



# Constitution of the Rideau Students' Union

*A formal establishment of the structure, mission, and operation of the Rideau Students' Union.*

For service to all residents of the city of Ottawa, with no issue of race, religion, class, sex, gender or sexuality, the Rideau Students' Union formally declares its establishment under the following practices, goals, and organizational structure.

## **Section One | Purpose, Mission & Membership of The Union**

The Rideau Students' Union will operate with the goal in mind to represent the high school students of Ottawa, seeking to augment our voice in politics, education, and other issues, in a manner which promotes equity and inclusiveness. Together, we are stronger!

Membership of the Rideau Students' Union shall be open to any middle or high school student, 13 years of age and older, as well as adults sympathetic to the Union's cause. Membership will be obtained by filling out the official sign-up form, accessible via the Union website.

Membership in the Union lasts from the day of signature until the end of the calendar year, upon which the form will be refreshed by the board and thus one's membership must be renewed by filling out the form once more.

## **Section Two | Leadership Roles and Responsibilities**

For all intents and purposes, the "Leadership" of the Rideau Students' Union shall be defined as: 3 Members of a Board of Directors, 2 Co-Presidents, 4 Officers as described in this section, and an indeterminate number of short-term Project Coordinators.

### **Board of Directors**

The Rideau Students' Union is to be minimally supervised by an executive review board, consisting of no more or less than three members, referred to as 'board members' or 'directors', whose responsibilities are to consist of the following; to plan and organize, carry out, count, and verify elections and votes deemed relevant to the core operation of the union, including amendments, enforcing the proper use and following of procedure, precautions, regulations, and rules described in the constitution as is respect to all members of the union including directors, to ensure the proper flow of union affairs and operation, and to ensure that members of the union are to carry out their own responsibilities and requirements as is placed on them by their role or membership within the union.

Furthermore, the Board of Directors and members of the board of directors retain the utmost responsibility of validating the proper use of abilities granted to Union members, and to circumvent abuses of power by the other Leadership, through the means of impeachment, while maintaining a direction directly correlated to the interests of the union, with respect to how it

approaches its own operation autonomously of the board. Board members are not to occupy any formal leadership roles in the union, apart from the role of board member, or project coordinator.

## **Presidents and Co-Presidents**

The Rideau Students Union's members are to, elect two presidents or co-presidents, to serve in office, with the responsibilities and role requirements of chairing or leading union meetings, to lead, coordinate, and communicate with the union's Officers and staff on matters relevant to the union's operation and affairs, and to communicate with and keep up-to-date the board members of the union, and relay information regarding the union's affairs, status, and general operation.

## **Officers**

In order to maintain the day-to-day functions of the Union, four Officers will be employed, each responsible for a unique set of tasks. Officers are limited to two one-year terms (in total) for their designated position, the end of each of which they must be re-elected.

### **Social Media Officer**

- Their responsibilities shall be to: Manage and create content for all the Union's social media platforms & develop the Union's brand identity. (i.e. How it presents itself on social media and elsewhere)

### **Technology Officer**

- Their responsibilities shall be to: Maintain and update the Union website and Linktree, manage tech services and miscellaneous platforms used by the Union (i.e. online services), & provide tech support if needed.

### **Outreach Officer**

- Their responsibilities shall be to: Prepare and draft statements/statistics for the Union, lead recruitment efforts, engage the membership & deal with incoming queries and questions pertaining to the Union.

### **Administrative Officer**

- Their responsibilities shall be to: Take meeting minutes, manage the Union bureaucracy (specifically the master archive folder), account & audit Union finances.

## **Project Coordinator(s)**

Should the Board of Directors deem it necessary, they may appoint a temporary Project Coordinator to take a leading role within a Union project and its designated Working Group (re. Section Three) for ONLY the duration of said project (after which the role is disbanded).

## **Section Three | Projects & Working Groups**

### **Project Establishment**

A project may be undertaken by the union upon the satisfaction of the following criteria:

1. The project proposal is presented to the Board of Directors,
2. The Board of Directors, by a two thirds majority, votes to approve the project,
3. A Project Lead is appointed by the Board of Directors.

### **Working Groups**

- Working groups may be established by the Project Lead to assist them with a project.
- Working groups are subject to dissolution by the Board of Directors in times of inactivity or reform.
  - Such a dissolution may be overruled upon appeal to the Co-Presidents by the Project Lead.

## **Section Four | Voting: Motions, Amendments & Elections**

### **General Voting**

ALL voting, be it for motions (including motions to impeach & affiliate/partner), amendments, elections are to be accomplished using the Rideau Students' Union's officially accepted voting platform (Loomio/Forms).

### **Grassroots Motions**

- Grassroots motions calling on the Union Leadership to execute an action (i.e. implement a policy/endorse an organization or candidate) can be freely submitted & adopted via the following criteria:
  1. A motion is submitted by a Union member via the officially accepted voting platform,
  2. The motion receives: At least 10 votes in favour AND at least half of the total votes in favour.
- Should a motion pass, the Leadership of the Union is required to accommodate the requests made by said motion, with progress subject to the supervision of the Board of Directors.

## Amendments

- The Constitution of the Union may be amended upon the satisfaction of the following criteria:
  1. The amendment is moved as a main motion over the officially accepted voting platform;
  2. The amendment is confirmed by a two-thirds supermajority vote of the general membership;
  3. At least half of the board of directors does not vote *against* the amendment, individually from the main motion.

## Elections

- The positions of Co-President and the Officers are to be elected by the Union membership, as defined in section one.
  - Candidacy for either of the positions is open to any Union member in good standing.
  - Elections are to be conducted via Single Transferable Vote.
  - An election is to be called WITHIN ONE WEEK upon the satisfaction of ANY of the following criteria:
    - A Co-President or Officer is impeached (re. Section 5);
    - A Co-President or Officer resigns their position;
    - A Co-President or Officer reaches the end of their one-year term.
  - Voting for said positions is to be managed and organized by the Board of Directors and accessible and applicable to all Union members.
    - If no board members sit at the time of the election, the election is to be postponed, and vacant board seats must be immediately elected.
  - There must be a seven-day gap between the announcement of the election and the beginning of the voting period, in order to allow candidates to campaign.
  - The voting period must last between 24 and 72 hours, with the exact duration up to the discretion of the Board of Directors.
- The position of board director(s) are to be elected by Union membership, as defined in edge-case of section five, in the case of impeachment of board members, or if for whatever reason, the previous directors are unable to select new ones.
  - Candidacy for the position is open to any Union member in good standing, who does not otherwise hold another formal leadership position, including co-president or officer.
  - Elections are to be conducted via Single Transferable Vote.
  - Voting for board members is to be organized by the remaining board members, or, if no board members currently sit, by the first currently sitting leadership role(s) listed below;

- Co-Presidents, Outreach Officer, Administrative Officer, Technology Officer, Social Media Officer.
- There must be a seven-day gap between the announcement of the election and the beginning of the voting period, in order to allow candidates to campaign.
- The voting period must last between 48 and 72 hours, chosen at the discretion of the organizing party.

## **Leadership Organization**

Should an RSU Executive / Board Member need to go inactive for an extended duration of time, the RSU may create and appoint Interim Executives in the absence of their elected counterparts. The Board of Directors reserves the right to select & appoint Interim Executives, though the process must be as transparent and open as possible. Interim Executives' duration of appointment is to last as long as the Board deems necessary.

## **Section Five | Impeachment and Appeals**

### **Board of Directors**

- Members of the Board of Directors may be impeached upon the satisfaction of the following criteria:
  1. A motion to impeach a member of the Board of Directors is formally tabled during a General Meeting and/or via the officially accepted voting platform;
  2. Such a motion is adopted by a two-thirds (supermajority) vote.
- If a member of the Board of Directors has served for a term lasting two years or has lost their board status or union membership status through a means apart from impeachment, they are to elect, by themselves, a new Director, who must be considered a union member, as applicable in Section 1.
- If a member of the Board of Directors has lost their board status or union membership status through impeachment, a replacement board member is to be elected as is noted in section four.

### **Other Leadership Roles**

- Members of the Rideau Students' Union Leadership may be impeached upon the satisfaction of the following criteria:
  1. A motion to impeach a member of the RSU Executive Team is formally tabled during a General Meeting and/or via the officially accepted voting platform;
  2. Such a motion is adopted by a two-thirds (supermajority) vote.
- They may also be impeached upon the satisfaction of the following criteria:
  1. The Board of Directors votes unanimously to impeach a member of the Rideau Students' Union Leadership (EXCLUDING members of the Board);

2. This vote can be overturned should members submit a “motion to overturn impeachment” that is adopted by a two-thirds (supermajority) vote.

## **Section Six | Affiliation & Partnerships**

The Rideau Students' Union may freely affiliate and/or partner with any organization as it pleases, provided said organization aligns with the Union's core values. A motion to affiliate or a motion to partner (re. Section Four) may be freely submitted by any Union member, and will be adopted both by a two-thirds supermajority vote of the Union membership.

As of March 16th, 2022, the Rideau Students' Union is affiliated & partnered with Horizon Ottawa, with memberships of both organizations being separate. Members of the Rideau Students' Union are thus strongly encouraged to sign up for Horizon Ottawa as well.