

**SAUGEEN – MAITLAND HALL RESIDENTS’ COUNCIL CONSTITUTION**  
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# **SAUGEEN – MAITLAND HALL RESIDENTS' COUNCIL CONSITITUTION**

## **I. Definitions**

For the purposes of this constitution:

- "By-Election" means a legal election as defined in the constitution occurring outside of the regular election process as defined in Article IX
- "Commissioner" means a member of SMHRC appointed by the Executive to fulfill the duties and responsibilities of their position.
- "Constitution" means the constitution of the SMHRC.
- "Executive" means the six (6) building wide committee- selected representatives of SMHRC.
- "External Representative" means an ex-officio member of SMHRC elected to another governing body within the university.
- "Floor Representative" means an elected resident of a particular floor.
- "Impeachment" means the removal from office of an Executive Member, Floor Representative, or Commissioner.
- "International Student" means student attending Western who are on a studying visa, or do not reside in Canada.
- "Majority of Council" means a vote during a meeting that exceeds 50 % + 1 of SMHRC voting members.
- "Meeting" means an SMHRC meeting, with quorum.
- "Resident" means a person officially living in SMH.
- "Quorum" means three-quarters (3/4) of all voting SMHRC members.
- "Proxy" means a resident appointed by the Floor Representative to serve on their behalf, who is also lives on the same floor as the Floor Representative. The proxy has the right to vote in the absence of the Floor Representative.
- "SMH" means Saugeen-Maitland Hall.
- "SMHRC" means the Saugeen-Maitland Hall Residents' Council.
- "USC" means the University Students' Council

## **II. Mission Statement**

To develop and maintain responsible student government and to act as the representatives of the residents of SMH.

To enhance the social, cultural, and educational experience of all residents of SMH through SMHRC initiatives and programs.

To promote unity and communication among the SMH residents.

To act as ambassadors for SMH, to the University of Western University and the greater London community.

## **III. Voting Membership**

1. All voting members of SMHRC must be residents of SMH
2. Voting members shall be:
  - a. The Executive
    - i. President
    - ii. Vice-President Programming
    - iii. Vice-President Social
    - iv. Vice-President Communications
    - v. Vice-President Finance
    - vi. Head Soph
3. One (1) Floor Representative per floor
4. Each member has one (1) vote, regardless of the amount of positions held

#### **IV. Voting Members' Responsibilities**

The responsibilities of the voting members shall be as follows:

##### **A. *The Executive***

- To enforce and uphold the SMHRC Mission Statement.
- To propose such legislation as it sees fit to the SMHRC in accordance with functions and purposes of the Council.
- To administer legislation as passed by the SMHRC
- To miss no more than one (1) SMHRC meeting per term.
- To attend weekly Executive meetings.
- To submit to the President, an end of year report detailing the activities of the position throughout their term of office, no later than the first day of April.
- 
- Shall have one (1) vote during executive meetings
- Assist with the transitioning of successive executive members.

##### **B. *The President***

- The President shall be the chief spokesperson for the Council.
- The President shall advocate for the interests of their constituents to all relevant administrative and governing entities within the University.
- To bring to the attention of the Executive such things as are necessary for carrying out its duties.
- To coordinate the duties of Executive members.
- Enforce the by-laws contained herein.
- To serve, ex-officio, on the University Students' Council (USC).
- To serve, ex-officio, on all committees of the Council.
- To chair the Internal Review Committee.
- To assist with the organization and facilitation of Floor Representative Training within one (1) week of Floor Representative elections.
- To attend Communication Meetings as set by Housing.
- To prepare, at the end of their term of office, a report on the year's SMHRC activities.

- To review all other reports submitted by the other Executive members to ensure their completeness.
- Act, where appropriate, in any matters concerning the Council.  
Shall have one (1) vote during executive meetings and one (1) tie-breaking vote solely in the event of a tie within the executive.
- During their term as Council President, the President may not hold a position on the Soph leadership team (Programming Assistant or Head Soph)

### ***C. Vice-President Programming***

- To act in the interest of the SMHRC in all matters relating to post-secondary education and university governance.
- To represent the SMHRC, along with the President, to the USC and student lobby groups.
- To liaise with the Vice-President Student Events of the USC.
- To report to the Executive and to SMHRC on the activities of the Senate & the Board of Governors, the two governing bodies at Western University.
- To keep abreast of federal & provincial issues, with a focus on educational issues, and to advise the Council on the effects of such developments on the members of the student body at Western University.
- Assume other duties as assigned by the President in consultation with the Executive.
- To serve as General Counsel and Constitutional expert for the Council
- To manage the activities of the Philanthropy/Human Issues Commissioner
- To manage the activities of the Academic Commissioner
- To manage the activities of the Environment Commissioner
- To manage the activities of the Athletics Commissioner
- To manage the activities of the International Commissioner

### ***D. Vice-President Communications***

- To act in the interest of the SMHRC, in all matters involving communications & promotions.
- To draft in consultation with the promotions commissioner, a calendar of SMHRC events for the academic year, no later than the first day of orientation week, to be distributed to all residents of SMH to be updated throughout the year
- Assume other duties as assigned by the President in consultation with the Executive.
- To record minutes of Executive meetings To manage the activities of the Go-Pro Commissioner.
- To manage the activities of the Promotions Commissioner.

### ***E. Vice-President Social***

- To act, where appropriate on all activity-related matters concerning the SMHRC, notwithstanding activities run by commissioners.
- To organize a balanced, mix of social events for the residents of SMH.
- To organize and plan the Saugeen Maitland Hall Formals. A formal committee may be created as needed.
- To oversee the activities of the Frost Week Planning Committee.
- Assume other duties as assigned by the President in consultation with the Executive.

- To organize and implement activities for Homecoming including but not limited to the Paint Fight.

#### ***F. Vice President Finance***

- To act, where appropriate in all financial matters concerning the SMHRC
- To draft by September of their term of office, in cooperation with the Executive, a budget for that fiscal year.
- To record the finances of the SMHRC.
- To prepare a mid-year report of the SMHRC's financial performance, and to present this report to the SMHRC at the second meeting of November.
- To draft and present to the SMHRC at the last scheduled meeting of their term of office, a projected year end report of SMHRC finances for the fiscal year.
- Assume other duties as assigned by the President in consultation with the Executive.
- To manage the activities involved with SMH merchandising.

#### ***G. Head Soph***

- To act, where appropriate on all event-related matters concerning the SMHRC.
- To actively encourage all sophs to become involved in promoting council run events.
- To work with the executive team in uniting the soph and council teams with the common goal of providing solid and comprehensive programming for first years.
- To be responsible for reporting all soph related information to council exec. Also, to assist council in reporting all council related information to the soph team.
- To be present at all council, executive and council related meetings. If for some reason the Head Soph cannot attend, he or she must notify the council president before the meeting.
- To select, with the aid of the President, the Saugeen-Maitland Programming assistant
- To select the Saugeen Maitland Orientation Soph Team.
- To act as the coordinator for the Orientation Team.
- To prepare, organize, implement, and oversee all activities that are part of the Orientation Week program at SMH.
- To report to the Residence Orientation Coordinator and the Residents' Council President on a regular basis on their activities.
- To act as a liaison between Residents' Council and all other Orientation Week committees within the university.
- To consult with the Residence Managers on the placement of Sophs on residence floors in order to maximize their potential efficiency
- To Represent the interests of the Soph Team within council.

#### ***H. Floor Representative***

- To represent their floor in SMHRC on all matters concerning the residents of their floor, and to communicate regarding these matters both inside and outside of meetings.
- To report on matters of concern for their floor to the Executive and to SMHRC
- To inform their floor of matters arising from meetings.
- To organize floor events in consultation with the staff member and soph(s) on their floor.
- To attend weekly SMHRC meetings.

- To have no more than one (1) unexplained meeting absence per term. In the event of an absence, a floor proxy must be sent. Notice of a meeting absence should be given to the Vice President Communications twenty-four (24) hours prior to a meeting.
- To join a committee within council

## **V. Non-Voting Membership**

1. All non-voting members of SMHRC must be residents of SMH
2. Non-Voting members shall be:
  - a. Environmental Commissioner
  - b. Athletics Commissioner
  - c. Go Pro Commissioner
  - d. Philanthropy and Human Issues Commissioner
  - e. Academic Commissioner
  - f. Promotions Commissioner
  - g. Frost Week Commissioner
  - h. USC Representative & Caucus Representative
  - i. HOC
  - j. Staff Liaison
  - k. Speaker of the House
  - l. Faculty Representatives

## **VI. Non-Voting Member's Responsibilities**

The Responsibilities of the non-voting members shall be as follows:

### **A. *Environment Commissioner***

- To facilitate projects of environmental significance including, but not limited to:
  - i. Recyclables collection
  - ii. Environmental awareness campaign
- To utilize the environmental committee to achieve the goals outlined.
- To submit a preliminary budget to the Vice-President Finance for approval no later than the last day of August.
- To report to the Vice-President Programming on a regular basis on their activities.

### **B. *Athletics Commissioner***

- To facilitate projects including, but not limited to:
  - i. Intra-building sports (i.e. X-Cup and Champions Cup)
  - ii. Awareness in the SMH community to the importance of a healthy lifestyle.
- To strike and utilize the Athletics Committee to achieve the goals outlined.
- To submit a preliminary budget to the Vice-President Finance for approval no later than the last day of August
- To report to the Vice-President Programming on a regular basis regarding their activities.

### **C. *Go-Pro Commissioner***

- To facilitate and implement projects including, but not limited to:

- i. The creation of an end of year “aftermovie” composed of videos taken and submitted to the commissioner over the course of the year.
  - ii. To work with the promotions commissioner to create any videos for promoting events during the year..
- To submit to the Vice-President Finance a preliminary budget for approval no later than the last day of August.
- To report to the Vice-President Communications on a regular basis on their activities.

***D. Philanthropy and Human Issues Commissioner***

- To facilitate and implement projects including, but not limited to:
  - i. Events to raise funds for philanthropic purposes
  - ii. Events aimed at increasing awareness of relevant philanthropic issues in SMH
  - iii. Events to raise awareness of issues of importance
- To strike and utilize the Philanthropy Committee to achieve these goals
- To submit to the Vice-President Finance a preliminary budget for approval no later than the last day of August.
- To report to the Vice-President Programming on a regular basis on their activities.

***E. Academic Commissioner***

- To facilitate and implement projects including, but not limited to:
  - i. Events to assist residents in their pursuit of academic success
- To work in concert, and maintain an open line of communication with, the Academic and Leadership Programmer.
- To submit a preliminary budget to the Vice-President Finance for approval no later than the last day of August.
- To report to the Vice-President Programming on a regular basis on their activities.

***F. Promotions Commissioner***

- To publicize any event that need be brought to the attention of the residents at the discretion of the Executive or SMHRC.
- To report to the Vice-President Communications on a regular basis on their activities.
- To assist the Vice-President Communications in the preparation of the SMHRC calendar of events.
- To produce posters/banners/signs that relate to specific upcoming events as required by other members of council.
- To publicize events in designated areas as determined by the Residence Manager.

***G. International Commissioner***

- To lead in providing a safe, welcoming, and nurturing community for international students.
- Works with the Vice-President Programming to plan and organize events to nurture a welcoming environment.

***H. Frost Week Commissioner***

- To work with the Vice President Social to plan, organize and run Frost Week in January.

### ***I. USC Representative***

- To serve as a liaison between the residents and the USC.
- To serve as an ex-officio non-voting member of SMHRC and to report to the USC on matters of concern to residents.
- To produce a written report detailing their Council experience over the course of the year.

### ***J. Staff Liaison***

- To serve as a liaison between the residents and the Department of Housing and Ancillary Services.
- To serve as an ex-officio non-voting member of SMHRC and to report to Residence Staff administration on matters of concern to residents.
- To ensure that SMHRC's endeavors are in accordance with the rules and regulations set by the Department of Housing and Ancillary Services.

### ***K. Speaker of the House***

- To chair Residents' Council meetings according to principles contained in Robert's Rules of Order.
- To act as the Chief Returning Officer (CRO) in all elections.
- To co-chair the internal Review Committee

### ***L. HOC***

- attend monthly HOC meetings and advocate on behalf of SMH for funding opportunities to improve the building

## **VII. Committees**

Committees are established by Council to help appointed representatives as deemed necessary by council. The purpose of committees include:

- Open to all first year residents
- Required by all commissioners
- To create and promote a sense of community, spirit, and respect in SMH.
- To facilitate the transition into university life for the incoming first-year students living in SMH.
- .

### ***A. Frost Week Planning Committee***

This committee is only to be established if there is a lack of Frost Week commissioners, and is meant to be an alternative to such Commission if circumstances permit. This is a team comprised of the Vice-President Social plus four first-year students. The team should be selected by the first week of October. The responsibilities of the team are as follows:

- To be responsible for the entire planning and organization of Frost Week
- To meet bi-weekly for planning purposes.
- To sell FrostPasses to first-year students who did not purchase RezPasses.
- Positions:



- Vice-President Social
  - To oversee the team and offer guidance and/or assistance wherever necessary.
  - To work with other Council Executives, Residence Managers, and any external resources to ensure the planning and execution of Frost Week runs as smooth as can be.
- Communications Coordinator
  - To works with the Vice-President Communications and Promotions Commissioner to promote Frost Week to first-year students.
  - To be responsible for promoting Frost Week through a variety of social media outlets.
  - To acts as a spokesperson on Resident's Council to pass on relevant information regarding Frost Week to Floor Representatives.
  - To be responsible for designing posters and graphics for promotional purpose, and seek outside help in designing if necessary.
- Finance Coordinator
  - To develop a budget for Frost Week and ensures that the planned programming adheres to this budget.
  - To works with the Vice-President Finance to develop this budget
  - To seek final approval of the budget from both the Vice-President Finance and the President.
- Merchandise Coordinator
  - To design all merchandise for Frost Week included in the FrostPass.
  - Order merchandise.

B.

## **VIII. Meetings**

1. Meetings shall be convened weekly during the Floor Representatives' term of office with the exception of examination periods.
2. Emergency Meetings of the SMHRC may be called by the Executive, or by twenty-one (21) members of the Council on forty-eight (48) hours notice.
3. The Executive shall, when legitimately petitioned by a minimum of one-hundred (100) residents, be required to call a SMHRC meeting.
4. Parliamentary authority should be maintained according to Robert's Rules of Order.

## **IX. Elections**

Election Procedure –USC Representative, First Year Caucus, HOC, Floor Representatives and Faculty First Year Representatives (where applicable)

### **A. Nominations**

- Will begin with an All-Candidates' meeting, at least one (1) week prior to the date scheduled for the start of campaigning.
- Candidates must attend the All-Candidates' Meeting, or send a proxy who is a resident of SMH at the time of the meeting.

- Candidates must each submit a completed "Intent to Run" form to the CRO prior to the close of nominations. A candidate may only submit an "Intent to Run" form for one (1) position.

### **B. Votes of Confidence**

- Voters will have the opportunity to mark either "Yes" or "No" in response to the above statement.
- The candidate will be elected to the position provided that they receive fifty (50) percent plus one (1) "Yes" votes.
- If a candidate does not receive fifty (50) percent plus one (1) "Yes" votes, they will not be elected to the position. In this case, that position will re-open.

### **C. Campaigning**

- Will begin at midnight, one (1) day after the close of nominations.
- Will close at the end of the All-Candidate's Forum.
- Candidates may knock on doors, and enter rooms with a resident's permission between 11:00am and 11:00 pm.
- No "On-floor" campaigning will be allowed between the hours of 11:01pm and 10:59am.
- Candidates may campaign in front of the cafeteria at any time. Candidates may not campaign within the cafeteria, and may only hand out materials to residents exiting the cafeteria.

### **D. Campaign Materials**

- All campaign materials must be approved by the CRO prior to distribution.
- All candidates will be allowed to display posters.
- Buttons and small pins may be used during the campaign period only and must be verified by the CRO before they are used.
- Stickers of any sort will not be allowed during the campaign.
- All campaign posters will be of uniform size: 8.5 x 11 inches.
- Campaign poster areas will be outlined in masking tape on the walls. Only one (1) poster per candidate per area is allowed. These areas will be outside all middle floors on the Saugeen side of the building, and outside Middle and Lower floors on the Maitland side of the building.
- One large poster may be displayed in front of the dining hall in the designated spaces allocated to each candidate by the CRO. These spaces will be 4 feet high by 3 feet wide. Designation of the spaces will be random, but all candidates for the same position will be positioned within the same area. Failure to remain within these boundaries will result in campaign violations.
- The large poster in front of the dining hall may not protrude more than one (1) foot from the wall.
- Posters will be allowed on the residents' doors if and only if the resident grants prior permission to the candidate.
- Removing or covering up other candidates' posters during the campaign will not be allowed.
- Masking tape will be the only tape allowed for displaying any posters.
- All posters in public areas must be taken down within one (1) hour of the close of campaigning.
- Any campaign displays visible outside the building must be removed within one (1) hour of the close of campaigning.
- Campaign materials may not be slipped under the doors of rooms without the prior permission of the resident.

### **E. All Candidates' Forum**

- There will be an All-Candidates Forum, on the final day of campaigning, at which each candidate will be allowed to present a speech.
- The order of speeches by position and by candidate will be determined by the CRO.
- Individual speeches for non-presidential candidates will be limited to three (3) minutes in length.
- There will be a question period following all speeches in each position.
- Question periods will be limited to fifteen (5) minutes. Question periods can be extended at the discretion of the CRO.
- The presidential question period will end at the discretion of the CRO.
- Responses to all questions will be limited to 1 minute.
- The CRO may disallow any inappropriate questions.
- The order of responses directed to all candidates for a position will be as follows: For the first question, the second candidate to deliver a speech will respond first, followed in succession by other candidates. For each successive question the order will shift one candidate.

### **F. Balloting**

- There will be two (2) days of secret ballot voting.
- All residents' will be entitled to one vote for each position.
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- Voting shall be done with one (1) clear mark and acceptability of the ballot shall be determined at the discretion of the CRO.
- The order in which candidates' names appear on the ballot will be in alphabetical form, according to last names. Hence, top of the alphabet begins at the top of the ballot and goes down accordingly.
- A polling station will be open for residents' to vote no less than eight (8) hours of on each day of voting.
- Times of operation for the polling station will be publicly posted prior to voting.
- The CRO will commence the counting of ballots no less than one hour after the close of voting on the final day of voting.
- Each candidate will be permitted to have a proxy scrutineer to observe the counting of the ballots. Proxy scrutineers must be SMH residents.
- There will be an impartial scrutineer appointed by the CRO and approved by the appeal board, to act as the CRO's scrutineer.
- The candidate with the most votes wins.
- In the event of a tie, voting will remain open for an additional twenty-four (24) hours for the positions in question.

### **G. Finances and Discipline**

- Candidates will be limited to campaign expenditures of \$50.
- The principle of Fair Market Value applies to all campaign expenditures, regardless of whether or not there was a cash outlay for these expenditures. Fair market value for campaign expenditures will be at the discretion of the CRO.
- Receipts for all campaigning expenses must be submitted to the CRO within one (1) hour of the end of campaigning.

b. See USC by-laws

- If a candidate wishes to appeal a decision of the CRO, the appeal must be submitted in writing within twenty-four (24) hours of notification of the violation to both the CRO and the current President.
- The appeal board shall consist of the current President, and two (2) members of the current Executive not running in the current election.
- The appeal board will review any complaint and give a judgment within 2 hours of the review.
- Slate campaigning is not permitted. Candidates must run as individuals in the election.

#### **H. Duties of the CRO**

- The CRO shall remain neutral for the duration of the elections.
- The CRO may not vote.

#### **I. Eligibility of Candidates**

- All candidates in that year's elections must be or have previously been residents of SMH at the time of the elections, with the exception of when a position is reopened.
- Residents are ineligible to run in the election if their disciplinary status with Housing forbids them to return to the building in the subsequent year.
- Failure of a candidate to adhere to the guidelines as outlined in this Elections Handbook will result in that resident's ineligibility to participate in the elections for that year.

#### **J. Timelines**

##### **a. USC Representative and Faculty First Year Representatives**

- Shall commence during the third week of fall term classes.

##### **c. Floor Representatives**

- Shall be elected during the second week of fall term classes; provided forty-eight (48) hours notice of time and place of elections has been given to all floor members.
- Candidates will be required to submit a completed "Intent to Run" form to the CRO prior to the close of nominations.
- Floor Representatives shall be elected at a floor meeting, by means of a secret ballot
- Each SMHRC Floor Representative candidate will have an opportunity to speak for two minutes.
- The floor meeting must be attended by no less than two thirds (2/3) of the residents of that floor.
- Only residents of the candidates' floor may vote in the Floor Representative election.

#### **x. With the exception of the Soph(s) and Staff Member(s) The candidate with the greatest number of votes wins. Selections**

##### **I) Presidents and Vice Presidents**

###### **A. President**

- To be chosen before the Vice-Presidents
- Application

- To be created by outgoing president with submissions from former executive
- One question must address role of position being applied for
- Votes of confidence
  - Application has an attached page that must say “I believe that *name of candidate* can adequately fulfill the duties and responsibilities of position outlined in Saugeen Maitland Hall Residents’ Council Constitution”
    - Presidential Candidates must receive 50 signatures from SMH residents
      - Maximum of 25 from own floor
- Each candidate is guaranteed a 20 minute interview.
- To be selected by outgoing Vice-President Programming, Incoming President and another executive member.

**B. Vice-President Programming**

- Application
  - To be created by outgoing president with advice from former executive
  - One question must address role of position
- Votes of confidence
  - Application has an attached page that must say “I believe that *name of candidate* can adequately fulfill the duties and responsibilities of position outlined in Saugeen Maitland Hall Residents’ Council Constitution”
    - Vice-Presidential Candidates must receive 30 signatures from SMH residents
      - Maximum of 15 from own floor
- Each candidate is guaranteed a 20 minute interview.
- The VP Programming shall be selected by a the incoming president with the counsel of outgoing VP Programming, the outgoing president

**C. Vice-President Social**

- Application
  - To be created by outgoing president with advice from former executive
  - One question must address role of position
- Votes of confidence
  - Application has an attached page that must say “I believe that *name of candidate* can adequately fulfill the duties and responsibilities of position outlined in Saugeen Maitland Hall Residents’ Council Constitution”
    - Vice-Presidential Candidates must receive 30 signatures from SMH residents
      - Maximum of 15 from own floor
- Each candidate is guaranteed a 20 minute interview.
- The VP Social shall be selected by a the incoming president with the counsel of outgoing VP Social, the outgoing president

**D. Vice-President Communications**

- Application
  - To be created by outgoing president with advice from former executive
  - One question must address role of position

- Votes of confidence
  - Application has an attached page that must say “I believe that *name of candidate* can adequately fulfill the duties and responsibilities of position outlined in Saugeen Maitland Hall Residents’ Council Constitution”
    - Vice-Presidential Candidates must receive 30 signatures from SMH residents
      - Maximum of 15 from own floor
- Each candidate is guaranteed a 20 minute interview.
- The VP Communications shall be selected by a the incoming president with the counsel of outgoing VP Communications, the outgoing president

#### **E. VP Finance**

- Application
  - To be created by outgoing president with advice from former executive
  - One question must address role of position
- Votes of confidence
  - Application has an attached page that must say “I believe that *name of candidate* can adequately fulfill the duties and responsibilities of position outlined in Saugeen Maitland Hall Residents’ Council Constitution”
    - Vice-Presidential Candidates must receive 30 signatures from SMH residents
      - Maximum of 15 from own floor

#### **F. Head Soph**

- The Head Soph shall be selected by a Committee consisting of the outgoing Head Soph, the outgoing Council President, a Residence Manager, the ROC, and a member of O-Staff.
- The Head Soph will be selected according to timelines set by the OCO and the ROC.

#### **G. Commissioners**

- Commissioners shall be appointed by an Executive Committee chaired by the President, Vice-President Programming and one other Executive Member {Member to whom they report}.
- Commissioners will be appointed by the 1<sup>st</sup> of October

#### **H. The Speaker**

- Will be selected by the President prior to the first SMHRC meeting.

#### **I. Staff Liaison**

- Must be an SMH Staff Member.
- Will be appointed by the SMH Residence Manager by the first meeting in September

## **XI. By-Elections and Vacancies**

### **A. Executive**

- Executive vacancies will be filled by means of repeat of the SMHRC Executive Selection procedure (Article X, Section I)).
- Candidates shall be given an opportunity to speak at the SMHRC meeting that is held to decide the by-election.
- There shall be no building wide campaign, other than the opportunity to speak to floor representatives and Executive members individually. These members may only be approached between the hours of 11:00 a.m. and 11:00 p.m. Doors may be knocked on and candidates may enter with permission.
- Each candidate will be allowed to prepare a one-page (8.5 x 11) information sheet for distribution to Floor Representatives, subject to the CRO's approval to be posted on each floor by the CRO.
- Voting will be done by ranked-secret ballot.
- Any candidate who receives no votes on any ballot, or is the candidate with the least amount of votes on a ballot, shall be withdrawn from the next ballot.
- If on any ballot, there is not one (1) candidate with the least votes, all candidates names shall be entered on the next ballot.
- A simple majority (50% plus 1) is required to win the by-election. If there occurs two (2) consecutive votes each resulting in a tie, voting will remain open for an additional twenty-four (24) hours for the positions in question.
- In the event that an executive opens at a time when the SMHRC is not in session, the vacancy will be filled by the runner-up, in order of succession from the previous election, provided the runner-up received no less than 50% of the winner's total number of votes.
  - i. In the event that the runner up received less 50% of the winner's total number of votes, the role of President will be assumed by the Vice President. In the event that the Vice President does not wish to assume the role for the remainder of the year, they will remain as the Interim President until October 1<sup>st</sup> when a by-election can be completed. In the event the Vice President assumes the role for the remainder of the year, a by-election will be run for the role of Vice President by October 1<sup>st</sup>.

### **B. USC Representative & Caucus Representative**

- Will be filled by means of a building wide by-election.
- Will be filled by a first year student residing in Saugeen.
- The By-Elections will be governed by the CRO
- In the event of forfeiture of position at a time when SMHRC is not in session, the vacancy will be filled by the runners-up, in order of succession from the previous election, provided the runner-up received no less than 50% of the winner's total number of votes.

## **XII. Impeachment and Forfeiture**

- 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.
- An Executive member may also be impeached by a three-quarters (3/4) vote of SMHRC

- A Floor Representative may be impeached by a three-quarter (3/4) majority vote of the residents of their floor, provided that at least two-thirds of the residents of their floor exercise their franchise.
- A Floor Representative may also be impeached by a three-quarters (3/4) vote of SMHRC
- Any Executive member or Floor Representative may be impeached for failing to fulfill their duties.
- Should an Executive member be impeached of forfeit their position, then their position shall be filled according to the By-Election and Vacancies procedures.
- All commissioners are under the direct supervision of a specific Executive member as specified, and may be relieved of their actions if that Executive member deems it necessary. Executive Appointees may also be relieved of their position by a two-thirds (2/3) majority of council.
- External Representatives may only be impeached according to the procedures outlined in the by-laws of their respective councils.
- The Speaker may be impeached by a two-thirds majority vote of Council.

### **XIII. Terms of Office**

- The Executive shall hold office from April 1 until April 30 of the following year.
- Floor Representatives shall hold office from the time of their election until April 30.
- Commissioners shall hold office from April 1 until April 30 of the following year..
- External Representatives shall hold office as outlined by their respective Councils.
- The Speaker of the House shall hold office from the time of their appointment until the final day of April.

### **XIV. Finance**

- The fiscal year for the SMHRC shall be from May 1 to April 30 of the following year.
- The finances of the SMHRC shall be recorded by the Vice-President Finance.
- The Vice-President Finance must present to SMHRC a budget for that fiscal year for its approval in September.

### **XV. Amendments**

- The Constitution of Saugeen-Maitland Hall Residents' Council may be amended by submitting a motion to the Speaker of the House forty-eight (48) hours prior to the motion being heard.
- Proposed amendments to the Constitution require a two-thirds (2/3) majority of Council to be approved.
- Exclusively for constitutional changes; both voting members and non-voting members may vote on proposed amendments.