

ALUMNI HOUSE RESIDENTS' COUNCIL CONSTITUTION

PREAMBLE: DEFINITIONS

For the purpose of this Constitution, the following terms shall be defined:

By-Election: A legal election by all residents to fill a vacancy on the Residents' Council.

By-Laws: The By-laws of Alumni House's Residents' Council, as outlined in Article VI of the Alumni House Constitution.

Commissioners: Act as the head of specific Council committees in accordance with the Alumni House By-laws, Part 3, Section 1.

Eligible Voter: Any resident of Alumni House.

Executive: There shall be three (3) executive positions consisting of: a President, a Vice-President of Programming and a Vice-President of Finance.

Ex-officio Members: Non-voting members of Residents' Council.

Building Ambassador: A resident of a particular wing duly elected to serve on Residents' Council on behalf of that wing.

Impeachment: Removal from office of any Residents' Council member in accordance with Article XIII of the Alumni House Residents' Council Constitution.

Proxy: A resident appointed by a member of Council to serve on his/her behalf at a meeting of the Residents' Council.

Quorum: For Residents' Council meetings, a quorum shall be three quarters (3/4) of all Voting Residents' Council members.

Regrets: Proper notification to the President from any member of council, with valid reason, regarding an upcoming absence from a meeting of the Residents' Council.

Resident: A student who has signed a residence contract and resides in Alumni House.

Residents' Council: Hereinafter referred to as "Residents' Council," "Council" or "the AHRC"; the Council is composed of the Executive, Executive Appointees, Commissioners, Building Ambassadors, Ex-officio Members and Non-voting members.

Residents' Council Meetings: A meeting of the Residents' Council with a quorum, having been convened in accordance with the Alumni House Residents' Council Constitution and/or Alumni House Residents' Council Meeting Procedures Handbook.

Residents' Understandings: The rules of conduct of the residents of Alumni House.

H.O.C.: The Housing Operations Committee; under the direction of Chris Bumbacco; Assistant Director, Housing Operations

U.S.C.: The University Students' Council.

ARTICLE I: LEGAL OBLIGATIONS

1.1 The laws of Canada and Ontario, the Human Rights Codes for Canada and Ontario and the regulations of Western University will be respected and observed. Nothing in

this Constitution shall relieve residents of their obligations as students of Western University or as residents in Ontario and/or Canada.

ARTICLE 2 - NAME

2.1 Alumni House Residents' Council shall herein be referred to as Residents' Council.

ARTICLE 3 - PURPOSE

3.1 The Residents' Council, in cooperation with Residence Life Staff, shall promote the interests and welfare of the residents of Alumni House by:

- a) Carrying out, in the best interests of the residents, those duties within its authority as set down by this constitution and ratified by the residents and University;
- b) Developing and maintaining a responsible self-government;
- c) Providing opportunities for student involvement in residence life and promoting the development of leadership skills;
- d) Maintaining and promoting the Residents' Understandings, and due respect for the buildings, equipment and grounds of Alumni House;
- e) Serving as a liaison to other students' councils and organizations of Western University;
- f) Programming activities, which include a balance of the following areas of student development: Academics/Careers, Diversity/Cultural, Interpersonal Relationships, Personal Health/Wellness, Safety/Security, Sexuality, Social and Spirituality.

ARTICLE 4 - JURISDICTION

4.1. The Residents' Council shall have jurisdiction over all resident organizations of Alumni House.

a) A resident organization which has not been recognized by the Residents' Council, has not had its constitution ratified, and/or does not confirm to other sections of this constitution shall not:

- i) make use of the name Alumni House;
- ii) receive grants of money from the Residents' Council;
- iii) receive consideration for physical accommodation for its meetings and/or functions.

b) This section and its subsections shall not be construed as infringing on a residents' right of free association. Any group of residents in Alumni House may organize, for any legal purpose, without reference to the Residents' Council.

4.2. No resident of Alumni House shall use Residents' Council funds for personal use or for any purpose outside the scope of Residents' Council business.

4.3. The residents' Council shall have the power to buy and sell on behalf of the residents, subject to budget approval.

4.4. No member of council may sign a binding financial contract, or agree to any transaction under the name of the council unless they have the permission of two signing authorities (President and VP Finance or VP Programming). Any member who signs a contract without the permission of the signing authorities becomes personally responsible (financially and otherwise) for that contract or transaction.

ARTICLE 5 - MEMBERSHIP

5.1. All members of the Residents' Council shall be residents of Alumni House.

5.2. Voting members shall be:

a) the Executive Officers selected by the procedures outlined in Article 11 whose titles in order of succession shall be:

- i) President, only in the event that an issue divides the members of Residents Council by ½
- ii) Vice-President Programming
- iii) Vice-President Finance

b) All Commissioners, as outlined in Article 6, Section 2

c) Building Ambassadors

5.3. Non-voting, Ex-officio Members shall be:

a) One H.O.C. Representative, selected in accordance with Article 11

b) The Community Leaders and Residence Manager for Alumni House

ARTICLE 6 – DUTIES OF THE MEMBERSHIP

6.1 Executive

a) President

- i) Leads the Council and oversees all of its members
- ii) Liaises with the University Students' Council, Residence Manager, and the Division of Housing and Ancillary Services, and communicates regularly with them
- iii) Plans and chairs all council meetings and sets the agendas
- iv) Responsible for sending reminders for meetings.
- v) Plans and chairs AHRC Executive meetings
- vi) Acts a representative of Alumni House Residents' Council to the campus community.
- vii) Strikes and chairs an Internal Review Committee for the purpose of reviewing and amending the AHRC Constitution
- viii) Possesses signing authority on the AHRC bank account
- ix) Attends all events free of charge.

b) Vice-President Programming

- i) Responsible for overseeing all Commissioner programming

- ii) Responsible for creation, organization, and coordination of large events such as Formal and Semi Formal events and smaller events such as movie nights
 - iii) Possesses signing authority on the AHRC bank account
 - iv) Attends all events free of charge.
- c) Vice-President Finance
- i) Responsible for monitoring the finances of this Council, and oversees financial activities of the entire Council
 - ii) Approves Council requests for all financial transactions
 - iii) Possesses signing authority on the AHRC bank account
 - iv) Maintains accurate and balanced financial records at all times
 - v) Attends all events free of charge.

6.2 Commissioners

- a) Academic Commissioner
- i) Responsible for the creation and coordination of all Academic events at Alumni House, with the intent of creating an academically enriching experience for the residents of Alumni House
 - ii) Promotes academic excellence throughout the residence
 - iii) Responsible for the creation and leadership of the Academic Committee, which will be comprised of interested residents who will assist in the coordination and development of events.
 - iv) Shall work with Building Ambassadors and staff in order to develop study groups and academic events for the individual wings
- b) Communications Commissioner
- i) Takes minutes and attendance during Council meetings.
 - ii) Responsible for the creation and leadership of the Communications Committee which shall be comprised of interested residents who shall assist in the creation of the newsletter and updating the social media, if the creation of such a committee is deemed necessary by the Commissioner and the Executive.
 - iii) Works with all Commissioners and their respective committees to promote their events
 - iv) Responsible for all online and offline social media tools for the AHRC
- c) Global Issues Commissioner
- i) Promotes environmental awareness within the residence
 - ii) Responsible for creating events that allow Alumni House to contribute to the wider community, at campus, local, national, and international levels.
 - iii) Raises awareness throughout Alumni House about social justice, sustainability, and other causes and topics important to the well-being of humankind

- iv) Proposes the charities that AHRC will support throughout the year
- v) Responsible for the creation and leadership of the Global Issues Committee which shall be comprised of interested residents who shall assist the Commissioner in the development and coordination of events.
- d) Special Events Commissioner
 - i) Responsible for the creation and coordination of special events including but not limited to Halloween, Thanksgiving, Easter, Homecoming, St. Patrick's day, etc.
 - ii) Work in conjunction with Vice-President of Programming to run events
 - iii) Coordinates fundraising events to offset any costs
- e) Athletic and Wellness Commissioner
 - i) Responsible for events that promote healthy and active lifestyles in Alumni House.
 - ii) Responsible for the creation and leadership of the Wellness/Athletics Committee that shall be comprised of interested residents who shall assist in the coordination of events.
 - iii) Provides programs that cater to mental and physical health.
 - iv) Responsible to promote residence Intramural events within Alumni House.
 - v) Responsible for the creation and leadership of the Wellness/Athletics Committee that shall be comprised of interested residents who shall assist in the coordination of events.
- f) International Commissioner
 - i) Responsible for connecting with the International students in the building.
 - ii) Promote the cohesion and sharing of various cultures and traditions within the residence.
 - iii) Responsible for creating welcome events and other socials to introduce students to other students, the residence, and the Western community.
 - iv) Promote other Council events to the International students, and ensure they are up to date with community activities

6.3 Building Ambassadors

- a) Elected by the Council Executives
- b) Responsible for attending Residents' Council meetings and relaying information back to their respective wings
- c) Engages as a member of at least one AHRC committee
- d) Responsible for contributing to wing community development and programming

6.4 Ex-Officio Members

- a) Housing Operations Commissioner (HOC)

- i) Meets regularly with housing staff on a monthly schedule
 - ii) Uses budget for purchases that will better enrich Alumni House and the residence experience
 - iii) Acts as a liaison between Housing and Residents' Council
 - iv) Gain insight into what residents in Alumni House want in the building
- b) Residence Staff
 - i) Act as advisors and supporters of the Residents' Council and its activities
- c) Residence Manager
 - i) Acts as an advisor and as a representative of The Division of Housing and Ancillary Services to the Council

ARTICLE 7 - BY-LAWS

7.1. The Residents' Council shall be empowered to establish, amend and enact By-laws to govern its procedures and the procedures of its constituent committees.

7.2. Amendments to the By-laws may be passed by a two-thirds (2/3) majority of quorum of Council at a meeting following appropriate discussion. Such amendments will take effect immediately upon Council approval.

ARTICLE 8 - MEETING PROCEDURES POLICY HANDBOOK

8.1. The Residents' Council shall use Roberts' Rules of Order to run meetings.

ARTICLE 9 - MEETINGS

9.1. The Residents' Council shall meet bi-weekly from the beginning of classes in September until the beginning of the final exam period in April, excluding December Break, exam periods and Reading Week.

9.2. Meetings may be called by the Executive on twenty-four (24) hours' notice, provided that quorum can be reached and due cause may be shown.

9.3. No two (2) successive meetings are to be held within a twenty-four (24) hour period.

9.4. Executives may be excused from a maximum of two (2) Residents' Council meetings per term.

9.5. Commissioners may be excused from a maximum of two (2) Residents' Council meetings per term.

9.6. If any member must be absent from a Council meeting, he/she must provide proper regrets to the President prior to the meeting with his/her reason for absence, and he/she must send a proxy to the meeting.

- a) A proxy may vote on an issue if he/she is representing a voting member and has a written submission of the vote.

9.7. Meetings of the Residents' Council are open to all residents of Alumni House with the exception of a meeting that has been deemed "closed" by the Executive forty-eight (48) hours prior to the convening of said meeting.

ARTICLE 10 – ATTENDANCE

10.1. Regrets

- a) All regrets must be submitted to the President prior to the commencement of the Alumni House Residents' Council meeting;
- b) A valid reason must be given with regrets.

ARTICLE 11 – ELECTION AND SELECTION PROCEDURES

11.1 Executive:

a) President

- i) The President will be selected through an application and interview process facilitated by the Residence Manager and outgoing Council Executives. This succession campaign will be targeted towards current Alumni House residents who are returning to Alumni House in the following academic year.
- ii) In the event that no applications for the position of President are submitted, another application and interview process may be facilitated by the Residence Manager and outgoing Council Executives. If this second succession campaign is carried out, it will be targeted towards individuals who do not currently live in Alumni House, but have completed their residence application to Alumni House for the following academic year.
- iii) In the event that no applications for the position of President are submitted, another application and interview process will be facilitated by the Residence Manager and Community Leaders before or during the second week of September.

b) Vice Presidents

- i) The Vice-Presidents Programming and Finance will be selected through an application and interview process facilitated by the Residence Manager and the incoming President. If an incoming President has not been identified, the process will include outgoing Council Executives. This succession campaign will be targeted towards current Alumni House residents who are returning to Alumni House in the following academic year.
- ii) In the event that no applications for the Vice President positions are submitted, another application and interview process may be facilitated by the Residence Manager and incoming President (or outgoing Council Executives if an incoming President has not been identified). If this second succession campaign is carried out, it will be targeted towards individuals

who do not currently live in Alumni House, but have completed their residence application to Alumni House for the following academic year.

iii) In the event that no applications for Vice President positions are submitted, another application and interview process will be facilitated by the Residence Manager and Community Leaders before or during the second week of September.

11.2 Commissioners:

a) Application forms shall be open for at least one (1) week prior to the nomination closure date.

b) Commissioners shall be selected by a committee consisting of:

Incoming President

Incoming VP Programming

Incoming VP Finance

c) Decisions of the selection committee are final and require consensus of the committee members.

d) If a potential candidate for Commissioner is currently on the Executive the next highest ranking Executive shall take their position on the selection committee.

e) Applicants offered a position must accept or decline the position within twenty-four (24) hours of being offered the position.

11.3 Building Ambassador:

a) Application forms shall be open for at least one (1) week prior to the nomination closure date.

b) Commissioners shall be selected by a committee consisting of:

Incoming President

Incoming VP Programming

Incoming VP Finance

c) Decisions of the selection committee are final and require consensus of the committee members.

d) If a potential candidate for Commissioner is currently on the Executive the next highest ranking Executive shall take their position on the selection committee.

e) Applicants offered a position must accept or decline the position within twenty-four (24) hours of being offered the position.

ARTICLE 12 - TERMS OF OFFICE

12.1. The terms of office for the executive members shall run from September 1st through April 30 of the following year.

12.2. Building Ambassadors shall hold office from the time of their selection until the final day of the academic year.

12.3. Commissioners shall hold office from the time of their appointment until the final day of the following April.

12.4. External Representatives shall hold office as outlined by their respective councils.

ARTICLE 13 - IMPEACHMENT AND FORFEITURE

13.1. Residents' Council Executive and Commissioners

- a) Must be initiated either by the Residents' Council passing a motion, or by a petition signed by a two third (2/3) majority of the residents
- b) An Executive member may be impeached by a petition signed by 40% of the residents, and of this, 50% plus one vote is needed to carry the impeachment

13.2. Building Ambassadors

- a) May be impeached by one-half (1/2) vote of the members of their wing provided that at least two-thirds (2/3) of the members of their wing have voted.
- b) If a Building Ambassadors resigns or is dismissed by the Council or the Wing, the Executive will appoint a temporary Building Ambassador for that wing until the wing elects a new Building Ambassador.

13.3. Grounds for Impeachment

- a) Any member of Council provides grounds for impeachment when he/she fails to fulfil his/her duties as defined by this constitution and/or its by-laws. Upon impeachment of a member, it is the duty of the Residents' Council to find a suitable means to fill any vacancies.
- b) Should an Executive member or External representative be impeached or forfeit his/her position, then his/her position shall be filled by a selection process monitored by AHRC

13.4. External Representatives may be impeached as outlined by their respective councils.

13.5. Membership votes for impeachment procedures shall be conducted by secret ballot.

ARTICLE 14 - FINANCES

14.1. The fiscal year for the Residents' Council shall be from September 1st to April 30th and will coincide with the transfer of signing authority to the incoming executive.

14.2. All expenditures exceeding the sum of \$250 shall be decided on by a majority vote of the voting members of Council. Any proposal for expenditures exceeding \$250 shall be submitted to the executive prior to the Residents' Council meeting at which the vote shall take place. The Vice-President Finance will have the authority to authorize expenditures not exceeding \$250. The Vice-President Finance will act as the primary advisor to Council on all financial transactions.

14.3. Members of Residents' Council shall be reimbursed for any charges related to administrative Council business, providing due cause can be shown.

14.4. The books and accounts of Council are the responsibility of the VP Finance, and shall be open for inspection to all residents between 8:00am and 8:00pm inclusive, provided the VP Finance is given 24 hours' notice.

ARTICLE 15 - AMENDMENTS

15.1 Amendments to the Constitution may be presented by any resident of Alumni House with the support of two (2) AHRC members

15.2. Amendments to the Constitution will be referred to the Residents' Council for discussion, and the residents of the building.

15.3. Voting Procedures for Amendments

a) All amendments must be voted upon by the Residents' Council.

b) Amendments must be approved by two-thirds (2/3) of the voting members of the Residents' Council.

c) Amendments to the constitution shall be passed by a majority vote at a Communications Meeting.

15.4. Notice of constitutional amendment must be presented at a regular meeting of the Residents' Council at least two (2) weeks before the amendment is voted upon by the AHRC.