



POLICY MANUAL

RYERSON ARCHITECTURAL SCIENCES STUDENT SOCIETY

arc.soc

TABLE OF CONTENTS

PREAMBLE

ARTICLE 1: GENERAL INFORMATION

ARTICLE 2: MEETINGS

ARTICLE 3: BOARD OF DIRECTORS

ARTICLE 4: EQUITY AND INCLUSION

ARTICLE 5: GOVERNANCE PROCEDURES

ARTICLE 6: AMENDMENTS TO THE POLICY MANUAL

ARTICLE 7: OPERATING PROCEDURES

ARTICLE 8: ELECTIONS

ARTICLE 9: IMPEACHMENT PROCEDURES

ARTICLE 10: FINANCES

ARTICLE 11: STUDENT GROUPS

PREAMBLE

This Policy Manual, with the accompanying Constitution and Long Term Goals, outlines the operating procedures and the goals of the Ryerson Architectural Science Student Society. These three documents comprise the governing documents of arc.soc. The Constitution of arc.soc is the original founding document of arc.soc (2015) and possesses primacy over any other governing document of arc.soc. The Board of Directors prescribes rules and regulations consistent with these Policies relating to the management and operation of arc.soc. Amendments have force and effect only until the next General Meeting when they shall be confirmed or, failing such confirmation, shall at and from that time cease to have any force and effect.

ARTICLE 1: GENERAL INFORMATION

1.1 The official motto of arc.soc is “Providing Ryerson’s Architectural Science students with resources and opportunities to further their careers.”

1.2 The official language of arc.soc shall be English.

1.3 Any responsibility not specifically laid out in this Policy Manual shall be considered to be the responsibility of the Executive of arc.soc.

1.4. arc.soc will follow Robert’s Rules of Parliamentary Procedure.

ARTICLE 2: MEETINGS

2.1 Board of Directors' meetings shall take place with the following regulations in place:

2.1.1 Board of Directors meetings must be convened:

2.1.1.1 **Frequently** during the academic year (with the exception of exam periods and periods where it would cause undue hardship.)

2.1.1.2 At least once per month between May and August inclusive with the exceptions outlined above.

2.1.1.3. These meetings are subject to change pending approval from the Board of Directors.

2.1.2 All Board of Directors positions have the right to one (1) vote;

2.1.2.1 No Board of Directors member shall hold more than one (1) voting position.

2.1.3 The Principal is the chair of all Board of Directors Meetings with the right of passing their chairing privileges pending ratification from the Board

2.1.4 Any member of the Board of Directors may call a special Board of Directors meeting under the following guidelines:

2.1.4.1 The requester must give no less than 24 hours notice of the time, place, and agenda of the meeting.

2.1.4.2 The requester must have written support from at least two (2) other members of the Board of Directors.

2.1.4.3 The request must be submitted to the Principal.

2.1.5 Quorum for meetings of the Board of Directors is four-fifths ($\frac{4}{5}$) of the Board members with voting rights present in the room.

2.1.5.1 In the event of a tie, the outcome of the vote will await the decision of the fifth Board member with voting rights.

2.1.6 All arc.soc Board Members must make their attendance at Board Meetings a priority as elected officials of the student body. Board Members shall receive a strike for each Board Meeting they are absent from and shall not miss more than four (4) Board Meetings unless exempted under appropriate circumstances. Proof of unavailability must be submitted to the Principal for review.

2.2 arc.soc shall hold a semi-annual General Meeting (SAGM) and an Annual General Meeting (AGM) in the fall and winter semester of each academic year.

2.2.1 Quorum for these meetings shall be twenty (20) of the Membership, not including the Board of Directors. Board of Directors includes nonvoting positions.

2.2.2 All General Meetings must be chaired by an external member. It is the Principal's responsibility to find this external member, to be approved by the Board of Directors.

2.2.3 All arc.soc general meetings will follow Robert's Rules of Parliamentary Procedure.

2.3 Voting Regulations

2.3.1 A majority vote is defined to be 50% + 1 of the eligible members voting.

2.3.2 The Secretary does not vote. All other members of the Board of Directors hold one (1) vote. At General Meetings, all other individuals of the Membership hold one vote.

2.3.3 A member of the Board who has an interest, directly or indirectly in any contract, transaction, proposed contract or proposed transaction under consideration by the Board or a Committee shall:

2.3.3.1 Declare to the Board the Conflict of Interest (COI) as soon as possible and no later than the meeting at which the matter is to be considered

2.3.3.2 Refrain from taking part in any vote related to the matter; and

2.3.3.3 Withdraw from the meeting when the matter is being discussed if required to do so by a majority of the members of the Board present at the meeting, or if the member in his or her discretion wishes to do so.

2.3.4 Regardless of whether the COI is a financial interest or not, the Board member involved may not vote on the matter.

2.3.5 Where the Board is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors may declare, by a resolution carried by two-thirds of the Board members voting at the meeting, that a conflict of interest exists and in each such case the provisions of 2.3.3.1, 2.3.3.2, and 2.3.3.3 shall apply as if the member had declared the interest

2.3.6 A member that is absent from a meeting may submit a proxy vote under the following guidelines:

2.3.6.1 The absent member may submit a general proxy for matters that may come up and are unknown to the board at the time of preparing the proxy. A general proxy gives the proxy holder the right to vote however he or she sees fit.

2.3.6.2 The absent member may submit a limited proxy that is pertinent to the specific business that is being voted on. The proxy holder must vote the way he or she has been designated by the absent member.

2.3.6.3 The proxy holder must be a Member.

2.3.6.4 A proxy must be submitted to the Secretary of the Board no later than forty-eight (48) hours prior to the meeting.

2.4 Meeting Minutes

2.4.1 The Secretary of the Board must take meeting minutes for all meetings of the Board of Directors.

2.4.2 The Secretary of the Board must take meeting minutes for the Semi-annual General Meeting (SAGM) and the Annual General Meeting (AGM).

2.5 Motions for arc.soc Meetings

2.5.1 Meetings of the Board of Directors

2.5.1.1 Motions are decided by a simple majority vote by. Votes are cast by a show of hands unless any member of the Board of Directors demands a secret ballot.

2.5.1.2 members of the Board of Directors must cast a vote if they are present.

2.5.2 General Meetings

2.5.2.1 Motions that require an amendment to the Constitution or Policy Manual are determined by a two-thirds ($\frac{2}{3}$) majority vote, all other motions require a simple majority. Votes are cast by a show of hands unless any member in attendance demands a secret ballot.

2.5.2.2 Members have the option to withdraw from voting or have their vote noted in the meetings minutes.

ARTICLE 3: BOARD OF DIRECTORS

3.1 Principal

3.1.1 The Principal's duties include but are not limited to those listed below. The Principal shall:

3.1.1.1 Be the Chief Executive Officer of arc.soc.

3.1.1.2 Be the official spokesperson of arc.soc.

3.1.1.3 Act in the best interests of arc.soc according to the direction of the Board of Directors and the Mandate of arc.soc.

3.1.1.4 Be an ex-officio member of all committees of arc.soc.

3.1.1.5 Ensure good relations between arc.soc and member organizations, professional organizations, and administrative bodies.

3.1.1.6 Have the power to call meetings of the Board of Directors.

3.1.1.7 Have signing authority in conjunction with the Finance and one other approved Executive Director over arc.soc bank accounts.

3.1.1.8 Prepare an operating budget in conjunction with the Finance executive.

3.1.1.9 Have signing authority for all non-financial contracts

3.1.1.10 Ensure that all events sponsored by arc.soc follow the Event Management Procedures as set forth by the University.

3.1.1.11 Be responsible for ensuring a good transition between the incoming and outgoing Board of Directors and the Executive Committee, in conjunction with the Principal Elect.

3.1.1.12 The Principal has the right to create non-voting honorary positions on the arc.soc for the purpose of aiding the Board of Directors.

3.1.1.13 Hold all student group contact information, in conjunction with the Finance Executive.

3.1.1.14 Be responsible for all General and Board of Directors meetings, as well as the upkeep and distribution of the official arc.soc constitution and policy manual.

3.1.1.15 Be responsible for maintaining the integrity of the professional operations within the arc.soc Office.

3.1.1.16 In the absence of the Secretary appoint a replacement for the duration of the meeting in question.

3.1.2 The Principal shall oversee the following positions and committees. In the event that these positions and/or committees are vacant, the Principal shall assume their responsibilities.

3.1.2.1 The Orientation Committee

3.1.2.2 TimberFever Committee

3.1.2.3 The Extracurricular Committee

3.1.2.4 Year End Show Committee

3.1.2.5 325 Magazine Committee

3.2 Events

3.2.1 The Events Executive's duties include but are not limited to those listed below. The Events Executive shall:

3.2.1.1 In the absence of a Principal and the Finance executive, Events Executive will be the interim President until a replacement is found pending ratification

3.2.1.2 Be responsible for the planning, budgeting, coordination, and implementation of co-curricular events including but not limited to Fall Orientation, co-coordinating and organizing the General Meetings, student appreciation days, conferences and arc.soc transition events.

3.2.1.3 Be responsible, in cooperation with the Principal and the Projects Executive, for informing the membership of all events and activities.

3.2.1.4 Be responsible for organizing and executing means to coordinate the event calendar of student groups prior to the beginning of the academic year and during the period of office; coordination of student summits is one such example.

3.2.1.5 Be a part of the orientation committee

3.3 Projects

3.3.1 The Projects Executive's duties include but are not limited to those listed below. The Projects Executive shall:

3.3.1.1 Act as the Head-Delegate for all conferences and competitions.

3.3.1.2 Appoint a replacement Head-Delegate for any conference that he/she is unable to attend.

3.3.1.3 Be the official arc.soc Zone Respondent and attend any invited Zone meetings to represent arc.soc. Zones include but are not limited to the DMZ, the Digital Fabrication Zone, and the Fashion Zone.

3.3.1.4 Be responsible for interviewing all applicants and recommending delegates for all conferences to which the Board of Directors chooses to send representation.

3.3.1.5 Be responsible for the registration and travel of all delegates.

3.3.1.6 Act as the liaison between arc.soc and internal student organizations and design teams.

3.3.1.7 Be responsible for disseminating information pertaining to external conferences, competitions and other design-related events.

3.3.1.8 Work to ensure that architecture students at the Faculty learn to effectively utilize all existing school services available to them, to introduce useful concepts and skills to ensure both academic and professional success.

3.3.1.9 Advocate on behalf of students and direct students' academic resources when appropriate.

3.4 Marketing

3.4.1 The Marketing Executive's duties include but are not limited to those listed below. The Marketing Executive shall:

3.4.1.1 Be responsible for the management of all arc.soc publications, print and electronic

3.4.1.2 Maintain communication and information interchange between arc.soc and professional organizations, industries, and external student organizations.

3.4.1.3 Work with engineering students to network with industry professionals, including career fairs, co-op and internship programs.

3.4.1.4 Work to ensure that all material released by the organization is on-brand, including but not limited to social media, graphics, publications, videos and images.

3.4.1.5 Be responsible for informing the Membership of all events and activities.

3.4.1.6 Be responsible for building relationships with different stakeholders and media outlets, providing a space for the arc.soc to meet with these stakeholders, and creating a communication strategy to aid in the organization's key messaging.

3.4.1.7 Maintain communication and information interchange between arc.soc, alumni of the University and corporations.

3.5 Finance Executive

3.5.1 The Finance Executive's duties include but are not limited to those listed below. The Finance Executive shall:

3.5.1.1 Be responsible for the financial operation of arc.soc.

3.5.1.2 Prepare an operating budget in conjunction with the Principal.

3.5.1.3 Will maintain the operating budget for arc.soc and will be accountable in this regard.

3.5.1.4 Have an annual financial audit conducted.

3.5.1.5 Have signing authority over arc.soc's bank accounts in conjunction with the Principal and another executive member.

3.5.1.6 Approve or reject all arc.soc non-contractual financial agreements, financial documents and cheques.

3.5.1.7 Ensure that arc.soc branding is visible at all activities that arc.soc provides funding for, including those organized by arc.soc-funded architecture groups.

3.5.1.8 Distribute funding that arc.soc provides to student groups with the assistance of the Principal.

3.5.1.9 Not be a part of or an active member of any architecture student group.

3.5.1.10 Be one of the two signatures on all cheques unless the cheque is issued out to the themselves

3.5.1.11 Be responsible for the pursuit for both monetary and non-monetary sponsorship for arc.soc.

3.5.1.12 Create and maintain partnerships and relationships with all internal and external sponsors.

3.5.1.13 Maintain and update a detailed database of acquired sponsorship and respective contacts.

3.5.1.14 Be responsible for regulating and recording student group sponsorship and addressing appropriate needs and concerns of the student groups regarding corporate contacts and sponsorship concerns.

3.5.2 Transparency and accountability are among the top priorities of the Principal and the Finance Executive.

3.6 Secretary

3.6.1 The Secretary's duties include but are not limited to those listed below. The Secretary shall:

3.6.1.1 Be responsible for taking and publishing minutes for all meetings of the Board of Directors.

3.6.1.2 Be responsible for maintaining an inventory of all merchandise retained by arc.soc.

3.6.1.3 Will only vote in the event of a tie.

3.6.1.4 Coordinate room bookings and room allocations for arc.soc with the University.

3.6.1.5 Be responsible to maintain access control to the arc.soc email server.

3.6.1.6 Create the agenda for the meeting of the Board of Directors and General Meetings

3.7 Manager

3.7.1 The Manager of Student Engagement and development will serve on the board as an ex-officio member. They may sit in an advisory role and provide updates from the Dean's office, provide any needed information, and provide oversight in good faith to the arc.soc Board of Directors.

ARTICLE 4: EQUITY & INCLUSION

4.1 arc.soc shall provide all students with an equitable, inclusive, and accessible environment in which to learn, work, and create. This includes fostering a constructive and collaborative creative space where students can express themselves through their media safely and comfortably, along with ensuring students have equal access to the resources that will allow them to do so.

4.2 Safer spaces will be sought out and created, which include but are not limited to:

4.2.1 Respect for students' pronouns.

4.3 arc.soc acknowledges that oppression is rooted in historical, social, cultural, political and economical forms of systemic discrimination that is structural in nature and uniquely marginalizes racialized students and indigenous and/or Aboriginal students.

4.3.1 Respect for and recognition of the rights and land of the Indigenous Peoples shall be demonstrated at all arc.soc meetings and events.

4.3.1.1 The following statement will be read aloud during the opening address of all meetings and events: "Toronto is in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississauga's and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect."

4.4 In efforts to grow, learn, and teach how to further equity for arc.soc students, the Board Of Directors will hold one another accountable to create an accessible and inclusive environment

ARTICLE 5: GOVERNANCE PROCEDURES

5.1 The elected positions of the Board of Directors shall be elected from the general membership by May 1 in accordance with the Election Procedures of the University.

5.2 All candidates for a Board of Directors position shall have a clear academic standing or a conditional academic standing, as defined by the Faculty.

5.3 Any co-op student with a work term falling on the fall or winter semesters nominated for a position on the Board of Directors must have a second member as a running mate who will fill the position while the nominated student is on work term. The two students must run as a team for one position. Co-op students with a work term falling on the fall or winter semesters may not run for an Executive Position, to ensure continuity throughout the year.

5.4 If the Principal's position becomes vacant before the end of term, the Executive Board of Directors will appoint an interim Principal who must be a member of the Executive.

5.5 Should a Board of Directors position become vacant before the end of term, or if a position is not filled during the election, the Board of Directors shall appoint a replacement, or hold a by-election, at their discretion.

5.6 Any member of the Board of Directors, with an accompanying petition signed by forty (40) general members, may forward a motion for impeachment of an elected member of the Board of Directors, at a Meeting of the Board of Directors. A special general meeting must be called within two (2) weeks of the date the motion was made, and a two-thirds (2/3) majority vote of the general membership attending this meeting is required for impeachment. If the motion is successful, the position is declared vacant and the procedures listed in 5.5 are to be followed.

5.7 Nominees for the position of Principal and Finance Executive, require one (1) full year of experience on the Board of Directors, or other experience as deemed appropriate by the Board of Directors.

5.7.1 One (1) full year of experience on an Executive Committee shall also be deemed sufficient to become a nominee for the respective Executive position.

5.8 Unless other experience is deemed appropriate by the Executive, The Principal is required to have either:

5.8.1 No less than one (1) full year of experience on the arc.soc Board of Directors, or;

5.8.2 Must have been enrolled in the Department of Architectural Science for at least two (2) years.

5.9 The nomination forms of executive positions need two (2) signatures, none of which can be from concurrent Board of Directors.

ARTICLE 6: AMENDMENTS TO THE POLICY MANUAL

6.1 Amendments to this Policy Manual require a two-thirds (2/3) majority vote at a General Meeting.

6.2 Any motion for amendment to the Policy Manual may be made by the Board of Directors, or by an online form submission, ten (10) days prior to the General Meeting from the general membership accompanied by fifteen (15) members' signatures, names and student numbers.

6.3 Motions submitted ten (10) days prior to the General Meeting from the general membership do not require fifteen (15) members' signatures, names and student numbers if endorsed by a member of the Executive.

ARTICLE 7: OPERATING PROCEDURES

7.1 Purpose

7.1.1 The following procedures have been included in this Policy Manual to maintain continuity and direction in the year-to-year operation of arc.soc. Its function is not to restrict the operations of each new member of the Board of Directors but to provide direction in important matters involving arc.soc each year.

7.2 Conference Delegates

7.2.1 The Projects Executive will advertise and make available conference delegate applications to the membership at least one (1) month prior to the registration deadline of the conference.

7.2.1.1 These applications must be submitted to the Projects Executive prior to the advertised application deadline for any given conference. At the discretion of the Projects Executive, these deadlines can be changed as required for travel/accommodation and funding purposes.

7.2.2. The arc.soc agrees to pay **UP-TO** one hundred (100) percent of the conference registration fees, **UP-TO** one hundred (100) percent of the lodging fees, and **UP-TO** one hundred (100) percent of the travel expenses for the conferences, incurred by the general delegation. The arc.soc further agrees to pay **UP-TO** one hundred (100) percent of all aforementioned conference expenses for the head delegate of a conference and any other member of the delegation attending for the fulfilment of an arc.soc portfolio. The Projects Executive must, prior to departure, have the number of delegates as well as the means of travel and lodging approved by the Finance Executive.

7.2.3. The arc.soc also agrees to pay **UP-TO** one hundred (100) percent of any extracurricular academic projects, design-build projects and competitions in relation to the expenses of registration, supplies, materials and travel.

7.3 Strike Policy

7.3.1 All members of the Board of Directors are subject to a "4 strike" rule in which strikes will be assigned at the discretion of the Principal. Once a member of the board has been assigned four (4) strikes in their term in office, the individual in question is immediately called in front of a Meeting of the Board of Directors to defend their position on the board. A vote of the Board of Directors is then called, in which a two-thirds (2/3) majority vote results in the immediate termination of the individual in question from their position. If there is not a two-thirds (2/3) majority vote by the Board of Directors, the member will remain at four (4) strikes and will be once again brought before the Board of Directors upon receiving only one (1) other strike for another vote; in which a two-thirds (2/3) majority vote results in the immediate termination of the individual in question from their position.

ARTICLE 8: ELECTIONS

8.1 Board members shall be elected from the General Membership at least three weeks prior to May 1st .

8.2 All candidates for a Board of Directors position shall have a clear academic standing or a conditional academic standing, as defined by the Faculty.

8.3 Any student enrolled in a coop or study abroad program with a work/study term in the upcoming academic school year may only run for a nonexecutive position.

8.4 Only full time undergraduate students within the Department of Architectural Science may vote for the Board of Directors

8.6 If the Principal position becomes vacant before the end of term, the Finance Executive and Events Executive will serve as the interim Principal until a permanent replacement is selected. Any current Board of Director with at least one year of Board of Director experience may be nominated for Presidency by the members of the Board of Directors. The Principal will be appointed based on a majority vote from the Board of Directors. If there are no members who can assume the Presidency, nominations will be advertised to the General Membership and elected by General Members.

8.7 Should a Board position become vacant before the end of term, or if a position is not filled during the election -

8.7.1 The position will be filled through a byelection or a hiring process at the discretion of the Board of Directors.

8.8 In the event that a position is uncontested, there shall be a vote of either YES in support, or NO against the respective candidate.

8.9 No candidate running for a position shall have any support external to Ryerson University. Support in this context includes but is not limited to: donations, monetary support, and human resources.

8.10 A Chief Returning Officer (CRO) shall be appointed by the Principal from outside the General Membership, and approved by the Board of Directors. The Principal may assume the role of CRO if an external volunteer cannot be established.

ARTICLE 9: IMPEACHMENT PROCEDURES

9.1 Once impeachment procedures have been initiated against a Director, they shall be temporarily relieved of their position and associated duties until such a time that impeachment procedures are completed.

9.2 Impeachment initiated by a Director:

9.2.1. 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.

9.2.2. The reasons for impeachment shall be presented before the Board.

9.2.3. The Director in question shall have a chance to respond to the charges brought against them.

9.2.4. The Board of Directors will then vote on the impeachment at the next Board of Directors Meeting. The Director may be removed from the Board by a two-thirds (2/3) affirmative vote by the Board of Directors.

9.3 Impeachment initiated by a student in the Membership (Non-Director):

9.3.1. 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.

9.3.2. The reasons for impeachment shall be presented before the Board.

9.3.3. The Director in question shall have a chance to respond to the charges brought against them.

9.3.4. 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 10: FINANCES

10.1 Funding Proposals

10.1.1 arc.soc accepts funding proposals from the following groups in the Faculty: Ryerson Chapters of Professional Societies, Course Unions, Architecture Design Teams, Interest Groups, and Architecture Competition Teams. Each proposal must have an accompanying budget.

10.1.2 arc.soc will internally allocate funds to supported groups. Funds from these allocations can only be disbursed by submitting a cheque requisition.

10.1.2.1 The cheque requisition submitted must include valid receipts attached to the digital submission and original receipts attached to the physical copy.

10.1.2.2 The submitted receipt cannot be older than 4 months old in order for arc.soc to ensure effective financial records and prevention of fraudulent and duplicate submission.

10.2 All online purchases must include a valid Bank statement corresponding to the purchase as a proof of purchase.

10.3 Student Projects

10.3.1 arc.soc helps fund up to eighty (80)% of co-curricular student projects of the DAS students including but not limited to: competition registration fees, projects, conference registration fees and additional costs necessary to help the members.

10.3.2 After applying for student funding, the arc.soc board of directors discuss whether the funding request is qualified or not. To be qualified it must be:

10.3.2.1 Only funding requests made in relation to advancing students' academic or networking experiences and knowledge will be considered

10.3.2.2 Funding requests made for any co-curricular activities or initiatives must be made in good faith

ARTICLE 11: STUDENT GROUPS

11.1 General Policies

11.1.1 The student group's action must not be contrary to the Ontario Human Rights Code, Ryerson FEAS, Ryerson Students' Union (if applicable) or Ryerson University policies.

11.1.2 Student groups are funded by the arc.soc for the benefit of Ryerson DAS students; therefore all efforts should be made to ensure activities are directed towards DAS students. Activities may extend beyond DAS but the greater benefit should be reserved for DAS programs.

11.2 Student Group Status

11.2.1 No funding or other benefits may be received by the group until such time as the signing and executive officers list is received by the arc.soc Principal, Finance Executive and Events Executive

11.2.2 Only DAS members may hold the position of President within any student group

11.2.3 Student group executive composition must be at least 51% (majority) DAS Members

11.2.4 Student groups may not charge levies or membership fees to arc.soc members for the purpose of realizing simply a financial gain

11.2.5 All student groups are expected to undertake projects and programs to benefit their members and the DAS community

11.2.6 Summer workshop(s), if offered, must be attended by a minimum of one (1) executive member or their designate (team member). Nonattendance will automatically result in a status of probation, the terms of which shall be determined by the arc.soc. Attendance also required the student group to submit their fiscal budget along with a calendar of events for the year.

11.2.7 The Principal, Finance Executive and Events Executive is responsible for providing the student group with a copy of all arc.soc student group policies. Student group executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the manuals provided by the arc.soc.

11.3 New Student Groups

11.3.1 To create a new student group underneath the arc.soc umbrella, the executive of the proposed student group must meet with the Principal and the Finance Executive to provide:

11.3.1.1 A list of the executive team with Ryerson email addresses, telephone numbers, signature and student numbers

11.3.1.2 A founding members list consisting of a minimum of 30 DAS member signature

11.3.1.3 A proposed budget that has been approved by the arc.soc Principal and Finance Executive

11.3.1.4 A proposed list of activities, goals and objectives, succession planning, and a one (1), three (3), and five (5) year plan

11.3.2 Once the Principal and the Finance Executive have verified that the proposed student group has met the above requirements, they will schedule a presentation with the arc.soc Board

11.3.3 The new student group shall be created if it receives a majority vote at the Board meeting

11.4 Student Group Funding

11.4.1 Approval of all applications for funding must be obtained by the arc.soc prior to the start of the academic year

11.4.2 Funding from the arc.soc is to be received on a reimbursement basis. In order to receive reimbursements, receipts must be submitted along with a cheque requisition submission

11.5 Probation and Termination Policy & Procedures

11.5.1 A student group may be put on probation by a majority vote of the arc.soc, should the Board have reasonable evidence that the student group has violated one or more arc.soc policies

11.5.2 Probation shall include the withdrawal of arc.soc funding for all events and no consideration of funding requests for a time period designated by the arc.soc. The arc.soc also has the right to specify actions or criteria the group must meet before probationary status will be lifted.

11.5.3 Student groups placed on probation will be notified and requested to attend the next arc.soc Board meeting where evidence will be presented. The notice will be delivered not less than five (5) business days prior to the meeting and will outline the policies that have been allegedly violated. The student group will have the opportunity to defend their full status at the meeting. Failure of the student group to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties.

11.5.4 Probation may only be lifted upon a meeting of the arc.soc Board. The arc.soc shall present the student group with a notice to attend not less than five (5) business days prior to the meeting where the student group's compliance with policies and probationary requirements will be assessed. The student group will have the opportunity to defend their full status at the meeting.

11.6 Student Group Support

11.6.1 Student Groups may request consultation from arc.soc's committees and their respective executive as per the duties of their portfolio, with their discretion.