



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 four (4) executive positions consisting of a President, a Vice-President of Programming, a Vice-President of Finance, and a Vice-President of Special Events.

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 the council, with a 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.

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 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 conform 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 the 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, VP Programming, or VP Special Events). 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 the 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
 - ii) Vice-President Programming
 - iii) Vice-President Finance
 - iv) Vice-President of Special Events
 - 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

President

- i) Leads the Council and oversees all 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.

Vice-President Programming

- i. Responsible for overseeing all commissioners and building ambassadors
- ii. Responsible for the creation, organization, and coordination of large events such as Formal and Semi-Formal events (alongside VP Special Events) and smaller events such as movie nights
- iii. Responsible for active communication with Community Leaders to assist and/or co-operate in their events.
- iv. To draft a calendar of events for the academic year, no later than the end of August, to be distributed to all residents of the Alumni house and to be updated throughout the year
- v. Responsible for checking up with the commissioners in advance of their events to promote preparedness and ensure the events run smoothly
- vi. Responsible for reporting back to the president on all matters related to their role
- vii. Assume other duties as assigned by the President in consultation with the Executive.
- viii. To take over the President's roles in the event the President is unable to perform them.
- ix. Possesses signing authority on the AHRC bank account
- x. Attends all events free of charge.

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. Responsible for maintaining accurate and balanced financial records
- iv. Responsible for reporting back to the president on all matters related to their role
- v. Assume other duties as assigned by the President in consultation with the Executive.
- vi. To take over the President's roles in the event the President and VP Programming is unable to perform them.
- vii. Possesses signing authority on the AHRC bank account
- viii. Attends all events free of charge.

Vice-President of Special Events

- i. Responsible for the creation and coordination of events and perks alongside London Hall Residents' Council for the holders of the Residence "Rez Pass". This may include but is not limited to:

1. Coordination and Creation of exclusively joint events (same time, place, reservation, etc.) with London Hall Residents' council
2. Coordination of Semi-Formal and Formal
3. Purchase and distribution of residence specific merchandise
4. Coordination of other premium perks or events exclusive to "Rez Pass" holders
- ii. Works directly and meets regularly (minimum once a month) with London Hall Residents' Council "Rez Pass Commissioner" (or any other titles affiliated with coordination and management of Rez Pass events and perks at London Hall)
- iii. Coordinates ticket sales, ticket organization, and distribution
- iv. Works in conjunction with Vice-President of Programming to run council events during the year
 1. During the year and following the completion of all Rez Pass events, VP of Special Events will shall provide assistant to Vice-President of Programming regarding all council matters.
- v. Coordinates fundraising events to offset any costs
- vi. Responsible for reporting back to the president on all matters related to their role
- vii. Assume other duties as assigned by the President in consultation with the Executive.
- viii. To take over the President's roles in the event the President, VP Programming and VP Finance are unable to perform them.
- ix. Possesses signing authority on the AHRC bank account
- x. Attends all events free of charge

6.2. Commissioners

1. 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
- v. Reports to the Vice-President Programming on a regular basis on their activities.

2. 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. Responsible for all creation of event posters as required by the council.
- iv. Works with all Commissioners and their respective committees to promote their events
- v. Responsible for all online and offline social media tools for the AHRC
- vi. To assist in the design, order, and distribution of any merchandise alongside Vice-Presidents
- vii. Reports to the Vice-President Programming on a regular basis on their activities.

3. 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 the campus, local, national, and international levels. Raises awareness throughout Alumni House about social justice, sustainability, and other causes and topics important to the well-being of humankind
- iii. Proposes the charities that AHRC will support throughout the year
- iv. 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.
- v. Reports to the Vice-President Programming on a regular basis on their activities.

4. Athletic and Wellness Commissioner

- i. Responsible for events that promote healthy and active lifestyles in the 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 the 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.

- vi. Reports to the Vice-President Programming on a regular basis on their activities.

5. International Commissioner

- i. To lead in providing a safe, welcoming, and nurturing community for international students.
- ii. Responsible for connecting with the International students in the building.
- iii. Promote the cohesion and sharing of various cultures and traditions within the residence.
- iv. Responsible for creating welcome events and other socials to introduce students to other students, the residence, and the Western community.
- v. Promote other Council events to the International students, and ensure they are up to date with community activities
- vi. Reports to the Vice-President Programming on a regular basis on their 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
- e) Reports to the Vice-President Programming on a regular basis on their activities.

6.4. Media and photography commissioner

- a) Must possess a professional camera
- b) Takes pictures and video clips from council events deemed worthy of documenting including all Rezipass specific events.
- c) Takes headshots of all council members for promotions.
- d) Assists in creation of event posters with communications commissioner
- e) Assists in the design, order, and distribution of any merchandise alongside Vice-Presidents
- f) Attends all events free of charge

6.5. 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
- iv. Act as advisors and supporters of the Residents' Council and its activities
- v. Reports to the President and the council on a regular basis on their activities.
- b) Community Leaders (CLs)
 - 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 the 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 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 semester.

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

9.6. If any member must be absent from a Council meeting, they must provide proper regrets to the President prior to the meeting with their reason for absence, and they must send a proxy to the meeting.

a) A proxy may vote on an issue if they are representing a voting member and have a written submission of the vote.

9.7. Meetings take place in Alumni House Main Lounge and the location and timing of the meetings must be communicated every year with the residents to avoid conflict

9.8. 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 the said meeting. Council residents who wish to sit in an official council meeting must adhere by the following codes:

- I. The residents may not be performing any activities such as playing pool, playing Ping-Pong, watching movies or any activity which may cause auditory and/or visual distraction to the members of the council.
- II. The residents may not chatter, comment, or disrupt the council during the meeting.
- III. The residents may be asked to leave anytime within the span of the meeting upon the request of the council.

9.9. Residents who are occupying the location of the meeting will be asked to leave the premises or sit quietly through the council meeting without obstructing the location of council gathering in any way.

ARTICLE 10 – ATTENDANCE

10.1. Regrets

- i) All regrets must be submitted to the President prior to the commencement of the Alumni House Residents' Council meeting;
- ii) 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.

- iv. If any council member is running for the same or a different AHRC position next year, they will be excluded from all selection steps such as organization and creation of the applications and interview questions, interviewing other candidates, and decision making.

b) Vice Presidents

- i. The Vice-Presidents Programming, Finance and Special Events will be selected through an application and interview process facilitated by the Residence Manager, outgoing Council Executives, and the incoming President. If an incoming President has not been identified, the process will be facilitated by the Residence Manager and the 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.
- iv. If any council member is running for the same or a different AHRC position next year, they will be excluded from all selection steps such as organization and creation of the applications and interview questions, interviewing other candidates, and decision making.

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
 - Incoming VP Special Events
- c) Decisions of the selection committee are final and require a 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) Building Ambassador shall be selected by a committee consisting of:
 - Incoming President
 - Incoming VP Programming
 - Incoming VP Finance
 - Incoming VP Special Events
- c) Decisions of the selection committee are final and require a consensus of the committee members.
- d) If a potential candidate for a Building Ambassador 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-thirds (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 Ambassador 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 they fail to fulfil their 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, the 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.

13.6. Ground for Forfeiture

a) Any member of Council who wishes to forfeit their position on the council must let the executives know as early as possible

b) Forfeiture will be followed under the following conditions and guidelines

1. The council member must give a minimum of 2 weeks notice to executives
2. The Council member should meet and discuss reasons for forfeiture in advance if willing to do so
3. The Council member must submit a resignation letter which states the general reason and date of forfeiture.
4. The council member must acknowledge the following upon forfeiture:
 - I. A member who has forfeited the council shall not use their previous title inside and outside of the residence, to other individuals, organizations, or on forms and applications.
 - II. A member who has forfeited the council shall not continue their previous duties or run any events under the "Alumni House" name.
 - III. A member who has forfeited the council shall not receive any further grants or financial accommodations for events, gatherings or organizations
 - IV. A member who has forfeited the council shall not have an active voice in further council matters.

c) Should an Executive member or External representative forfeit his/her position, the position shall be filled by a selection process monitored by AHRC.

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 the 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 the 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.

The books and accounts of Council are the responsibility of the VP Finance and shall be open for inspection to all residents between 8:00 am and 8:00 pm inclusive, provided the VP Finance is given 48 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.