

AGENDA

Semi-Annual General Meeting
Ryerson Commerce Society – Ted Rogers School of Management – TRS 1-003
November 18th, 2009– Ryerson University, Toronto, Ontario

- Item 1 CALL TO ORDER 1:00PM**
- Item 2 Presidential Welcome**
- Item 3 BE IT RESOLVED that _____ be ratified as the chair for the November 18th, 2009 Semi-Annual General Meeting**
Moved: *Naeem Hassen* **Seconded By:**
- Item 4 BE IT RESOLVED that the AGENDA be accepted as presented**
Moved: *Onah Osemeke* **Seconded By:**
- Item 5 BE IT RESOLVED that the MINUTES from the 2009 RCS ANNUAL GENERAL MEETING be approved as presented.**
Moved: *Onah Osemeke* **Seconded By:**
- Item 6 BY-LAW AMENDMENTS**
BE IT RESOLVED that the bylaw changes as stated in the appendix be accepted by the general membership and passed as an omnibus package.
Moved: *Naeem Hassen* **Seconded By:**
- Item 7 Executive Reports**
7.1 President
7.2 VP Administration
7.3 VP Corporate Relations
7.4 VP Internal Relations
7.5 VP Finance
BE IT RESOLVED that the executive reports be accepted as presented
Moved: **Seconded By:**
- Item 8 Board of Director Reports**
8.1 Business Management
8.2 Hospitality and Tourism Management
8.3 Information Technology Management
8.4 Retail Management
BE IT RESOLVED that the board of director reports be accepted as presented
Moved: **Seconded By:**
- Item 9 Other Business**
9.1 RCS Cares Update
- Item 10 ANNOUNCEMENTS, NEXT MEETING and ADJOURNMENT**

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Appendix A - Robert's Rules of Order - Summary Version

As defined by <http://robertsrules.org>

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

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- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Appendix B – Proposed Bylaw Amendments

***Deletions are stricken, additions are underlined.**

CHAPTER 1: GENERAL INFORMATION

1.1 The official motto of the RCS is "The voice of tomorrow's business leaders".

1.1.1 The official mantra of the RCS is "Leaders of Tomorrow".

1.2 English is the official language of the RCS.

1.3 Any responsibility not specifically laid out in these bylaws shall be considered to be the responsibility of the Executive Board of the RCS.

1.4 The RCS will adopt Robert's Rules of Order as its parliamentary authority when written rules concerning governing issues do not exist in the RCS Bylaws.

CHAPTER 2: MEETINGS

Preamble: The Board of Directors prescribes rules and regulations consistent with these Bylaws relating to the management and operation of the RCS. ~~Such rules and regulations have force and effect only until the next Annual General Meeting when they shall be confirmed or, failing such confirmation, shall at and from that time, cease to have any force and effect.~~

2.1 Board of Directors' Meetings shall take place with the following regulations in place

2.1.1 Quorum for Board of Directors' meetings is at least two thirds (2/3) of the Board of Directors.

2.1.2 Board of Directors' meetings must be convened:

2.1.2.1 At least bi-weekly during the academic year (with the exception of exam periods and periods where it would cause undue hardship).

2.1.2.2 At least once per month between May and August inclusive with the exceptions outlined above.

2.1.3 All Board of Director positions have the right to one (1) vote.

2.1.4 No Board of Directors member shall hold more than one (1) voting position.

2.1.5 The President is the chair of all Board of Director Meetings with the right of passing their own chair privileges pending ratification from the Board.

2.1.6 If the meeting is being chaired by an external chairperson, and there is a tie, the Secretary shall then be allowed to vote in order to break a tie.

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2.1.7 Meetings of the Board of Directors may be formally called by the President, or any Vice President, or upon the direction in writing of two Directors.

2.2 General Meetings shall take place with the following regulations in place:

2.2.1 Quorum for the RCS ~~Annual~~ General Meetings shall be fifty (50) members of the RCS General Membership.

2.2.2 All General Meetings must be chaired by an external member. It is the President's responsibility to find this external member, to be approved by the Board of Directors.

2.2.3 ~~Motions are decided by a simple majority vote by a show of hands unless a written ballot is demanded by any member on the Board of Directors and needs a majority vote to adopt.~~ Motions are decided by a simple majority vote unless otherwise stated.

CHAPTER 3: ~~THE BOARD OF DIRECTORS~~ RCS COMPOSITION

3.1 ~~The Board of Directors~~ Composition

Preamble: The Board of Directors is composed of five (5) executive members and nine (9) directors for a total of fourteen (14) voting members; all of which will be elected from the General Membership as per Chapter Four of these Bylaws. They include:

3.1.1 President

3.1.2 Vice President Corporate Relations

3.1.3 Vice President Internal Relations

3.1.4 Vice President Finance

3.1.5 Vice President Administration and Operations

3.1.6 Three (3) Directors from the Ted Rogers School of Business Management, two (2) Directors from the Ted Rogers School of Hospitality and Tourism Management, two (2) Directors from the Ted Rogers School of Information Technology Management, two (2) Directors from the Ted Rogers School of Retail Management – for a total of nine (9) Directors.

The term of each elected board position is from May 1st to April 30th of the following year. This is also the fiscal period of the RCS.

The Vice-Presidents and President of the RCS may not hold an executive position in any Course Union, Student Group, or Ryerson Affiliate Student Organization. These include but are not limited to:

- Ryerson Students' Union (RSU)
- Business Students' Association (BSA)
- ITM Students' Association (ITMSA)

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- Retail Students' Association (RSA)
- Hospitality and Tourism Management Course Union (HTMCU)
- Human Resources Students' Association (HRSA)
- Ryerson University Accounting Society (RUAS)
- Ryerson University Finance Society (RUFS)
- SIFE Ryerson
- Ryerson Marketing Association (RMA)
- AIESEC
- DECA Ryerson
- Real Estate Ryerson
- Women in ITM
- Capital Markets Group
- Global Management Group
- Sustainable Tourism Society
- BizBidz
- JDC Ryerson
- Ryerson Commerce and Politics Association
- Women in Finance
- Connect IT

3.1.1 President

The President is the Chief Executive Officer of the RCS. The President will have the role of official spokesperson on behalf of the RCS. The President will act in the interests of the RCS according to the direction of the Board of Directors. The President shall be an ex-officio member of all committees of the RCS. The President shall ensure good relations between RCS and member organizations, as well as governments, professional organizations, administrative bodies, etc. The President has signing authority for all legally binding contracts and chequing financial accounts for the RCS. ~~In absence of an external chairperson, the President will then be acting chair with the right of passing his or her own chair privileges.~~ The President may only be elected from candidates with at least one full year experience on the Board of Directors. In the case that a former Director does not choose to propose candidacy for the position, the President may thereafter be elected from the General Membership. The President has the right to creating non-voting honorary positions on the RCS for the purpose of aiding the Board of Directors. ~~Upon request of the President and/or VP Administration, the President is responsible for appointing a secretary and/or webmaster, to be ratified by the Board of Directors.~~

3.1.2 Vice President Administration and Operations

The Vice President Administration and Operations manages the organizational functions of the RCS and acts as liaison to the faculty of Ryerson University. Tasks of the Vice President Operations include

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but are not limited to: chairing the Governance Committee, the appointment and managing of the Secretary and Media Communications Manager, establishing and enforcing office hours, board meeting preparation and document control. The Vice President Operations is responsible for general correspondence addressed to the RCS and directing information to respective RCS members. In the absence of a President, the Vice President Operations will be the interim President until a replacement is found pending ratification.

3.1.3 Vice President Corporate Relations

The Vice President Corporate Relations will maintain communication and information interchange between the RCS and professional organizations, industries, government agencies, student organizations and alumni. The Vice President Corporate Relations responsibilities include, but are not limited to: the pursuit of both monetary and non-monetary sponsorship for the RCS. The Vice President Corporate Relations is responsible for ongoing communication with other commerce societies across Canada. The Vice President Corporate Relations is responsible for disseminating information pertaining to external conferences, competitions and other commerce related events.~~The Vice President Corporate Relations is responsible for setting out commerce related events. The Vice President Corporate Relations is responsible for booking guest speakers for the members of RCS. The Vice President Corporate Relations is responsible for chairing the Corporate Relations Committee.~~

3.1.4 Vice President Internal Relations

The Vice President Internal Relations is the chair of ~~and responsible for co-ordinating~~ the Internal Relations Committee (IRC). The Vice President Internal Relations is responsible for managing Internal RCS related events including but not limited to: ~~The Vice President Internal Relations is responsible for co-ordinating and organizing an orientation activity at the commencement of the fall~~ Fall Orientation semester as well as the commencement of the winter semester. ~~The Vice President Internal Relations is responsible for,~~ co-ordinating and organizing the General Meetings, student appreciation days, conferences and RCS transition events. ~~The Vice President Internal Relations is responsible for the communication, support and promotion of other student group events.~~ The Vice President Internal Relations is responsible for maintaining all recruiting programs and programs which promote commerce. ~~The Vice President Internal is responsible for the development and implementation of marketing plans and promotions for RCS interests. Further, they are also responsible for creating and disseminating marketing materials.~~

3.1.5 Vice President Finance

The Vice President Finance is responsible for the financial operation of RCS. The Vice President Finance will maintain the operating budget for RCS and will be accountable in this regard. The Vice President

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Finance has signing authority for RCS ~~checking~~ financial accounts. The Vice President Finance shall present to the Board of Directors monthly updates of RCS account status, current and past expenditures, and budget plan changes. The Vice President Finance is responsible for organizing and executing means to coordinate the event calendar and anticipated budget of business student groups prior to the beginning of the academic year and during the period of office; coordination of student summits is one such example. Transparency and accountability are among the top priorities of the Vice President Finance. They are responsible for presenting an updated student group and conference balance bi-weekly at each Board of Director meeting and an updated budget once a month. The Vice President Finance is responsible for chairing the budget committee.

3.1.5: Vice President Administration

~~The Vice President Administration acts as liaison to the faculty of Ryerson University. The Vice President Administration is responsible for the maintenance and acquisition of equipment and facilities also, they are responsible for maintaining an inventory of all merchandise retained by RCS. The Vice President Administration is responsible for all operations related activities including, but not limited to: enforcing office hours, board meeting agendas, and poster policies. The Vice President Administration is responsible for general correspondence addressed to the RCS and directing information to respective Directors. The Vice President Administration is the Executive Assistant to the President. They are responsible for taking minutes at all board meetings, the distribution of past meetings' minutes, archiving and ensuring meeting minutes are available to the general membership for public viewing, and maintaining the files of RCS. The VP Administration has the option to request a secretary appointment if they feel is necessary. Moreover, the VP Administration is responsible for the creation and development of the website, and has the option to request an external webmaster if necessary.~~

3.1.6 Ted Rogers School of Management Directors

Ted Rogers School of Management ~~Representative~~ Directors (Directors) shall act as a liaison and means of communication between the RCS and the General Membership of their respective School and student groups under their jurisdiction. Directors shall represent the interests of the General Membership, ~~Course Union, Student Groups, and Committees for their respective School and student groups.~~ Faculty Directors are responsible for liaising funding requests from their respective School to the ~~Executive~~ Board of Directors and notifying such groups on the decisions of funding requests. ~~Each Director is responsible for advertising and promoting RCS events within their respective School.~~ Each ~~Business School Representative~~ Program Director represents the interests and the concerns of their School. ~~These directors are also members of the Special Events Committee.~~ Furthermore, they

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have the responsibility of following up and reporting on the success of the conferences and events held of their respective student groups.

~~The term of each elected board position is from May 1st to April 30th of the following year. This is also the fiscal period of RCS.~~

~~The Vice Presidents and President of the Commerce Society may not hold an executive position in any Course Union, Student Group, or Ryerson Affiliate Student Organization. These include but are not limited to:~~

- ~~● Ryerson Students' Union (RSU)~~
- ~~● Business Students' Association (BSA)~~
- ~~● ITM Students' Association (ITMSA)~~
- ~~● Retail Students' Association (RSA)~~
- ~~● Hospitality and Tourism Management Course Union (HTMCU)~~
- ~~● Human Resources Students' Association (HRSA)~~
- ~~● Ryerson University Accounting Society (RUAS)~~
- ~~● Ryerson University Finance Society (RUFS)~~
- ~~● SIFE Ryerson~~
- ~~● Ryerson Marketing Association (RMA)~~
- ~~● AIESEC~~
- ~~● DECA Ryerson~~
- ~~● Real Estate Ryerson~~
- ~~● Women in ITM~~
- ~~● Capital Markets Group~~

- Global Management Group
- Sustainable Tourism Society

3.2 Ancillary Positions

These hired positions serve the purpose of assisting with common Ryerson Commerce Society operations.

3.2.1 Secretary

The Secretary is responsible for taking minutes at all board meetings, the distribution of past meetings' minutes, archiving and ensuring meeting minutes are available to the General Membership for public viewing, and maintaining the files of RCS. The Secretary is also responsible for maintaining an inventory of all merchandise retained by RCS. The Secretary will only vote in the event of a tie, when an external chair person is the Chair.

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3.2.2 Media Communications Manager

The ~~webmaster~~ Media Communications Manager is responsible for ~~maintenance and upkeep of the web site as necessary~~ the creation and maintenance of all RCS graphics and web design including but not limited to: orientation web site, RCS website, websites for RCS conferences, the CRC sponsorship package, and RCS marketing materials such as posters and flyers. They are ~~selected~~ hired upon request of by the VP Administration and Operations ~~or~~ and the President, to be ratified by the Board of Directors.

3.3 Committees

[Preamble:] In addition to the committees stated below, all members of the Board of Directors may establish a ~~sub-committee~~ ad-hoc from the General Membership to assist them in fulfilling their duties. Board of Directors can make appointments to RCS ~~sub-committees~~ ad-hoc by a majority vote. The suitability of assigned or appointed Chairpersons and members of committees are to be ratified by the RCS. All RCS General Members, including Board of Directors already holding positions may sit on sub committees unless otherwise stated.

3.3.1 Budget Committee

The Budget Committee as composed by the President, Vice-President Finance, and three (3) directors (as voted by the Board of Directors), shall prepare the annual RCS budget and abide by the following regulations:

~~3.3.3.1 The Budget Committee will request budget proposals from the Vice President Internal Coordinator and Vice President Finance as provided by Course Unions, Student Groups, and Ryerson Commerce Affiliated Student Groups. The budget committee is responsible for forming and maintaining the RCS Budget under the leadership of the Vice President Finance.~~

~~3.3.3.2 The Budget Committee will present a budget proposal to the Board of Directors for review and modifications. ratification by the end of July.~~

~~3.3.1.3 The Budget must be passed by the Board of Directors by September 30th.~~

~~3.3.1.4 In order to be adopted, the budget requires at least 2/3 majority vote of support by the Board of Directors.~~

~~3.3.1.5 The Board of Directors must submit a copy of the budget for their fiscal year period to the Dean of the Ted Rogers School of Management by the end of September each year.~~

~~3.3.1.6 A financial statement outlining the budget spending of the present fiscal year period must be submitted to the Dean by the end of May each year.~~

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3.3.2 **Governance Committee**

The ~~GovernanceByLaw~~ Committee is comprised of the President, VP ~~AdministrationOperations~~ and three (3) board of director members. The ~~President Vice President Operations~~ shall act as the Chair of the ~~GovernanceByLaw~~ Committee. Meetings are to be held when necessary.

Changes to the ~~Governancebylaws~~ documents (which include but are not limited to: the bylaws, the constitution and the standard operating procedures) are to be decided by the ~~GovernanceByLaw~~ committee by simple majority vote, to be ratified by the board of directors.

3.3.3 **Internal Relations Committee (IRC)**

The Internal Relations Committee is comprised of the President, Vice President Internal Relations and at minimum of three (3) members (as appointed by the Vice President Internal Relations and approved by the Board of Directors). ~~In addition, all Board of Director members are non-voting members of the Special Events committee, unless otherwise appointed by the Vice President Internal Relations.~~

The Vice President Internal Relations shall chair the Internal Relations Committee meetings that will be held at least once per month. The chair is responsible for appointing a secretary for each meeting and for submitting the minutes of these meetings to RCS at the next RCS Board of Directors meeting.

Quorum for the Internal Relations Committee meetings will be two thirds at least (2/3) of the committee. Motions are decided by a simple majority vote by a show of hands.

This committee shall plan, develop, and implement co-curricular activities for RCS as well as promote participation in special events by Ryerson Commerce Students. These events **may** include, but are not limited to:

3.3.3.1 Business Competitions hosted by the RCS

3.3.3.2 Conferences hosted by the RCS

3.3.3.3 ~~National Commerce Competitions~~

3.3.3.4 Fall Orientation Week Activities

3.3.3.5 ~~Winter Welcome Week activities~~

~~The Internal Relations Committee may be requested to carry out duties other than those outlined by any Board of Director member.~~

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3.3.4 Corporate Relations Committee

The Corporate Relations Committee (CRC) as comprised of the President, Vice President Corporate Relations, and at least three (3) members as appointed by the Vice President Corporate Relations and voted on, ratified by the Board of Directors. The Vice President Corporate Relations shall chair the Corporate Relations Committee meetings that will be held at least monthly, ~~effective as of May 1st of their elected term.~~ The chair is responsible for appointing a secretary for each meeting and for submitting the minutes of these meetings to the RCS at ~~at the next~~ Board of Directors meeting as required. ~~Quorum for the Corporate Relations Committee meetings will be two thirds (2/3) of the committee.~~ Motions are decided by a simple majority vote, ~~by a show of hands.~~ The Corporate Relations Committee shall be responsible for any and all activities that may affect the RCS in an external matter, which can include, but is not limited to sponsorship, building and maintaining partnerships and alumni relations, ~~and media relations.~~

3.3.5 RCS Cares

RCS Cares is responsible for the social responsibility aspects of the RCS. It is comprised of the President and at least two (2) board members. The committee is responsible for organizing charitable initiatives and act as liaisons between any charitable organizations and the RCS. It is the responsibility of RCS Cares to run and promote socially responsible events within the RCS. A chair is selected from one of those members and is ratified by the board before Sept 6.

CHAPTER 4: ELECTION PROCEDURES

[Preamble:] Please refer to the Ryerson Commerce Society Policy & Procedures manual for further information regarding Election Procedures

4.1 Board members shall be elected from the General Membership at least three weeks prior to May 1st.

4.2 All candidates for a board position shall have a clear academic standing ~~or a conditional~~ academic standing with a grade point average greater than or equal to two (2.0).

4.3 ~~Any student nominated for a board position who is to study abroad or enrolled in the co-op program for one of the two academic semesters must have a second member as a running mate who will fill the position while the nominated student is away. The two students must run as a team for one position.~~ Any student enrolled in a co-op or study broad program with a work/study term in the upcoming academic school year may only run for non-executive

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position. When running, they must have a running mate.

- 4.4 If the President's position becomes vacant before the end of term, the Vice President Administration and Operations will serve as the interim President until a permanent replacement is selected. Any current Director with at least one year of Board of Director experience may be nominated for Presidency by the members of the board of directors. Based on a majority vote from the Directors the President will be appointed. If there are no Directors who can assume the Presidency, nominations will be advertised to the general Membership and elected by general Members.
- 4.5 Should a Board position become vacant before the end of term, or if a position is not filled during the election, the Board of Directors shall appoint an interim replacement through a formal interview process and majority vote by the Board of Directors-
- 4.6 Any member of the Board of Directors may be removed from office by a resolution, of which advance notice must be duly given at no later than one (1) board meeting prior, passed by a two-thirds majority vote of the Board of Directors
- 4.7 No candidate running for a position shall have any support external to Ryerson University. Support in this context includes but is not limited to, donations, monetary support, and human resources.
- 4.8 A Chief Returning Officer (CRO) shall be appointed by the President ~~out of~~ from the General Membership, and approved by the Board of Directors.

CHAPTER 5: AMENDMENTS

- 5.1 Amendments to these by-laws require a two-thirds (2/3) majority vote at the ~~Annual~~ General Meeting.
- 5.2 Any motion for amendment may be made by the RCS Board of Directors and General membership by a typed motion submitted ten (10) business days prior to the ~~Annual~~ General Meetings.

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CHAPTER 6: FUNDING REQUESTS

6.1 RCS accepts funding proposals ~~from Ryerson Chapters of Professional Societies, Clubs, Student Groups, Course Unions, and Ryerson Business Competition Teams within the Faculty of Business~~ from student groups and students under the Ryerson Commerce Society umbrella.

Each proposal must have an accompanying budget as outlined by the RCS and must be presented by the group at the RCS ~~executive~~ board meeting.

6.2 All of RCS funds granted must provide a follow-up report must be presented by the group receiving funding to the board. This report is an essential part of any further funding and future proposals made to RCS by the group.

6.3 Students who receive funding from the Ryerson Commerce Society must submit all receipts no later than 45 days **after** the placing of the proposed use of funds. If receipts are not received within this time frame the funding request will not be fulfilled.

CHAPTER 7: ESTABLISHING OPERATING PROCEDURES

Please refer to the Policy & Procedures manual for standard operating procedures. This manual is to maintain continuity and direction in the year to year operation of the RCS. Its function is not to restrict the operations of each new RCS Board of Directors but to provide direction in important matters involving RCS each year.