

Constitution of “Renaissance Studies Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “**Renaissance Studies Student Association.**”
- 1.2. The official acronym or abbreviation of the group is “RSSA”
 - 1.2.1. RSSA shall be referred to as “the Club” within this document.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
 - 1.3.1. Foster a community for students within the Renaissance Studies program to congregate for academic and social events.
 - 1.3.2. Provide a space to meet for students of any program who are interested in the early modern period.
 - 1.3.3. Provide opportunities for the academic advancement of Club members.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members in the form of mailing lists and shared documents amongst executive committee.
- 2.2. Voting membership is open only to registered students of the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.4. The membership fee will be \$0 per year.
- 2.5. Voting membership is automatically granted to students taking 0.5 credits of any Renaissance Studies course, to any student currently enrolled in a Renaissance Studies Major, Minor, or Specialist degree, or any other student who pays the ASSU fee directly to ASSU.
 - 2.5.1 In all cases, said student must be a Full-Time Arts and Science student.
- 2.6. Voting membership shall be maintained if the Club’s code of conduct is followed. The code of conduct is the following:
 - 2.6.1. The RSSA does not tolerate any type of verbal, physical, or sexual harassment.
 - 2.6.2. The RSSA does not tolerate any homophobic, transphobic, or racist remarks.
 - 2.6.3. Members are expected to treat each other with dignity and respect, discourage any harassment, and support those who have been subject to it.
 - 2.6.4. Members of the Club and those attending all Club events shall tolerate the ideas and wishes of others, and ensure a friendly, safe environment for other members of the Club.
- 2.7. If any of the clauses mentioned above (see 2.6) are violated, then the member in question may be expelled from the Club through the process outlined in Article Nine.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.

- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. All voting members of the Executive committee must be enrolled in at least 0.5 credits of any Renaissance Studies course or be enrolled in a Renaissance Studies Major, Minor, or Specialist degree.
- 4.2. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.3. The Executive Committee shall be comprised of at least six (6) voting members.
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.6. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.7. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.8. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.9. By the clause laid down in article nine, an executive member may be impeached if they either violate the terms of conduct (see 2.8) or are deemed to be not fulfilling their expected role in a consensus reached by members of the executive committee.
 - 4.9.1. An impeached executive may appeal the decision of the Executive Committee to the general membership as laid out in article nine.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the Club,
- 5.1.3. Serve as spokesperson for the Club,
- 5.1.4. Hold signing and financial authority along with the Financial Director,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Vice President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Aid other executives in the completion of their duties.
- 5.2.4. Collaborates with other members of the Executive Committee to aid in the running of the Club.
- 5.2.5. Manage the Club's emails, and collaborate with the Secretary in maintaining a list of Club members.
- 5.2.6. Attend meetings and participate in the workings of the Club.

5.3. The Event Director shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Ensure activities of the Club comply with policies of the University of Toronto,
- 5.3.3. Coordinate organizational recruitment efforts.
- 5.3.4. Hold signing and financial authority in the absence of a Financial Director.
- 5.3.5. Organize activities for members of the Club, appropriately planning and organizing said activities.

5.4. The Financial Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. The Secretary shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Maintain a list of Club members,
- 5.5.3. Maintain the Club website and member contact list,
- 5.5.4. Record notes and motions for meetings,
- 5.5.5. Notify all members of general meetings and other activities.

5.6. The Marketing Director shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Manage and maintain RSSA social media pages.
- 5.6.3. Notify followers of said social media pages of upcoming Club events.
- 5.6.4. Create graphics and advertisements for the Club.
- 5.6.5. Spread awareness of the Club's activities through postering and virtual means.
 - 5.6.5.1. If the Marketing Director is unable to poster due to physical reasons, then this responsibility may be fulfilled by either the General Executive or Secretary.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election and by-election at the beginning of the fall term, no later than 31 October of every year, if spots are still vacant.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Financial Director shall keep an active record of income and expenses.
- 7.2. The Financial Director shall present the group's updates on the group's financial position at general meetings at least once per semester.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine– Amendments

- 9.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 9.2. All voting members may propose and vote on amendments to the constitution.
- 9.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 9.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

10. Article Ten - Termination of Membership

- 10.1. The Executive Committee may revoke the membership of any member of the Club who commits an act negatively affecting the interests of the Club and its members, including non-disclosure of a significant or continuing conflict of interest, or violating the code of conduct.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 10.6. Following a termination of membership, the member will be removed from the Club's membership and will lose any privileges associated with being a member of the Club.
- 10.7. Executive Committee members are subject to the same termination of membership process as general members.