

AEROSPACE COURSE UNION CONSTITUTION

2018 - 2019

Aerospace Course Union (ACU) Constitution 2018-2019

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1 DEFINITIONS

1.1 PARTIES

1. The “Ryerson Aerospace Course Union” is the party defined by this constitution and by the policies set by its executive
 - a. It shall also be referred to as “RACU,” “ACU,” or by “the course union.”
2. The “Ryerson Student’s Union” is the body which sets the governing policies of the ACU.
 - a. It shall also be referred to as “RSU.”
3. The “Course Union Executive Committee” shall be the body within the course union as defined by this constitution.
 - a. It shall also be referred to as “the Executive,” or “the Executive committee.”
4. The “Ryerson Engineering Student Society” shall be the body that funds the ACU through the Dean’s Office and sets the governing policies of engineering groups, not including course unions.
 - a. It shall also be referred to as “RESS”.
5. The “Aerospace Engineering Program” shall be defined by the Department of Aerospace Engineering.
6. The “Board of Directors” shall be the governing body of the ACU and is comprised of the Executive Committee and Year Representatives.
 - a. The “Board of Directors” shall also be referred to as “the Board”.
 - b. The “Executive Committee” shall also be referred to as “the Executive”

1.2 TERMS

1. A “signing officer” is defined as the President and two additional Executive members of the ACU, as set out in this constitution.
2. A “quorum” shall be defined as fifty percent, plus one member.

2 PURPOSE

1. The purpose of the ACU is:
 - a. To promote academic and recreational interest of Ryerson Aerospace Engineering students through extracurricular activities.
 - b. To abide by and adhere to the RSU course union policies as defined in the course union manual.
2. The course union will conduct itself in such a way as to meet the following goals to the best of its abilities:
 - a. To carry out the purposes as described above.
 - b. To act always in the best interest of the greatest number of aerospace students.

3 MEMBERSHIP

3.1 GENERAL MEMBERSHIP

1. Membership is limited to full time students who are registered in the undergraduate Aerospace Engineering program. No teaching faculty member may be a member of the course union. Members of RESS may be a member of the course union, however, under certain circumstances decided upon by the president of the ACU, may be unable to vote. In the case that the president is a member of RESS, the board, excluding any other members of RESS, will decide on the certain circumstances where those members may be unable to vote.
2. All general members may have access to the following:
 - a. The status of the course union solvency, upon request made to the treasurer, with approval of one other signing officer.
 - b. The agenda and minutes of all ACU meetings.
3. Members not holding an ACU Executive position may be members of the ACU in the form of year representatives or assistant event coordinators. All general members are entitled to one of these positions.
 - a. Year Representatives will be responsible for acting as liaisons between the ACU and their classmates. They must attend all ACU meetings. There may be a maximum of two year representatives per year of study. May vote during meetings.
 - b. Assistant event coordinators will act as assistants to the Executive by means of event promotion and logistics. Their attendance is optional and they do not hold a vote in these meetings.

4 BOARD OF DIRECTORS STRUCTURE

4.1 EXECUTIVE COMMITTEE

1. The Executive committee is responsible for planning the activities and projects of the course union. Each member of the Executive must be a full-time student enrolled in the Ryerson Aerospace Engineering program in good academic standing. Students on an internship leave are excluded from holding an executive position. The roles and responsibilities of each executive member are outlined below.
2. President
 - a. Chairs all meetings, unless otherwise given to other executive members.
 - b. Is responsible, in conjunction with the VP Finance, to the members of the ACU for all monies through fundraising.
 - c. Will act as a liaison to RSU, and RESS in conjunction with the VP Student Affairs.
 - d. Will oversee all events and ensure that the ACU is adequately represented at all meetings.
 - e. Has a term of one year, and is elected annually.
 - f. May not hold the position of President for two (2) consecutive academic years.
 - g. Is a signing officer.
 - h. Shall hold a minimum of one (1) office hour per week.
 - i. Oversees all the Year Representatives.
3. VP Operations
 - a. Be the acting-president in the absence of the president
 - b. Is responsible for the design and co-ordination of ACU merchandise, including:
 - i. Apparel (T-Shirts, Sweaters, Scarves, etc.)
 - ii. Any additional merchandise the current ACU wishes to create
 - c. Is responsible for the design and distribution of all ACU posters, pamphlets, and other ACU paraphernalia.
 - d. Be responsible for maintaining an inventory of all merchandise retained by the ACU.
 - e. Is a signing officer.
 - f. Has a term of one year and is elected annually.
 - g. Shall hold a minimum of one (1) office hour per week.
4. VP Finance
 - a. Is responsible, along with the president, for the fiscal solvency of the course union.
 - b. Shall keep up-to-date accurate financial records.
 - c. Shall attempt to make industry/campus partner contacts for the purpose of ACU sponsorship, in conjunction with the VP Outreach.
 - d. Shall assist the executives with any word processing or record keeping needs.
 - e. Has a term of one year and is elected annually.
 - f. Is a signing officer.
 - g. Shall hold a minimum of one (1) office hour per week.

5. VP Student Affairs
 - a. Shall act as a liaison between the course union and other committees and organizations of an academic nature within the Ryerson Community.
 - b. Shall represent the members of the course union, to the community stated previous.
 - c. Shall be responsible for overseeing members who wish to volunteer with the ACU.
 - d. Has a term of one year, and is elected annually.
 - e. Shall hold a minimum of one (1) office hour per week.
6. VP Outreach
 - a. Is responsible for organizing and promoting one (1) professional event during the fiscal year, in conjunction with the VP Education.
 - b. Shall serve as a student representative of Ryerson Aerospace Engineering to all related professional organizations such as CASI, AIAA, PEO, and OSPE.
 - c. Has a term of one year and is elected annually.
 - d. Shall hold a minimum of one (1) office hour per week.
7. VP Communications
 - a. Responsible for the maintenance and upholding of all ACU media outlets, including:
 - i. Facebook page
 - ii. Twitter account
 - iii. Web site
 - iv. Instagram
 - v. Snapchat
 - b. Shall formulate and distribute to the Aerospace student body all announcements pertaining to ACU events and activities.
 - c. Has a one year term and is elected annually.
 - d. Shall hold a minimum of one (1) office hour per week.
8. VP Student Life
 - a. Is responsible, in conjunction with VP Student Affairs, for the organization of no less than four (4) social activities or events during the fiscal year.
 - b. Is responsible for all funds generated while said activities are being conducted, to then be turned over to the VP Finance upon event completion.
 - c. Acts as the liaison between ACU and internal student organizations. d) Has a term of one year and is elected annually.
 - d. Shall hold a minimum of one (1) office hour per week.
9. VP Education
 - a. Advocate on behalf of students and direct students' academic resources when appropriate.
 - b. Be responsible for the maintenance and expansion of the exam bank.
 - c. Schedule and plan no less than two (2) events promoting aerospace engineering during the fiscal year.
 - d. Prepare one (1) report per fiscal year about academic issues and concerns that

- students are facing and present it to the chair of the Aerospace Department.
- e. Has a term of one (1) year and is elected annually.
 - f. Shall hold a minimum of one (1) office hour per week.
10. Amongst the elected committee, a member of the board will be elected as position of 'Secretary' who's responsibilities will be:
 - a. Taking and uploading minutes at all meetings
 - b. Booking committee meeting rooms if necessary
 - c. In the event that the Secretary is absent from a meeting, a Vice Secretary will also be elected.
 11. In the event that not all the above mentioned position are individually filled, the remaining executive shall intervene to ensure that the main objective of the vacant position is met. A maximum of three of the above positions may be vacant and in this event the executives may appoint any willing student to a position to ensure that no more than 2 of the above positions are vacant. Appointment will require the agreement of the majority of the current executives. Should there be a tie the President's vote shall count for two (2) votes. Appointment shall be to the position with the highest rank set herein.
 12. Positions in the executive committee are limited to those defined above.
 13. The roles of all executives are specifically designated, however all executives are expected to assist with the planning and execution of any event as dictated by the amount of work and number of attending students anticipated.
 14. The Executive shall be responsible for any legislation or policies or ratification to the constitution. All of these shall be done in accordance with the governing version of the constitution.
 15. Only a member of the Executive and those given expressed permission by the Executive shall speak on behalf of the course union. The President or VP Communication must approve all announcements of the Year Representatives and Assistant Event Coordinators prior to the announcements being made.
 16. The Executive shall hold meetings, with a quorum, a minimum of once every two weeks unless otherwise decided by the president and agreed upon by the majority of the Executive.

5 ELECTIONS

The Course Union will hold a general election for Executive members at least once a year using the protocol outlined below. Elections for the academic year must be completed by the month of April in the preceding academic year.

5.1 ELECTION COMMITTEE

1. Elections shall be run by an election committee of no fewer than two (2) people from outside of the Aerospace membership and assigned by non-returning ACU executives.
2. The responsibilities of the committee will include organizing the event, collecting nominations, and counting votes in a non-biased way.
3. No person running in any given election shall be on the election committee.

5.2 CANDIDATE ELIGIBILITY

1. All full time students registered in the Ryerson Aerospace Engineering program and in good academic standing are eligible to run for an Executive position in the ACU.
2. Election officers are NOT eligible to run for any Executive or positions in the upcoming elections.
3. In order to run for the position of President, the individual must have at minimum one (1) school years' worth of experience with the ACU. Experience is defined as:
 - a. Held an Executive position
 - b. Held a Year Representative Position
 - c. OR by any other form of large contribution with allegiance deemed significant by a quorum of the current Executive.
4. Individuals wishing to run in the upcoming election must obtain 20 support signatures in order to be formally entered in the election as a candidate. Students unable to obtain the required 20 signatures are no longer eligible to run in the election. Signatures from the following parties are considered valid:
 - a. Aerospace engineering students from the same year as the individual and other years, including current and/or past ACU Executive members

5.3 ELECTION PROCESS

1. In the second half of the Winter Term, the current ACU Executive begins the election process through the formal creation of the Election Committee.
2. The Committee must create an election application form and a sheet for gathering support signatures. The form must require potential candidates to list which position(s) they are applying for.
3. The Election Committee must convene and set deadline dates for the following items:
 - a. Submission of application and gathering of 20 support signatures

NOTE: This date must be at least two (2) weeks from the date the Election Committee meets to set these dates. ii) Campaigning start and end date (Recommended 1-2 weeks) iii) Election dates (Recommended 3-5 days)

4. A notice is sent out to all students enrolled in the Aerospace Engineering program, notifying them of the upcoming election. The notice must include the following information: a) General information about the upcoming election b) The open Executive positions and their duties c) Important election dates d) Information about the election process
5. The Election shall make an announcement to each Aerospace Engineering year about the election and distribute application sheets and signature Support sheets. Additionally, the sheets and all other documentation pertaining to the election must be available online.
6. Upon reaching the election application submission deadline, the Election Committee must re-convene to review the applications of potential candidates. During this meeting the following actions must be taken:
 - a. Ensure there is at least one (1) person applying for every ACU Executive and position.

NOTE: If this is not the case, refer to item 7 in Section 3.3

- b. Confirm the validity of the supporting signatures
 - c. A general review of the application answers
7. In the case there exists an ACU Executive or position which no student is applying for AND there are more applicants than the total number of available positions, the Committee must take the following course of action:
 - a. Notify the student body about the vacant position and do one of the following (as chosen by the Election Committee): (1) Extend the application deadline ONLY for the vacant position OR (2) Ask the current candidates if they are interested in switching their application position to the vacant position.

NOTE: The case stated in this clause is the only reason for which an application may be altered after the submission deadline. ii) If there is no interest in applying for the vacant position, the election shall proceed for the remaining positions, during which time the vacant position shall be held by an interim Executive appointed by the Election Committee. iii) Upon completion of elections for the positions with interest, a secondary election may be held for the vacant Executive Position between nominees that failed to win their original position.

8. In the case there exists an ACU Executive position which no student is applying for AND there are less applicants than the total number of available positions, the Committee must take the following course of action:
 - a. Notify the student body about the vacant position and extend the application deadline ONLY for the vacant position.
 - b. If there is no interest in applying for the vacant position, the election shall proceed for the remaining positions, during which time the vacant position shall be held by an interim Executive appointed by the Election Committee.
 - c. Upon completion of elections for the positions with interest, a secondary sub-election may be held for the vacant position.
 - d. If after the secondary election the position remains vacant, the interim Executive

shall hold the position until the following school year, where a third and final sub-election may be held for the vacant position.

- e. If after the third election the positions remains vacant, one of the following actions may be taken: (1) The interim Executive may be asked to remain as a full Executive member for the position if they please OR (2) The ACU shall run with one less member for that academic year. In this case, the remaining executive shall intervene to ensure that the main objective of the vacant position is met. OR (3) The Board may appoint any willing student to the position. Appointment will require the agreement of the majority of the current board. Should there be a tie the Presidents vote shall count for two votes

5.4 STUDENT YEAR REPRESENTATIVES

1. Student Year Representatives shall be elected by the student body of their particular year.
2. Elections should be completed by the end of September for that particular academic year.
3. The First Year Representative shall be elected during their first Aerospace Course which takes place in the winter semester (AER 222), OR during the First Year Aerospace Orientation in the fall semester.
4. If the ACU Executive comprises of two (2) or more members from a particular year, the board of directors has the option of nullifying the Year Representative of their year. In this case, the board members from that year shall assume the Year Representative responsibilities.
5. Year Representatives elections shall be a less formal process and may be conducted in the following manner:
 - a. The President (or any other board member) goes to an Aerospace Engineering class of the year for which the election is taking place.
 - b. An announcement is made to the class regarding the vacant Year Representative position and a brief overview is provided of Year Representative responsibilities and duties
 - c. All students interested in applying to become Year Representatives are called to the front of the class and asked to give a 1-2 minute speech on why they should be elected by their peers as Year Representative
 - d. All candidates shall step out of the class and a vote is taken using a show-of-hands.

6 OPERATIONAL PROCEDURE

6.1 CONSTITUTION

1. The adoption of any constitution or ratification thereof must be done by a vote which has the support of not fewer than fifty percent plus one member of the entire board of directors; at a meeting that has not fewer than sixty percent of the board in attendance. Any new constitution or ratification must also meet the approval of the RSU.

6.2 REMOVAL FROM OFFICE

1. A matter of such importance must be carefully and seriously considered with all due fairness by all those involved. At least one of the following conditions must be met to consider potential impeachment:
 - a. Absence in a minimum of three (3) meetings within the year, or two (2) consecutive meetings where adequate notice was given and no appropriate response was received.
 - b. Failure to fulfil the duties as specified in the above member's responsibilities, or as requested by the president for a specific event.
 - c. Inappropriate behaviour or any behaviour that seriously offends any other person.
 - d. Any other such act that indicates an inability or disinterest in working on the Executive.
2. A petition signed by not fewer than twenty five percent of the member requesting a general meeting to discuss a vote of impeachment and stating the reasons for impeachment is required before any such meeting can be held.
3. A meeting at which the impeachment of a member of the course union is to be discussed shall:
 - a. Have at least sixty percent of the members of the course union board members in attendance.
 - b. Be scheduled in such a way as to give the subjective of the meeting an opportunity to be present if they so desire.
 - c. Be conducted in such a way so as to reflect the seriousness of the situation.
 - d. Be conducted in adequate time so as not to impede the progress of the Executive in the absence of the member or conflict there between.
4. Successful impeachment shall require
 - a. A petition as outlined above
 - b. A meeting conducted under the conditions outline above
 - c. A concurrent vote of no fewer than fifty percent plus one member of the entire board of directors.
5. Any impeached member is eligible to run in a subsequent election.

6.3 COURSE UNION OFFICE/LOUNGE

1. Only Board members shall have keys to the course union office. The office shall be locked at any time when no executive Member is present.
2. The course union lounge shall be open to all members during the posted office hours consisting of not less than three (3) hours per week primarily for the purpose of discussing ACU related issues.
3. Members of the Executive committee that signed for the keys have the final authority over the use of the office and may deny access for the purpose of conducting ACU business.

6.4 DUE CONSIDERATION FOR SAFETY

1. Due consideration for the safety of all participants must be given before any event can be sponsored by the course union, or the Board.
2. All participants must be properly informed of any inherent or explicit risk involved in any event sponsored by the course union or the Board
 - a. For events where risk is assumed by the participants, or any event deemed noteworthy by the Board, participants must sign a waiver attesting to their understanding and assumption of risk.
3. The Board must follow the guidelines for safety and liability as set out by the policies of the RSU.
 - a. This will include the completion of a formal risk assessment for any events taking place off campus.
4. The use of third party services to increase safety or decrease liability is encouraged. Examples include the following:
 - a. Hiring third party transportation for any events taking place off campus.
 - b. The use of services made available through Ryerson, such as Oakham House, or Aramark.

This constitution was ratified on September 6th, 2018 in the presence of executives and of the Ryerson Aerospace Course Union currently enrolled in the Aerospace Engineering program at Ryerson University.

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