



# Constitution and Bylaws of the Ryerson School of Performance Student Union (RSPSU) 2019/2020

**PREAMBLE:** The Ryerson School of Performance Student Union exists to provide a greater depth of education to every student studying at the School of Performance within the Faculty of Communication and Design at Ryerson University and in compliance with policies of the Ryerson Student's Union. Each member is to provide an accessible, equitable and accommodating solution to any of the conflicts that students bring to the executive committee in a timely manner and resolve any concerns between the students and faculty within the departments.

## **Article One. NAME**

Section One: Ryerson School of Performance Student Union (RSPSU) (hereafter referred to as the 'Organization').

## **Article Two. OBJECTIVE**

Section One: To promote the interests and concerns of students in every program at the Ryerson School of Performance including Performance: Acting, Performance: Dance, and Performance: Production.

Section Two: To provide aid and information on a drop-in basis to any students who require it, in regards to academics and life on campus at Ryerson.

Section Three: To represent the student body as the liaison between students and faculty of the school when a student requires the assistance of the Organization.

Section Four: To create a safe space for all students to attend, have a voice and perform.

Section Five: To organize a variety of community building events for the School of Performance.

Section Six: To promote and work towards building a stronger community between the three disciplines and sense of collaboration and respect.

## **Article Three. RELATIONSHIP TO RSU**

Section One: The constitution must be approved by the RSU.

Section Two: RSU will not normally interfere in the activities and operation 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.

## **Article Four. MEMBERSHIP**

Section One: Membership is automatically extended to any full-time or part-time students within a program of the Ryerson School of Performance who volunteer or get elected to serve the organization.

Section Two: Any member is allowed to take a brief but limited leave of absence from the organization with at least one week's notice to the President.



Section Three: No member shall receive any kind of financial gain while serving on this Organization.

Section Four: Any member who fails to comply with any of these guidelines will receive a verbal warning from the President, and continuance of disobedience can result in removal from office.

Section Five: Removal from office can and will occur if the Executive has performed an inexcusable action, or has not fulfilled their duties adequately by not attending fifty percent of events and/or meetings per semester.

Section Six: A petition signed by at least half of the general membership shall allow any impeachment to be tabled, discussed or voted upon.

## **Article Six. ORGANIZATION**

### Section One: Elections and Appointments

1. A general election will be held once per year. (Bi-elections will be held in October 2019 to fill missing positions)
2. The Executive must be elected by the members at large.
3. Elections for the next year must take place by the last Friday in March.
4. Any member of the School of Performance who is interested in a position can run for a position or remain a Committee Member.

### Section Two: Election Procedure

1. Notice will be given to all members regarding elections and opening of nominations.
2. Any member will be able to nominate themselves or another member for a position.
3. Nominations will be accepted over a two-week period.
4. There will be two weeks notice to when elections will be held.
5. In the event that the number of nominated members is less than or equal to the number of positions of the Executive, an election will be withheld and the nominated members will form the new Executive.
6. The President is responsible for the collection of all ballots.

### Section Three: Committees

1. The Organization has the ability to create a committee at any time, and amend this constitution with information pertaining to it.

Section Four: Structure- The executive office (hereafter referred to as the 'Executive') will be made up of the following:

1. President
2. Vice President of Finance
3. Vice President of Events
4. Vice President of Marketing
5. Vice President of Communications
6. Vice President of Student Life
7. Vice President of Operations
8. Committee Members



- Should a Committee Member wish to create a position, they must notify the President within a week of the next All-Executives Meeting and argue for the creation of the position with just cause.

#### Section Five: Role of the Executive

1. The Executive is responsible for planning events, activities and projects which benefit of the students at the School of Performance.
2. Five members of the Executive will be signing officers for the Organization.
3. No faculty or staff may be allowed to sit on the Executive, although they are welcome to give feedback and suggestions in regards to the Organization's functions.
4. All members of the Executive shall share responsibility in the planning and organization of events held by the Organization.

### **Article Seven: ROLE OF THE EXECUTIVE BY POSITION**

#### Section One: President

1. Shall chair all meetings, unless they are unable to attend, and appoint another Executive to this task.
2. Will act as a liaison between the RSU and the Organization, as is responsible to members of the Organization, as well as for advising the Campus Groups Administrator of any changes in the Executive or signing officers, in addition to being the liaison between the faculty and the students at the School of Performance.
3. Will be responsible for the collection of ballots during an election.
4. Update the constitution yearly.
5. Responsible for being the Lead Contact at events within the school.
6. Shall assist the VP Marketing and VP Communications with website management.

#### Section Two: Vice President Finance

1. Responsible for reporting to the RSU and members of the Organization for all funds allocated to the Organization by the RSU or in any other way.
2. Completes the recording of all financial information from events/fundraisers and ensure they are kept up to date.
3. Together with the President, apply for funding/ grants offered within Ryerson or outside.

#### Section Three: Vice President Events

1. Organizes and facilitates all events hosted by the Organization.
2. Creates, implements and executes the plan for each event.
3. Responsible for completing an Event Debrief after each event.

#### Section Four: Vice President Marketing

1. Responsible for designing all graphic advertising of events, and with VP Communications to disperse them around the School of Performance.
2. Responsible for managing the RSPSU website
3. Will work with VP Communications on creating marketing campaigns for all events and keep



the social media accounts and website up to date with upcoming events.

4. Together with VP communications manage merchandise sales and orders for the School of Performance.
5. Create and maintain the Organization brand through all forms of marketing and media.

#### Section Five: Vice President Communications

1. Responsible for managing all Social Media accounts of the Organization. (Including not only the Organization events but relevant news, events, opportunities etc. that pertain to the School of Performance or performance at large in Toronto or across the world.)
2. Will work with VP Marketing on creating marketing campaigns for all events and keep the social media accounts and website up to date with upcoming events.
3. Together with VP Marketing manage merchandise sales and orders for the school of performance.
4. Create and maintain the Organization's brand through all forms of marketing and media.

#### Section Six: Vice President Student Life

1. Responsible for keeping the students well-being and self care the top priority in planning all Organization events and promoting mental health and self care from the Organization.
2. Will think of new initiatives or events to promote a strong community and personal well-being.
3. Work with VP Events to keep equity, equality, mental health and well-being the top priority for each event.
4. Work with VP Marketing on maintaining the student life page on the Organization website and work on making it accessible for all students.
5. Work on educating students on all the things Ryerson can offer/pay for, for student needs through social media, email blasts, and the student life page on the website (With help from VP Marketing and VP Communications)

#### Section Seven: Vice President Operations

1. Responsible for maintaining the day to day operations of the Organization.
2. Will book meeting rooms for bi-weekly meetings and set meeting times.
3. Responsible for the upkeep of all documents on the Google drive and work with the president to archive all resources from previous year for the incoming year.
4. Will take notes from all meetings and post it to the Google Drive. (Unless unable to attend and will appoint another executive to do so)

#### Section Eight: Committee Members

1. Title bestowed upon any member who wishes to be part of the Organization who does not receive an Executive title and/or chooses not to create one for themselves.
2. Responsible for assisting at events as needed and is allowed to attend any meeting held while they serve on the Organization.
3. Committee Members can also gather to make an amendment, see Article Eight. Section Two.



Section Nine: 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.

#### **Article Eight: MEETINGS**

Section One: Executive Meetings will be held at least once every two weeks, provided the Ryerson School of Performance show schedule allows time for it.

Section Two: A majority of the Executive will form quorum.

Section Three: Executive Meetings are open only to the Executive and subcommittees, unless explicitly stated otherwise.

Section Four: General Meetings will be held at least once per semester according to need and production scheduling.

Section Five: At least one week's notice will be given for General Meetings in the form of posters, emails and social media posts.

Section Six: General Meetings are open to all members.

Section Seven: The sum of the Executives and an equal number of non-Executive members will form a quorum.

Section Eight: Proxy votes will not be allowed.

Section Nine: The President must prepare an agenda, send it to the Executive members at least six hours before any Executive meeting to see if there are changes to be made for each expected attendee.

Section Ten: After each agenda point, any member present has the opportunity to speak and raise questions or opinions.

Section Eleven: Minutes must be taken by VP Operations, or if VP Operations is unable to attend, another executive that is present.

#### **Article Nine: AMENDMENTS**

Section One: An amendment of the constitution can occur at any General Meeting as long as there are enough members in attendance to form quorum, with the exception as follows:

Section Two: An amendment for the creation of a committee requires only an Executive Meeting with quorum, with an announcement made at the next General Meeting.

#### **Article Ten. TURNOVER**

Section One: The executive must leave the Trust Account with at least \$100.00 for the following year's Executive to plan Frosh and Orientation events.

Section Two: A meeting will be held to orientate all new executives, and turnover all accounts