

Ryerson Commerce Society Student Group Policies

PREAMBLE

In order to be recognized as an official Ryerson Commerce Society (RCS) student group and receive all the benefits herein the student group must meet all qualifications and follow all guidelines set in this document.

Article One (1) -- GENERAL RULES

1.0 The student group's actions must not be contrary to the Ontario Human Rights Code, Ryerson Commerce Society, Ryerson Students' Union (if applicable) or Ryerson University policies.

1.1 No individual connected with a student group can realize any financial gain from the student group's actions or activities

1.2 Student groups are funded by the RCS for the benefits of Ryerson commerce students; therefore, all efforts should be made to ensure activities are directed towards commerce students. Activities may reach beyond the Ted Rogers School of Management but the greater benefit should be for the commerce programs. All off-campus events involving elevated physical activity must be run in accordance with Ryerson University Student Event Risk Guidelines. Student Event Risk Assessment forms must be completed two weeks prior to the event and submitted to the Student Programs office.

1.3 All student groups are required to have a valid constitution and must submit any amendments to the RCS annually. This must be submitted by September 30 each year. The constitution must be signed by the executive team.

1.4 Along with the constitution, all Student Groups are required to file a signed executive list with valid student numbers, emails, and telephone numbers of the executive members along with the student group bank account name on an annual basis, by September 1.

Article Two (2) -- STUDENT GROUP STATUS

2.0 An RCS student group is not deemed as recognized unless a complete record of its signing officers and executive officers has been submitted to the RCS by September 1 of each year.

2.0.1 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 RCS VP Administration.

2.0.2 All funds, benefits and privileges extended to the student group will be withdrawn until this document has been fully completed and received by the RCS.

2.1 Only RCS members (full-time bachelor of commerce students) may hold the President position with any student group.

2.2 Student group composition (voting members) must be at least 51% (majority) RCS members.

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

2.4 All student groups are expected to undertake projects and programs to benefit their members and the Ryerson Commerce community.

2.5 Summer workshop(s) must be attended by a minimum of one (1) executive member or their designate (team member). Non-attendance will automatically result in a status of probation, the terms of which shall be determined by the RCS. Attendance also requires the student group to submit a fiscal budget along with a calendar of events for the year.

2.6 Probation shall include the withdrawal of RCS funding for all events and no consideration of grant applications for a time period designated by the RCS.

2.7 Probation will be applied as outlined in the Probation, Termination Policy and Procedures.

2.8 The VP Administration is responsible for providing the student group with a copy of all RCS student group policies. Student group executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the annual manual provided by the RCS.

Article Three (3) -- PROBATION, TERMINATION POLICY & PROCEDURES

3.0 A student group may be put on probation by a majority vote of the RCS, should the board have reasonable evidence that the student group has violated one or more RCS policies.

3.1 The group will be notified of this action via email and/or letter in their student group mailbox, and telephone requesting the group's attendance at the next RCS Board meeting at which time evidence will be presented. This notice will be delivered no less than five business days prior to the meeting.

3.2 The written notice will outline the policies that have been allegedly violated.

3.3 The student group will have the opportunity to defend their full status at the meeting.

3.4 The RCS Board will decide on the group's status immediately following the probationary meeting to be determined by majority vote. The VP Administration will issue a written statement of the board's decision outlining the terms of probation no more than **five** business days following the meeting. This letter will be delivered via email and letter mail to the student group's mailbox. It is the responsibility of the group to access this letter.

The RCS Board will decide the terms of the probation including:

- Length
- Budgetary restrictions

3.4.1 Failure of the 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.

3.5 Probation may only be lifted upon a meeting to take place not less than five business days prior to end of the designated probationary term. Notification of this meeting will be delivered via email, letter mail in the student group's mailbox, and telephone requesting the student group's attendance at the next scheduled RCS Board meeting. Compliance with polices and probation will be assessed at this meeting. This notice will be delivered no less than five business days prior to the meeting.

3.6 The student group will have the opportunity to defend their full status at the meeting.

Article Four (4) -- RCS FUNDING

- 4.1 Approval of all Grant Applications for funding must be obtained by the RCS prior to the event or activity.
- 4.2 An updated budget with actual dollars spent will be required with all receipts in order to be fully reimbursed.
- 4.3 Funding from the RCS is to be received on a reimbursement basis. In order to receive reimbursements, receipts must be submitted along with a Cheque Requisition form that can be obtained from the RCS office. If the funding was for an event or conference a 250 word report must be submitted along with the receipts.
- 4.4 The RCS may provide advanced funding as opposed to re-imbursements on a case by case basis. If so, a \$25 deposit must be handed to the RCS before any funding is given. The deposit will be returned to the students once a 250 word report has been documented for the RCS outlining the positives, negatives, suggestions along with picture documentation of the event.
- 4.5 All Student Group bank account(s) must be open, transparent and available to the RCS to review upon request if necessary.
- 4.6 Official student organizations receive a chit during the summer of each year to help start their progress. The chit will be determined by the President and VP Finance with board approval pending summer work shop(s) participation, a signed constitution by the executive, a fiscal budget, and a calendar of events for the year.
- 4.7 Student groups in clear standing can receive up to full funding for their requests.
- 4.8 No loans will be issued by RCS for any reason or purpose.