

## **THE CONSTITUTION OF DELAWARE HALL RESIDENTS' COUNCIL**

### **Article 1: LEGAL OBLIGATIONS**

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 This organization shall be known as the Delaware Hall Residents' Council.

2.2 Throughout this document this organization shall be referred to as the DHRC.

### **Article 3: PURPOSE**

3.1 The DHRC shall exist to promote the interests and welfare of the residents of Delaware Hall by, but not limited to:

- a) Developing and maintaining a responsible self-government;
- b) Promoting unity and diversity among the residents;
- c) Developing, coordinating and encouraging social, cultural, academic, personal wellness, and philanthropic programming;
- d) Providing opportunities for student involvement in residence life and promoting the development of leadership skills;
- e) Serving as a liaison between University of Western Ontario administration, the division of Housing and Ancillary Services, and other students' councils and organizations of Western University;
- f) Maintaining and promoting the Residents' Understandings, and due respect for the building, equipment, and grounds of Delaware Hall;
- g) Allocating available resources in an equitable, efficient, and effective manner.

### **Article 4: ORGANIZATIONAL POWERS**

4.1 The DHRC shall have jurisdiction over all resident organizations of Delaware Hall.

4.2 The DHRC shall have the responsibility to buy and sell on behalf of the residents, subject to budget approval.

4.3 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 the two (2) signing authorities (President and Vice-President Finance) and have sought advice from the Resources and Events Coordinator. Any member who signs a contract without the permission of the signing authorities becomes personally responsible (financially and otherwise) for that contract or transaction.

4.4 No resident of Delaware Hall shall use DHRC funds for personal use or for any purpose outside the scope of DHRC business.

4.5 No member of the DHRC may commit to a contract with a term that exceeds the length of their membership on the Council.

### **Article 5: MEMBERSHIP**

### 5.1 The Executive:

There shall be five (5) selected executive officers:

- a) President
- b) Vice-President Programming
- c) Vice-President Finance
- d) Vice-President Social
- e) Head Soph – ex-officio (non-voting) member

### 5.2 Floor Representatives:

There shall be one (1) elected representative per floor, called a Floor Representative.

### 5.3 Commissioners

There shall be ten (10) selected Commissioners minimum whose titles shall be:

- a) Academic Commissioner
- b) Environmental Commissioner
- d) Formal Commissioner
- e) Frost Week Commissioner
- f) Health & Wellness Commissioner
- g) Philanthropy Commissioner
- h) Marketing and Promotions Commissioner
- i) Social Commissioner
- j) Ally Commissioner
- k) International & Cultural Commissioner
- l) Photography Commissioner

### 5.4 Presidential Appointees:

There shall be one (1) Presidential Appointees minimum whose title shall be:

- a) Executive Assistant

### 5.5 Ex-Officio Representatives:

There shall be four (4) Ex-Officio Representatives, with the option of Faculty Representatives at the request of Faculty Councils.

Their titles shall be:

- a) Staff Liaison (appointed by the Residence Manager)
- b) Housing Operations Committee (HOC) Representative (elected)

5.6 Voting members of the DHRC shall be:

- a) The Executive, less the Head Soph (4)
- b) Floor Representatives (17)
  - i. If the residents of temporary space would like representation on the DHRC, they may make a request of the President, who will grant an election
- c) Commissioners (11)

5.7 The Residence Manager of Delaware Hall – an employee of the Division of Housing and Ancillary Services at the Western University – shall act as the Advisor to the DHRC.

5.8 All members of the DHRC must be residents of Delaware Hall.

Terms of Office

5.9 The Executive members shall hold office from April 1 through April 30 of the following year.

5.10 Floor Representatives shall hold office from the time of their election until April 30 of the next year.

5.11 Commissioners shall hold office from May 1 through April 30 of the following year.

5.12 Ex-Officio Representatives shall hold office as outlined by their respective councils and selecting bodies.”

## Article 6: ELECTIONS AND SELECTIONS

6.1 Only residents of Delaware Hall are eligible to vote in DHRC Elections.

6.2 Election timetable:

- a) Nomination forms shall be available at least fifteen (15) days prior to the day of the election.
- b) Nomination forms are due by 11:59pm on the ninth (9) day prior to the day of the election.
- c) An all candidates meeting shall be held on the day before campaigning opens and must be no later than eight (8) days before the day of the election.
- d) Campaigning shall last for no less than seven (7) days.
- e) Campaigning shall end at 11:59 pm on the day before election.
- f) All election dates will be finalized and publicized by the CRO at least twenty-two (22) days prior to the day of the election.

6.3 Nominations:

- a) Candidates must submit their nomination forms under their legal name.
- b) The Candidate must be nominated by at least eight (8) first-year residents, two (2) Residence Sophs, and two (2) Residence Staff members. All signers must be Delaware residents.

#### 6.4 Campaigning:

- a) All Candidates must campaign under their legal names.
- b) Campaigning is prohibited outside of Delaware Hall building.
- c) All campaign materials must be removed at the end of the campaign period.
- d) The President must approve all campaign material before its use by any candidate.
- e) Campaign material may be placed in public areas as defined by the CRO, President and Residence Manager, (i.e. poster boards outside elevators) such that it does not in any way obstruct the campaign material of other candidates or items already posted.
- f) Campaign material may be placed in private areas with the consent of the residents of that area.
- g) In the case of campaign material on a door, the resident on the left side of the room shall be permitted to place items on the left side of door (both inside and out). In the case of more than two (2) residents sharing a door, the door space shall be divided equally by the CRO.
- h) Campaign material may only be removed during the campaigning period with consent of the candidate or by order of the CRO.
- i) Rave Cards will be subject to a maximum of one (1) per resident as determined by the Residence Secretary, and announced by the CRO at the All Candidates Meeting.
- j) Restrictions for poster size and amount per candidate shall be determined by the CRO and President, in consultation with the Residence Secretary.
- k) CRO and President shall set the monetary campaign budget per candidate to be no greater than fifty (50) dollars.
- l) Receipts for all campaign materials must be submitted to the CRO upon request.
- m) Door-to-door Campaigning may only occur between the hours of 10:00 am and 10:00 pm, for the duration of the campaign period.

#### 6.5 Elections:

- a) Elections will be won by a majority of votes cast on the scheduled election date(s).
- b) Voting will be conducted by means of a secret ballot. The voter must provide their Western University Student Card as identification.
- c) Voters' names will be struck from a nominal roll.
- d) The President is to obtain the Nominal role from the Residence Secretary no later than forty-eight (48) hours prior to the day of the election.
- e) The President and CRO shall review the nominal role and make any necessary corrections at least twenty-four (24) hours prior to the day of the election.
- f) Each candidate may submit one (1) head shot photograph of themselves and a one hundred (100) word paragraph outlining relevant details concerning their platform to be displayed at the voting booth.
- g) All paragraphs/summaries must be submitted to the CRO at least two (2) days prior to the day of the election.
- h) The CRO and President shall review all submitted paragraphs for acceptability. Corrections and changes may only be made up to twenty-four (24) hours prior to the election.

#### 6.6 Vote of Confidence:

- a) In the event of only one (1) candidate running for a position, a vote of confidence must be held.
- b) The candidate in question shall be held to all election bylaws and must attend the all candidates meetings, candidate forums etc.
- c) The ballot shall present voters with the following question:  
"Do you believe that (Candidate's Name) can adequately fulfill the duties and responsibilities of (Position the candidate is running for) as outlined in the Delaware Hall Residents' Council Constitution?"
- d) In the event of the candidate receiving a majority vote of confidence, they will be offered the position for which a vote of confidence was taken.

- e) In the event of the candidate receiving a majority vote of non-confidence, the position for which the vote of confidence was held will become a selected position.
- f) A selection committee will be formed and will consist of all incoming elected Executive officers, the current Residence Life Coordinator, the current President and the current position holder for which the vote of confidence was taken. In the event that the current President or position holder are the candidate for which the vote of confidence was held, the next highest ranking current Executive officer shall take their place on the selection committee.

6.7 In the event of a tie:

- a) A campaign-free by-election will be held the next day. Any candidates not involved in the tie will not be included in the by-election.
- b) In the event of a second tie, the Executive shall select the winner by means of a majority vote.

6.8 Post elections:

- a) Counting of ballots must be conducted by a minimum of three (3) individuals, including the President, CRO, and Staff Liaison, with the option of adding up to three (3) additional Council members chosen by the CRO.
- b) If the ballot counter is a candidate in the election, the next highest ranking Executive will take over their counting duties.
- c) Candidates have the option of appointing a Scrutinizer to represent them at the ballot counting and to ensure that their candidate receives a fair and impartial vote.
- d) Scrutinizers may count ballots for verification purposes only.
- e) The Scrutinizer may not count ballots for the purpose of final election results, and at that time, may not touch the ballots at any point.
- f) The Scrutinizer must be a resident of Delaware Hall and must not be a candidate in any capacity of the current election.
- g) The Scrutinizer is bound to confidentiality concerning all activities of the ballot counting procedure. This specifically refers, but is not limited to:
  - Election results
  - Vote distribution
  - Margins
  - Invalidated ballots
- h) The Scrutinizer may request a maximum of two (2) recounts of all ballots.
- i) The Scrutinizer, at the discretion of the President, may be dismissed from their role.
- j) In the event that the Scrutinizer is dismissed from their role, all ballot counting will cease. The ballots shall be secured in the custody of the Residence Secretary or Clerk until the candidate has been informed of the removal of his/her Scrutinizer. The candidate shall then have the option to provide a replacement for his/her Scrutinizer within two (2) hours. Removal of a candidate's second Scrutinizer shall result in that candidate forfeiting their right to a Scrutinizer, for the purposes of that election.
- k) A Scrutinizer that has been removed from their role may not be in any capacity a Scrutinizer for the remainder of the ballot counting.

6.9 Violations:

- a) All promotional materials must be approved by the CRO or President prior to their use.
- b) In the event that materials to be used by a candidate do not have violations set out, guidelines and violations will be published by the CRO, President and Residence Life Coordinator.
- c) Any decisions outside of these shall be at the discretion of the CRO and President.
- d) Each candidate will be entitled to a maximum of three (3) demerit points, before their removal from the election. Guidelines of types of violations and their values have been outlined below.
  - i) Level 1 Violation, 1 Demerit Point.
    - Poster violation such as, but not limited to:
    - Size

- Placement
- Location
- Over budget on campaign expenditures by 0.1 – 15%
- ii) Level 2 Violation, 1.5 Demerit Points.
  - Violations include but are not limited to:
    - Pre/post campaigning
    - Campaigning door to door outside of stated hours.
    - Defacing campaign material
    - Unapproved campaign material
  - Over budget on campaign expenditures by 15.1 – 25%
- iii) Level 3 Violation, 3 Demerit Points
  - Violations include but are not limited to:
    - Failure to comply with the spirit and purpose of the election.
    - Over budget on campaign expenditures by 25.1% or greater
- e) Violations by any candidate shall be included on the candidate information sheet along with their picture; stating what violation was committed and how many demerit points were issued.
- f) Violations by any candidate shall be publicly posted in the front lobby of Delaware Hall after the candidate has been informed of the violation.

#### 6.10 Candidates Rights:

- a) All candidates have the right to a fair and impartial election within reasonable expectation of the DHRC.
- b) All candidates shall have the right to a Scrutinizer.
- c) All shall have the right to one (1) recount outside of Scrutinizer recounts.
- d) All candidates shall have the right to expeditious results.
- e) All candidates have the right to an appeal, delivered in writing to the CRO within twenty-four (24) hours of results having been publicly posted.

#### 6.11 Appeals:

- a) All candidates have the right to one (1) appeal
- b) An appellate committee consisting of the outgoing Executive, Staff Liaison and CRO shall hear all appeals.
- c) Appeals can be made regarding but not limited to the following issues:
  - Recounts
  - Violations
  - Election procedures
- d) The CRO and two (2) Residence Staff members, one (1) of who shall be the Staff Liaison, will conduct a recount.
- e) The appellate committee shall have the discretion to rule on and take appropriate measures.
- f) All decisions of the appellate committee shall be final.

#### 6.12 Executive:

- a) President
  - i. The President will be selected through an application and interview process facilitated by the Residence Council President Selection Committee to coincide with Soph and Residence Staff applications
  - ii. The Residence Council President Selection Committee will consist of:
    - The Outgoing President
    - Residence Manager or his/her designate
    - Incoming Head Soph
    - Two students at large

iii. The application form for the role of Residence Council President will require the candidate's resume, a set of short-answer questions, and 50 signatures of current students, only 25 of whom may be from the candidate's residence floor, to demonstrate student support of his/her candidacy

b) Vice Presidents

i. The Vice-Presidents Programming, Finance, and Social will be selected through an application and interview process facilitated by the Incoming President

ii. The Incoming President will invite the following individuals to consult on the selection of the relevant Vice-Presidents:

The Outgoing Vice-President (current position holder)

The Outgoing President

Residence Manager or his/her designate

iii. The application form for the roles of Residence Council Vice-Presidents will require the candidate's resume, a set of short-answer questions, and 30 signatures of current students, only 15 of whom may be from the candidate's residence floor, to demonstrate student support of his/her candidacy

c) Head Soph

i. The Head Soph shall be selected by a process set by the Residence Orientation Coordinator (ROC) and Orientation Coordinator (OCO).

ii. The Head Soph will be selected according to the timelines set by the ROC and OCO.

6.13 Commissioners:

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

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

Incoming President

Incoming VP Programming

Incoming VP Social

Incoming VP Finance

Residence Manager his/her designate (optional, at the request of the President)

Outgoing respective Commissioner (optional, at the request of the President)

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

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

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

6.14 Floor Representatives:

a) Each Wing must elect one (1) representative, conducting an internal election monitored by the Residence Staff member

b) Election must be completed by the second DHRC meeting of each semester.

c) Residents may only run for Representative of the Wing on which they live.

d) Candidates may address their Wing for no more than five (5) minutes.

e) Election shall be conducted by secret ballot.

f) Residents may only vote for candidates on their Wing.

g) Candidates require a majority vote to be successful.

h) The Residence Staff member for the Wing shall facilitate the election of the Floor Representative.

j) In the event of a tie, the Residence Staff member shall conduct a second vote.

k) In the event of a second tie, the Residence Staff member shall write the candidates' names on separate pieces of paper and place them in an opaque container. The Residence Staff member shall then pick a name from the container and offer this candidate the position.

6.15 Executive Assistant:

- a) The Executive Assistant shall be selected by the President
- b) The Executive Assistant shall be selected by the first DHRC meeting."

#### Article 7: IMPEACHMENT AND FORFEITURE

- 7.1 Any member of the DHRC provides grounds for impeachment when he/she fails to fulfill his/her duties as defined by this Constitution and/or its By-laws.
- 7.2 Any member of the DHRC who misses any three (3) meetings or two (2) consecutive meetings will appear before the DHRC to justify his/her absence. Voting members shall decide then by a simple majority whether to initiate the impeachment process or not.
- 7.3 All votes of impeachment, as well as votes to initiate the impeachment process, must be conducted by secret ballot.
- 7.4 Prior to any impeachment vote, an opportunity shall be given for the individual in question to speak on his/her own behalf.

#### Impeachment of Members of the Executive

- 7.5 The impeachment process of any Executive member must be initiated either by the passing of a motion in Council, or by a petition signed by at least two hundred (200) residents.
- 7.6 In the event that a petition is signed, an Executive member may be impeached by a three-quarters (3/4) vote of residents, provided that two-thirds (2/3) of all residents exercise their franchise.
- 7.7 In the event that a motion is passed, an Executive member may be impeached by a three-quarters (3/4) vote of Council.
- 7.8 In the event of the impeachment of an Executive member, the remaining Executive are responsible for appointing a replacement for the vacated position. This will be an interim position, lasting until April 1.

#### Impeachment of Floor Representatives:

- 7.9 Impeachment of a Floor Representative can occur by a simple majority vote of the members of his/her Wing, provided that at least two-thirds (2/3) of his/her floor have voted. Any vote of this kind shall be supervised by both a Residence Staff member and an Executive member.
- 7.10 A Floor Representative may be impeached by a two-thirds (2/3) vote of Council.
- 7.11 In the event of the impeachment or resignation of a Floor Representative, a new representative shall be appointed by the Wing within one (1) week.

#### Impeachment of a Committee Head, Executive Appointee, or Ex-Officio Representative:



- 7.12 Impeachment of a Committee Head, Executive Appointee, or Ex-Officio Representative may occur by a two-thirds (2/3) majority vote of Council.
- 7.13 In the event of an impeachment or resignation of a Committee Head, Executive Appointee, or Ex-Officio Representative, a replacement shall be appointed by the Executive. This shall be an interim position, lasting until April 1.
- 7.14 All Executive appointees and Committee Heads are under the direct supervision of the Executive, and may be relieved of particular responsibilities by the Executive should they see fit. The Executive must inform the DHRC of the re-delegation.

#### Article 8: MEETINGS

- 8.1 The DHRC shall meet bi-weekly from the beginning of classes in September until the beginning of the final exam period in April, excluding holidays, December Break, Conference Week, exam periods, and extraneous circumstances.
- 8.2 The DHRC must conduct meetings in the presence of at least half (1/2) of voting members in order to meet quorum.
- 8.3 If any member must be absent from the meeting, he/she must notify the President prior to the meeting with his/her reason for absence, and he/she must send a proxy for that meeting. a) A proxy may vote on an issue if he/she is representing a voting member.  
b) If a member fails to provide a proxy, his/her absence cannot be considered justifiable and will count towards the absence policy outlined in 7.2.
- 8.4 Meetings of the DHRC are open to the public with the exception of a meeting that has been deemed "closed" by the President forty-eight (48) hours prior to the convening of the said meeting.
- 8.5 Meetings of the Executive
- a) The Executive shall meet weekly from the beginning of classes in September until the beginning of the final exam period in April, excluding holidays, December Break, Conference Week, exam periods, and extraneous circumstances. The meetings will occur on opposite weeks to those of the DHRC meetings.
  - b) Meetings of the Executive are closed meetings, and deemed confidential to all except the Executive, and those requested to attend by a vote of the Executive.
  - c) Executive meeting minutes may be requested of the Executive Assistant by any resident of Delaware Hall. The Executive Assistant will have one week to send the requested minutes to the resident.

#### Article 9: AMENDMENTS

- 9.1 All amendments to the Constitution must be submitted to the Executive Assistant at least fourteen (14) days prior to their discussion at a meeting of the DHRC.
- 9.2 All amendments must be submitted in their final format.
- 9.3 The Executive Assistant shall post amendments at least seven (7) days prior to them being discussed by the DHRC.
- 9.4 Amendments require a two-thirds (2/3) vote of majority to be adopted.

9.5 Amendments become immediately active if they are adopted by the DHRC.

#### Article 10: BY-LAWS

10.1 The DHRC shall be empowered to establish, amend, and enact By-laws to this Constitution that further outline procedures and duties of the Council and its constituent committees.

10.2 Amendments to the By-laws may be passed by a two-thirds (2/3) majority, following appropriate discussion. Such amendments will take effect immediately upon DHRC approval.

#### BYLAW #1: DUTIES OF THE DHRC MEMBERSHIP

##### President

- Oversees all Council activities, initiatives and meetings
- Holds signing authority for financial accounts of Council
- Responsible for maintaining regular council and executive council meetings
- Responsible for attending and supporting all council initiatives (or sending a representative on his/her behalf)
- Represent Delaware Hall at meetings/events associated with the University Students' Council (USC) and affiliated organizations
- Represent Delaware Hall at Division of Housing and Ancillary Services Communications Meetings
- Ensure that the Delaware Hall Residents' Council Constitution is adhered to and strike an Internal Review Committee to review the Constitution as necessary
- Schedule regular meetings with the Residence Life Coordinator to update her/him on Council programs, plans, and concerns

##### Vice-President, Programming

Responsible for promoting, organizing and encouraging programming that facilitates student growth and social awareness within Delaware

Attend all DHRC and DHRC executive meetings

- Provide support and assistance to the following commissioners/committees:
  - Healthy Lifestyles ○
  - Academic ○
  - Environmental ○
  - Human Issues
- Assist all Commissioners with the striking of committees to support Commission work through the organization of a Committee Fair
- Assist with the duties of the President at his/her request

Vice President, Social

- Responsible for promoting, organizing and encouraging programming that facilitates community and spirit within Delaware
- Attend all DHRC and DHRC executive meetings
- Represent Delaware Hall at Programming meetings with the Office of Residence Education and Programming and at meetings with the USC and outside affiliates as requested by the President
- Overseeing the promotions for events at Delaware Hall, including the social media coverage and creation of promotional posters/videos etc.
- Organizing Delaware Hall's Semi Formal and Formal events
- Assist and provide support to the following commissioners/committees:
  - Formal Commissioner
  - Marketing and Promotions Commissioner

Vice President, Finance

- Attend all DHRC and DHRC executive meetings
- Create and maintain the budget for the DHRC through maintaining records (electronic) of the expenses and revenues of DHRC activities
- Holds possession of the council cheques and float
- Holds signing authority for financial accounts of the DHRC
- Collect receipts and provide reimbursements for members of council who have bought items on behalf of the DHRC
- Maintain an adequate float
- Count and deposit all revenues from council events in a timely fashion
- Assist Commissioners to formulate commission budgets and approve monetary decisions concerning the DHRC

Head Soph

- Attend DHRC and DHRC Executive meetings and provide a report of updates relating to the Delaware Hall Soph team
- Represent the interests of the Delaware Hall Soph Team and provide input on behalf of the Sophs
- Act as a liaison between the DHRC and the Delaware Hall Soph Team
- Non-voting member of the DHRC and DHRC Executive

#### Academic Commissioner

- Attend all DHRC meetings
- Strike and chair the Academic Committee comprised of floor representatives and/or residents to organize all events/initiatives associated with the Academic Commission  
Work with and update the Vice President, Programming on all events and initiatives planned by the Academic Committee  
Communicate with the Academic and Leadership Programmer (ALP) and Faculty Sophs to coordinate review sessions for the first year residents
- Organize events and/or services that promote a healthy academic lifestyle
- Coordinate the interview and selection process for the Delaware Hall Scholarship
- Establish a source of fundraising (through proceeds from events and local sponsors) to fund the Delaware Hall Scholarship

#### Environmental Commissioner

- Attend all DHRC meetings
- Strike and chair the Environmental Committee comprised of floor representatives and/or residents to organize all events/initiatives associated with the Environmental Commission
- Work with and update the Vice President, Programming on all events and initiatives planned by the Environmental Committee
- Organize a minimum of two events/campaigns per semester which help to improve the sustainability of life in Delaware Hall or which instills in residents a spirit of environmental activism by creating systematic plans to raise awareness by promoting the knowledge of environmental issues

#### Formal Commissioner

- Attend all DHRC meetings
- Strike and chair the Formal Committee comprised of floor representatives and/or residents to organize one residence-wide formal dinner-dance event
- Through the Formal Committee, organize the Delaware Hall Formal through planning, promotion, venue selection and selling of tickets
- Work with and update the Vice President, Social on all events and initiatives planned by the Formal Committee

#### Healthy & Wellness Commissioner

- Attend all DHRC meetings
- Strike and chair the Healthy & Wellness Committee comprised of floor representatives and/or residents
- Work with and update the Vice President, Programming on all events and initiatives
- Organize and promote events and programs that promote healthy living for all residents of the building, including and not limited to residence intramurals and the Delaware Hall Flag Football team

#### Philanthropy Commissioner

- Attend all DHRC meetings
- Strike and chair the Philanthropy Committee comprised of floor representatives and/or residents

- Work with and update the Vice President Programming on all events and initiatives
- Organize and promote events and programs that encourage awareness of and action on philanthropic issues and causes
- Organize a minimum of one event/initiative per semester

#### Marketing and Promotions Commissioner

- Attend all DHRC meetings  
Strike and chair the Merchandise and Promotions Committee comprised of floor representatives and/or residents  
Work with and update the Vice President, Social and Vice President, Finance regarding sales/designing of all Delaware Hall merchandise
- Design, order and sell Delaware Hall merchandise which could include but is not limited to apparel and yearbooks promoting the Delaware Hall traditions and spirit
- Create, post and take down promotional items such as posters and if chosen, newsletters to promote DHRC events
- Liaise/communicate with all other members of council as well as the Vice President Social to remain knowledgeable about all upcoming events
- Update the large calendar at the front of Delaware Hall on a monthly basis

#### Frost Week Commissioner:

- Attend all DHRC meetings
- Facilitate and organize the selection of Super Frophs, the Frost Week planning committee, through an application and interview process
- Facilitate and organize the selection of Frophs, Frost Week resident-leaders, through an application process
- Work with and update the Vice President, Programming on all programming plans for Frost Week, which will run from the first day of semester two until the Sunday thereafter

#### Social Commissioner

- Attend all DHRC meetings
- Strike and chair the Social Committee comprised of floor representatives and/or residents with the guidance of the Vice President Programming
- Work with and update the Vice President Programming on all events and initiatives
- Organize and promote events and programs that encourage building-wide social interaction
- Organize a minimum of one event/initiative per semester
- Help the Vice President Programming run the annual Rez Cup challenges

#### International & Cultural Commissioner

- Attend all DHRC meetings
- Strike and chair the International & Cultural Committee comprised of floor representatives and/or residents
- Work with and update the Vice President Programming and Academic & Leadership Programmer on all events and initiatives
- Organize and promote events and programs that encourage successful transitioning of international & out-of province students
- Organize a minimum of one event/initiative per semester

#### Ally Commissioner

- Attend all DHRC meetings
- Strike and chair the Ally Committee comprised of floor representatives and/or residents
- Work with and update the Vice President Programming on all events and initiatives
- Organize and promote events and programs that encourage awareness of and action on domestic and international social justice and human rights issues while promoting inclusivity in residence
- Organize a minimum of one event/initiative per semester (for example but is not limited to the “Write for Rights” campaign and “My Delaware Includes” event)
- 

#### Executive Assistant

- Attend all DHRC and DHRC executive meetings
- Act as the Chief Returning Officer in all elections. Where the Executive Assistant is running in the election or cites a conflict of interest, the President will appoint an alternate Chief Returning Officer
- Take minutes at every meeting and send them to the DHRC. Minutes should be posted publicly either in print or via the internet
- Help to organize the meeting room prior to meetings and liaise with the President regarding set up and technological needs
- Liaise with the President to arrange meeting agendas

#### Housing Operations Committee (HOC) Representative

- Attend all DHRC and Housing and Operations Committee meetings with Housing and Ancillary Services
- Act as a liaison and representative between Delaware Hall and the HOC
- Receive feedback from Delaware Hall residents in order to make purchases for Delaware Hall that would benefit the greater whole of the resident body

#### Staff Liaison

- Attend all DHRC meetings
- Act as a representative of the Residence Staff team and the Division of Housing and Ancillary Services in lieu of the Residence Manager
- Attend DHRC programs and events and promote these events to Residence Staff
- Update the Residence Manager on DHRC activities

#### Floor Representatives

- Attend all DHRC meetings
- Act as a representative of the residents of their floor to the DHRC by acting on the residents’ interests and raising residents’ concerns
- Relay information from the DHRC back to their floor residents
- Take on a leadership role in one or more of the DHRC affiliated committees

- Work with fellow floor representatives to plan one engaging resident event per semester for residents
- Attend events put on by the DHRC
- Encourage residents to attend events put on by the DHRC