



CONSTITUTION

RYERSON ARCHITECTURAL SCIENCES STUDENT SOCIETY

arc.soc

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PREAMBLE

The Ryerson Architectural Science Student Society was created in Fall 2015 after nearly a year and half of research, planning and coordination to address the creative, technical, and professional needs of the Department of Architectural Science Students.

Born out of increasing demand for professional development projects, the primary aim of arc.soc is to provide students with increased opportunities to participate in not only the design of projects but the execution of projects beyond the limits of Ryerson University. By fostering a collaborative attitude, the Ryerson Architectural Science Student Society seeks to increase vertical assimilation among students within the Department of Architectural Science, create avenues for increased collaboration and engagement with other programs, faculties, and societies within Ryerson University, and provide students with access to professional development opportunities that will aid them in both their academic and post-academic careers.

ARTICLE 1: GENERAL

1.1 Overview

1.1.1 This document establishes the association of students enrolled in the undergraduate Architectural Science program at Ryerson University.

1.1.2 The name of the association shall be the "Ryerson Architectural Science Student Society", hereafter referred to as "arc.soc".

1.1.3 The head office of arc.soc shall be in the City of Toronto, at such a place as the Board of Directors of arc.soc may decide in the future.

1.1.4 The fiscal year of arc.soc shall conclude on 30 April each year.

1.1.4.1 All funding for applications approved before 30 April will be included in the previous fiscal year even if the project is still active the following year.

1.1.5 This document is the official Constitution of the Ryerson Architectural Sciences Student Society.

1.2 Interpretation

1.2.1 The Board of Governors of Ryerson University shall hereafter be referred to as the "Board of Governors".

1.2.2 Ryerson University shall hereafter be referred to as "the University".

1.2.3 The Department of Architectural Science to be referred to as "the Department".

1.2.4 The Faculty of Engineering and Architectural Science will now be referred to as "the Faculty"

1.2.5 The Executive Directors of arc.soc, as defined in Article 8, shall hereafter be referred to as "the Executive".

1.2.6 The Board of Directors of arc.soc shall hereafter be referred to as "the Board of Directors".

1.2.6.1 The Board of Directors includes the Executive

1.2.7 The Members of arc.soc, as specified in Article 2, shall be referred to as "the Membership".

1.2.8 The accompanying document “Policy Manual of the Ryerson Architectural Sciences Student Society” will henceforth be referred to as “the policy manual”

ARTICLE 2: MEMBERSHIP

2.1 There shall be two (2) types of members:

a) Full-time Undergraduate Members

b) Alumni Members

2.2 Full-time members are students currently enrolled as undergraduate studies in the Department of Architectural Science.

2.3 Alumni members must have been previously registered as full-time students at the Department of Architectural Science.

2.4 All members must have paid in full the Membership Fee as defined in Article 6.

2.5 Full-time membership terminates upon graduation, withdrawal, suspension or expulsion from the University.

2.6 Rights of Membership

2.6.1 All rights and responsibilities of the Membership described in this document and in the Policy Manual of arc.soc shall pertain only to Full-time Members.

2.6.2 Alumni members shall enjoy no rights of membership other than the right to speak at General Meetings and at the meetings of the Board of Directors except if:

2.6.2.1 Alumni members pay the Membership fee to arc.soc directly before 1 September to gain Membership for the academic year.

ARTICLE 3: MANDATE

3.1 The Mandate of arc.soc shall be:

3.1.1 To support and promote activities and events, which will enhance the educational and co-curricular experience of the Membership and contribute to the educational and institutional values of the University; Ryerson Architectural Science Student Society as of 2017

3.1.1.1 Primarily, to provide students with an increased opportunity to participate in the design and execution of projects beyond the limits of Ryerson University.

3.1.1.2 To provide support to existing student groups, as described in Articles 6A and 6B, with their functioning and future growth.

3.1.2 To encourage all members to become active participants in arc.soc and to afford an opportunity for the expression of opinions upon all questions bearing on or affecting their educational and co-curricular interests;

3.1.3 To provide the Membership with representation within the University community; To facilitate communication and collaboration between the Membership and the Faculty, the University, other societies and professional organizations.

3.1.4 To allocate and provide resources to the Membership in a manner that is equitable, efficient and effective.

ARTICLE 4: THE DEAN OF THE FACULTY

4.1 The Dean of the Faculty, on behalf of the Board of Governors, shall advise arc.soc, monitor its publications, supervise its Board of Directors' elections and ensure its fiscal accountability. arc.soc' orientation and other programs shall be subject to the approval of the Dean of the Faculty.

4.2 The Manager, Student Engagement and Development may view and freeze arc.soc funds and resources in situations of gross misconduct by any Director with signing authority over these assets.

4.3 The Dean of the Faculty shall review the proposed arc.soc budget annually before authorizing the transfer of funds to arc.soc.

4.4 The Dean of the Faculty shall establish an Advisory Committee which may include, among others, a Finance Department representative , and/or the Manager, Student Engagement and Development, to assist in his/her advisory role.

4.5 The Manager, Student Engagement and Development will work in the Faculty and with the arc.soc to ensure fiscal accountability, operational success, succession planning, and assist with conflict resolution.

ARTICLE 5: THE BOARD OF GOVERNORS

5.1 Amendments to this Constitution, described in Article 14 are subject to the approval of the Board of Governors.

5.2 The Board of Governors may dissolve arc.soc following a favourable student referendum on dissolution as described in Article 15..

ARTICLE 6: MEMBERSHIP FEES

6.1 As of 2015, a fee of \$100.00 CAD per academic year shall be collected from all eligible members, as defined in Article 2. This fee shall increase every year thereafter based on the Canadian Price Index (CPI).

6.2 The Board of Governors shall collect the fees on behalf of arc.soc from all full-time members.

6.3 Membership fees for Alumni members are payable directly to arc.soc no later than 1 September to ensure membership during the fiscal year.

6.4 The membership fee shall be non-refundable

6.5 Increase in fees

6.5.1 Any increase in fees must be sanctioned by a referendum of the arc.soc membership conducted by the University's Election Procedures Committee;

6.5.2 The referendum question must be approved by the Board of Governors. The referendum question and the implications of a favourable referendum must be submitted to the Board of Governors after consultation with the President of the University, or his/her nominee, in order that the Board of Governors may be fully cognizant of the implications of the outcome prior to the referendum being held.

6.5.3 The referendum must be conducted no later than 15 November to be applicable for the following academic year commencing in September.

6.5.4 The cost of the referendum shall be borne by arc.soc except for the salary and Ryerson Architectural Science Student Society As of 2017 employee-related costs of any employee who participates in holding the referendum.

6.5.5 A "favourable referendum" shall mean an affirmative vote by the majority of members voting.

ARTICLE 7: STUDENT GROUPS

7.1 arc.soc shall endeavour to support, guide, and provide assistance to student groups, unions, or associations that identify themselves with a mandate that is in the interest of the political and academic health of the Membership. This support may be provided through mentorship, programming input and guidance, funding, scheduling, and any other means as deemed appropriate by the Board of Directors.

7.2 arc.soc will not be responsible for upholding or maintaining the mandates of any existing student groups, unions, or associations that identify themselves with a mandate that is explicitly in the interest of the political and academic health of the Membership.

ARTICLE 8: BOARD OF DIRECTORS

8.1 The Board of Directors will oversee the organization, and be responsible for making decisions of the organization.

8.2 During 2015-2016 academic year, two (2) Architectural Science students will assume the roles of Principal Internal and Principal External of arc.soc and will be responsible for appointing their Executive Directors

8.3 Beginning the academic year of 2016-2017, the Executive Board of Directors of arc.soc will assume the following format:

8.3.1 There shall be a total of five (5) Directors with voting rights.

- A. Principal
- B. Finance
- C. Events
- D. Projects
- E. Marketing

8.3.2 One (1) Finance Associate, who shall be an Executive Director, shall be appointed by the Board of Directors from among the membership and approved by the Dean of the Faculty.

8.2.3 One (1) Director who shall be a non-voting Director of arc.soc shall be appointed by the Board of Directors from among the Membership:

- A. Secretary
- B. Alumni Advisor
- C. Coop Advisor

8.2.4 The Manager, Student Engagement and Development, at the Faculty shall be a non-voting ex-officio member of the Board of Directors of arc.soc.

8.2.5 Members of the Membership may be appointed to a sub-committee as deemed necessary following majority approval from the Board of Directors.

8.3 Term of Office:

8.3.1 The term of office of each elected or appointed member of the Board of Directors shall be one year, May 1 to April 30, or may continue until a successor is elected or appointed.

8.3.2 Members of the Board of Directors may be re-elected for subsequent terms so long as they remain part of the Membership and meet all requirements to determine their eligibility for the position.

8.3.3 All members of the Board of Directors must be in clear academic standing, as defined by the University, to hold their position on the Board. If a Director does not meet this requirement at any point during their term, they will be expected to step down and an interim Director may be appointed by the Board of Directors.

8.3.4 The Manager, Student Engagement and Development, at the Faculty shall be exempt from term limits as defined in Article 8.3.1. The term limit for the Manager, Student Engagement and Development, shall be directly tied to his/her employment contract with the Faculty.

8.4 Eligibility for the Board of Directors is as follows:

8.4.1. All members of the Board of Directors shall be full-time students enrolled in the undergraduate Architectural Science program at the Faculty

8.4.2 They are required to have a clear academic standing, as defined by the University. The academic standing of the Directors shall be reviewed by the Manager, Student Engagement and Development, at the Faculty.

8.4.3 Should no one in clear academic standing declare candidacy for a position, the position shall be left vacant and the newly elected Board of Directors shall ask for applications to the position and appoint a Director with a simple majority vote.

8.4.4 The eligibility for the Principal position of arc.soc is limited to candidates with at least one (1) full year of prior experience on the Board of Directors. In the case that a former Director does not choose to propose candidacy for the position, the President may thereafter be elected from the general membership. If a Member without the required experience seeks to run for President, they must request an exemption meeting with the Board of Directors.

8.4.5 No Executive Officer of arc.soc may simultaneously hold an executive position in a Ryerson University student group or course union, including but not limited to: the Ryerson Students' Union (RSU) or the Ryerson Residence Council.

8.4.5.1 No Executive person of arc.soc may simultaneously hold an executive position in the Department's student groups or course union, including but not limited to Architecture Course Union (ACU), Freedom by Design (FBD) or the American Institute of Architecture Students (AIAS).

8.5 Vacancies on the Board of Directors Ryerson Science Society Constitution

8.5.1. Should any Director be unable to continue their position on the Board of Directors for any reason, their position must be filled as soon as possible.

8.5.2. The Board of Directors may appoint an Interim Director to fill the position of any vacant Director. A two-thirds (2/3) affirmative vote is required by the Board of Directors to approve the appointee.

8.5.3. Should one-third (1/3) or more of the current term of office remain, the Board of Directors must hold a By-Election that conforms to the rules of Elections set out in Article 13

ARTICLE 9: IMMUNITY OF THE DIRECTORS

9.1 Directors shall not be held jointly or individually responsible for actions taken and decisions made in good faith within the scope of their authority.

9.2 Executives Officers and Directors of the arc.soc can be held jointly or individually responsible for actions taken and decisions made regarding misappropriation of arc.soc financial resources or assets.

9.3 Members of arc.soc by virtue of their membership shall automatically waive the right to take legal action against the Board of Directors or any Director as a result of actions or decisions taken by Directors individually or jointly for the benefit and in the best interest of arc.soc as defined in Article 3.

ARTICLE 10: GENERAL MEETINGS

10.1 A General Meeting is defined as an open meeting for all the Membership to attend and vote on issues. The purpose of any General Meeting is for the arc.soc to communicate with students and for students to raise issues or concerns that they want the arc.soc to address.

10.2 There shall be at least two general meetings each year – the Semi-Annual General Meeting, hereafter referred to as the “SAGM”, to be held in the Fall Semester (September to December) of the academic year and the Annual General Meeting, hereafter referred to as the “AGM” to be held during the winter semester (January to April) of the academic year. The Principal of arc.soc will convene these general meetings.

10.3 The notice convening the AGM and the agenda of the meeting shall be publicized in the campus media at least two full weeks in advance of the meeting.

10.4 Any member may submit motions for a General Meeting up until seven (7) days prior to the General Meeting. All motions must be submitted to the Secretary of the Board and endorsed with a signature and Ryerson student number from, at minimum, three (3) students in the Membership.

10.5 The Board of Directors for arc.soc are expected to attend all General Meetings. If any Director cannot attend a General Meeting they must submit their excuse for the absence to the Principal of the arc.soc.

10.5.1 The Board of Directors of the arc.soc shall host and run all General Meetings.

10.6 The Principal of arc.soc may call other General meetings as often as the Board of Directors may deem necessary.

10.7 Special general meetings shall be called by the Secretary on receipt of a written request signed by a minimum of forty (40) members, at least five (5) from each year. The written request shall include a statement setting out the purpose of the special meeting.

10.8 A General Meeting agenda must be provided to students at a minimum of two (2) days prior to the General Meeting.

ARTICLE 11: FINANCES

11.1 The fiscal year of arc.soc shall be from May 1 to April 30 of the following year.

11.2 The Finance Associate shall present an annual financial budget to the Dean of the Faculty and the Board of Directors before the start of the Fall semester.

11.3 The Finance Associate must give final, written authorization for all non-contractual financial matters concerning arc.soc. All cheques must be approved and bear the signatures of the Finance Associate, Principal, and one other Executive Director.

11.4 The Manager, Student Engagement and Development, at the Faculty shall assist the Finance Associate to create and meet financial targets and oversee the financial statements of arc.soc.

11.5 An annual financial audit must be conducted.

ARTICLE 12: FUNDING

12.1 Student Project Funding

12.1.1 arc.soc may fund student design-build projects, extra-curricular academic projects and competitions with expenses relating to parts/supplies, materials, registration fees, and travel

12.1.2 Project funding shall be capped at 100% of the estimated cost of the project as a whole

12.3 Student Group Funding

12.3.1 arc.soc may fund student groups such as but not limited to, the Architectural Course Union (ACU), the American Institution of Architecture Students (AIAS), 325

Magazine and Freedom by Design (FBD) up to the full budget requested annually

ARTICLE 13: ELECTIONS

13.1 Elections to the Board of Directors shall take place by a secret ballot.

13.2 All Members are entitled to one (1) vote in all arc.soc Elections

13.3 Chief Returning Officer ratified by the Board of Directors shall be appointed by the Dean of the Faculty to oversee the conduct of the election of the Members of the Board of Directors.

13.3.1 The CRO must not be an active candidate in the elections.

13.3.2 The CRO must not disclose any confidential information before, during, and after the elections.

13.4 The election procedure shall coincide with the normal practices of the University.

13.5. No slates, teams, or parties may be formed for the purpose of campaigning in the arc.soc elections. This shall apply to all positions that are available for election.

13.6. No individuals running in the election may informally form a slate, team, or party.

13.7. The arc.soc may organize a central website, forum, or communication platform where all candidates shall be invited to post a short biography.

13.8 The arc.soc may establish a set of Election Procedures as part of the Policy Manual to help govern the annual election of the society's Board of Directors.

ARTICLE 14: AMENDMENTS TO THE CONSTITUTION

14.1 Amendments that affect the basic constitutional structure of arc.soc or change its Mandate, membership or relationship to the Board of Governors must first be approved by the Board of Governors.

14.2 Amendments to the Constitution or proposed amendments shall normally be approved by the Board of Directors and ratified at the AGM.

14.3 Amendments initiated by the Board of Directors of arc.soc must include a written notice of the proposed amendment and shall be submitted to the Secretary of the Board not less than seven (7) days prior to the AGM.

14.4 Amendments initiated by the membership must include a written notice of the proposed amendment signed by not less than ten (10) members from any architecture discipline with names and student numbers printed next to their signature. This written notice shall be submitted to the Secretary of the Board not less than seven (7) days prior to the SAGMs.

14.5 Proposed amendments must be publicized and posted with the agenda of the AGM.

14.6 Amendments shall require an affirmative vote of at least two-thirds of the members present and voting at the AGM.

14.7 Amendments to Article 8 regarding the names of positions on the Board of Directors and the number of people comprising the Board of Directors, which have been unanimously approved at a meeting of the Executive, may be adopted at a general meeting and enacted until ratified or denied by the membership at the AGMs.

ARTICLE 15: DISSOLUTION OF arc.soc

15.1 To dissolve arc.soc, the following steps shall be followed:

15.1.1 A petition requesting a referendum on the dissolution of arc.soc shall be signed by 50% of the arc.soc Membership and presented to the arc.soc Principal.

15.1.2 The arc.soc Principal shall communicate the request for a referendum on dissolution to the Dean the Faculty within ten (10) working days after receiving the petition.

15.1.3 The Dean of the Faculty shall consult with the President of the University, or his/her nominee, who will communicate the request for a referendum to the Board of Governors.

15.1.4 The Elections Procedures Committee of the University will conduct the referendum. The referendum shall be held within the teaching semesters.

15.1.5 A “favourable referendum” shall mean an affirmative vote by two-thirds of the members voting.

15.1.6 The Dean of the Faculty shall communicate the results of the referendum to the architectural student body and to the President of the University. If the request to dissolve arc.soc is successful, the Dean of the Faculty will request that the Board of Governors dissolve arc.soc.

15.2 Following dissolution, should the desire to reinstate arc.soc arise, the following procedure shall be followed.

15.2.1 A minimum of two (2) students of the Architectural Science Program can assume the role of Founders upon approval and appointment by the Dean.

15.2.2 Upon appointment, they will assume all roles and responsibilities of the Principal and Finance Associate as described by Article 7.1 and 7.2.

ARTICLE 16: POLICY MANUAL

16.1 arc.soc may create policies for the conduct of its business and may specify how they shall be amended. These policies shall be detailed in the Policy Manual.

16.2 Policies are to be brought to the Board of Directors and approved by the Board of Directors at a general meeting.

16.3 The Policy Manual may be changed by a two-thirds (2/3) affirmative vote of the Board of Directors.

16.4 The Policy Manual must be consistent with the Constitution.

16.3.1 In the event of a contradiction between the Constitution and the Policy Manual or confusion in their application, the Executive must convene a meeting to reach an immediate resolution. The Executive must also recommend the appropriate amendments so as to eliminate the original contradiction and/or source of confusion. Until a resolution can be reached, the Constitution has primacy.

ARTICLE 17: CONSTITUTION PRIMACY

17.1. Any contradictions between this document and other governing documents should be resolved as soon as possible once they are identified. Until such changes are rectified, this document has primacy.

17.2 This Constitution shall supersede and replace any previously approved Constitution.

ARTICLE 18: VIOLATIONS

18.1 Disciplinary proceedings may be initiated by any Director against any other Director on any of the following grounds and may result in the impeachment of any Director by a motion brought before all Directors;

18.1.1 Gross violation of the arc.soc Constitution, By-Laws, platforms, policies, regulations or Board of Directors' decisions.

18.1.2 Behaviour unbecoming of a member; that which brings discredit to arc.soc or the University.

18.1.3 Any and all malicious acts as defined by statute.

18.1.4 Repetitive and unexcused absences at scheduled Board meetings or non-performance of duties.

18.1.5 Non-performance of duties as outlined in governing documents or as decided by the Board of Directors.

18.1.6 Misappropriation, falsifying or forgery of any monetary record or negligence of arc.soc funds and resources.

18.1.7 Other serious actions not in conformance with the best ethical interests of the organization.

18.2 At any time during the year, a Director of the arc.soc may move for impeachment of a Director on the grounds of a violation of policy. Any Director may be removed from office by a vote of two-thirds of the Board of Directors.

18.3 At any time during the year, a student in the Membership may start a petition to impeach a Director on the grounds of a violation of policy. The petition must have fifty (50) signatures of support from the Membership and be presented to the Secretary of the Board. The Board of Directors will then vote on the impeachment at the next Board of Directors meeting. Impeachment in this case requires a simple majority vote.

ARTICLE 19: LONG TERM GOALS

19.1 The document "Long Term Goals" lists goals set by previous executive members who wish for progress and changes to be made to arc.soc that will take longer than one term of office. This is a governing document of arc.soc.

19.2 Long Term Goals may be updated and changed based on a majority vote by the executive during any meeting of the Executive. Long Term Goals may be removed only upon a unanimous Executive vote. Long Term Goals must also be reviewed at every Executive meeting and executives must discuss, take action, and delegate to fulfill items listed on Long Term Goals.