

## RAA'S CONSTITUTION

I. Name II. Objectives III. Membership IV. Officers V. Duties VI. Meetings VII. Elections VIII. Amendments

### ARTICLE I - NAME

1. The name of this association shall be the **Retail** Alumni Association (RAA ).

### ARTICLE II – OBJECTIVES

The objectives of the RAA shall include:

1. Providing Ted Rogers School of Retail Management alumni and current students with information, resources, and recognition relevant to their careers and interests through a variety of activities, including, but not limited to:
  - I. Communicate with the Retail Management Alumni through the Monthly Newsletter provided by the Ted Rogers School of Management Alumni. The communications shall feature stories and updates about alumni and the Retail Management program, upcoming activities of both the Association and the Ted Rogers School of Retail Management, and other appropriate content, as determined by the executive; This shall be maintained by the Director of Relations.
  - II. Sponsoring workshops, seminars, and other activities with the objective of enhancing the career-related skills of alumni and other retail professionals to improve the practice of Canadian retail management. This will be done by hosting a panel discussion with the RAA during one of the graduate students seminars deemed appropriate by the attending faculty member.
  - III. Hosting social gatherings, such as homecomings, that provide opportunities for alumni and current students to network, establish new friendships and strengthen existing relationships.
2. Informing current Retail students of the existence and activities of the Association and encouraging them, where appropriate, to assist the association in its activities and to become active members prior to graduation. In support by the graduate seminar and the newsletter provided by the Ted Rogers School of Management Alumni Association
3. Working in partnership with the Ted Rogers School of Management to promote and enhance the value of the program and its graduates externally, and to foster alumni relationships with the School.

### ARTICLE III - MEMBERSHIP

1. All graduates of the Retail Management and current students in the undergraduate program are eligible to be members of the RAA.

### ARTICLE IV - OFFICERS

1. The executive committee of the Association shall consist of:

President - Abby Forsyth,  
Vice President - Jennifer Newman,  
Director of Relations - Shayan Rajiwate,  
Director of Events - Suzanna Lem,  
Executive Facilitator - Nikita Chugh,  
and, a faculty/staff member of the Ted Rogers School of Retail Management - TBC.

2. The Director of the Ted Rogers School of Retail Management, or his/her designate, shall be an ex officio, non-voting member of the executive, entitled to attend and participate in all meetings.

### ARTICLE V – DUTIES & TIME COMMITMENTS

1. The President shall be responsible for chairing meetings of the executive committee and supervising and directing the activities of the Association, including the creation of subcommittees, as required, and the development of initiatives by the executive to establish and maintain the financial viability of the Association in pursuit of its objectives. The President shall also have signing authority on all financial and professional documents relating to the Association. The President and Vice President will have the shared responsibility for the overall strategic direction of the Association and its interactions with its members. All executive positions will have the same time commitment. Meetings will be held once per quarter, with additional meetings scheduled during event planning and peak season. Two weeks notice will be given for each meeting. The president shall actively participate throughout the year, and attend at least 75% of quarterly roundtable TRSM meetings.

#### 1A. Executive Facilitator

- Works with the executive team to facilitate the planning and execution of events. This individual will be responsible for helping the executive team meet deadlines and host exceptional events. They will also play a key role in assisting with cash flow. Time commitment throughout the year approximate a half an hour a week—more time commitment during event periods, as well as joining Monthly meetings as needed by the Executive team.

2. The Vice President shall, in the absence of the President, serve as the chair of the executive committee meetings and shall assume other responsibilities as determined from time to time by the President and/or the executive. The Vice President shall be responsible for recording the minutes of all meetings of the Association and for their preparation and distribution prior to each succeeding meeting. In the absence of the Vice President, the President shall be the recording Officer. The President and Vice President will have the shared responsibility for the overall strategic direction of the Association and its interactions with its members.

3. The Director of Events oversees communication efforts of the Association, including managing and developing roles of the subcommittee, in an effort to increase awareness of the objectives of the Association. The Director of Events also facilitates the development of the marketing and communications strategy, while also conducting research and providing a report on the effectiveness of all marketing efforts.

4. The Director of Relations is responsible for facilitating the growth and development of relationships within the Alumni Association. It is up to this individual to support the creation and maintenance of strategic partnerships. In collaboration with the Executive Team, be the driver of ideas and events that will produce a high engagement rate among members. The Director of Relations will oversee managing and developing roles of the subcommittees, in an effort to ensure as many members as possible are engaged with on a personal level. They will also be responsible for developing relationships at a sponsorship level to help support and maintain funding required for activities during the events.

5. Faculty/Staff - The faculty/staff shall bring to the executive the relevant interests and concerns of their constituents in the Ted Rogers School of Retail Management and shall act as liaison between the Association and the Retail Management program. The faculty/staff member will also support in setting up the panel discussion with the RAA and current Retail management students to support their continued growth into their careers and the growth of the RAA.

8. A call to action will be made for additional support on event planning and execution. This will allow members to actively participate in an event specific way without the commitment of an executive member or subcommittee member.

#### ARTICLE VI - MEETINGS

1. Meetings of the Association shall be at the call of the President and are open to all members of the

Association, unless exceptional circumstances require an in camera session, approved in advance by majority vote of the executive.

2. The executive committee shall normally meet quarterly with the understanding that additional meetings will be called during peak season and to support upcoming events. In addition, each executive member is responsible for setting up meetings with their subcommittees as needed. Any other meetings are at the discretion of the President. Unless there are compelling reasons for absence, executive members are expected to attend a minimum of 80% of yearly meetings. Failure to comply with this requirement may result in a review of the member's status by the executive and resultant action including expulsion from the executive.

3. Decisions taken by the executive in the absence of a quorum must, prior to implementation, be referred for ratification to the next regular meeting of the executive at which a quorum is present. Where timing is a factor, the decision must be approved by a majority of the elected executive members through a polling method to be determined by the President.

#### ARTICLE VII – ELECTIONS

1. Election of the executive of the association shall take place every two years during a meeting set by the current President and the Faculty/Staff member, with the term of office being two (2) years.

2. Positions to be filled by election are: President, Vice President, Director of Relations, and Director of Events. Positions to be filled by appointments of the executive committee include: executive facilitator and engagement ambassadors (a vote will happen if the number of candidates exceeds the number of positions). The faculty/staff, student engagement ambassador, social media manager, and event specialist will also be chosen by the executive committee; however the Ted Rogers School of Retail Management will determine the selection process and shall have full voting rights on the executive.

3. Officers may serve no more than two consecutive terms in the same executive position. An exception may be made only if a call for nominations produces no new candidates for a position and the incumbent is willing to continue.

#### ARTICLE VIII – AMENDMENTS

1. This constitution may be amended by a two-thirds majority vote of the full voting membership of the executive committee at any meeting of the committee.

2. A proposed amendment that fails to receive two-thirds majority approval may be reintroduced for further discussion by the executive.