership at large.

Elections must take place by the last FRIDAY in MARCH at the latest.

ELECTION TIME-LINES

Suggested timelines; elections may be held earlier to allow for longer nomination or campaign periods.

Last week(s) of February

- Announce the opening of nominations
- Opening of nominations for three days

First week of March - check GPA of applicants before voting website goes live.

- 1 week of promotions for finalized candidates (happening simultaneously while the website is live for 3 days)
- Election; voting online (sent out through retail office)

Campaigning

If two people are competing for the position, campaigning can only be done through class talks. Campaigning cannot be done at RSA sanctioned events.

XII. ELECTION PROCEDURES

A person can be nominated only if that person is a registered member of the Ted Rogers School of Retail Management.

- I. One or more people officially registered in the Retail program can nominate a person for a year rep position, a list would then be sent to the President.
- II. Any graduating year member will be responsible for the collection of nominations and acting as returning officer for the election. If a 4th year member is not available, then any member of the executive team who is NOT running for election will then be responsible.
- III. Candidates for the position of President must have one-year experience on the RSA as Vice President, or two years as a Year Representative or Associate.
- IV. Candidate running for the position of President must be able to attend ALL summer seminars, training sessions and meetings held by the TRSS and RSU.
- V. Candidate must have a CGPA of at least 2.33.
- VI. Candidates for Year Representatives do not require any previous experience on the RSA.
- VII. If the President position becomes vacant-during the school year through resignations or impeachment, it may be filled by by-election or through application process with majority selection by the RSA executive.

No current RSA member may utilize private RSA information or documents to advantage themselves for the following years election.

XIII. HIRING

Hiring will be held once every academic year after the President begins their term.

The Executive Vice-President will be hired by the President along with the Honorary (or Faculty Advisor). The Vice-Presidents along with Associates will

be hired by a joint decision by the President and Executive Vice President.

Hiring may be held as soon as the President has begun their term.

*To apply candidates must submit a 250 word application via email about themselves, answering the following questions:

1. Why do you want to be a part of the RSA?
2. Your favorite retailer and why?
3. A brief description of an impact that you would like to see the RSA have on the Ted Rogers School of Retail Management.
4. Any current extra-curricular activities you are a part of and your time commitment to them.

XIV. HIRING PROCEDURES

- I. Any Ryerson Retail student may apply for more than one position.
- II. The President along with the Honorary (or Faculty Advisor) will be responsible for interviewing and hiring the Executive Vice President.
- III. The President along with the Executive Vice President will hire the remaining Executive Team members along with the associates.
- IV. Candidates for the positions of Vice Presidents must have at least one year's experience on the RSA. In the event that no candidate is available candidates outside of this criteria may be hired.
- V. Candidates applying for the positions of Vice Presidents must be able to attend ALL summer seminars, training sessions, and meetings held by the TRSS and RSU unless proper reason given.
- VI. If a position becomes vacant during the school year through resignations or impeachment, another hiring process will begin with selection by the RSA President.

Contingency Plans

XV. REMOVAL FROM OFFICE

Executive members should only be impeached for serious matters.

The criteria for impeachment is as follows:

1. Misappropriation of funds.

2. Failure to adhere to codes of conduct as outlined in the Ryerson student handbook.
3. Failure to attend/participate in 3 executives meetings without valid reasons
4. Failure to attend RSA-events or perform responsibilities in any way over a prolonged time period.

Regulations for impeachment:

- I. There needs to be an 80% majority required of the total executive not counting those who abstain, to initiate the process.
- II. Documentation must be provided to support the claim.
- III. The person must be given a two week notice and have the opportunity to present their case should they wish to do so.
- IV. Impeachment requires the assent of the least 20% of the general membership, in addition to the requirements previously identified.
- V. In case of stalemate, arbitration by third impartial party, probably RSU, will be the determining factor.

XVI. AMENDMENTS

Amendments to the Constitution will require an 80% vote by the executive members of the RSA, or a two-thirds majority of the general membership. All amendments must be officially tracked, documented, and revised in an appropriate matter.

XVII. ADOPTION OF THE CONSTITUTION

The constitution must be approved by the Ryerson Students' Union. For it to be in effect, it must be ratified by a majority of the members in attendance at a legally constituted General Meeting.