



## The Elgin Hall Residents' Council Constitution

### DEFINITIONS

Academic Year: Shall be defined by the Academic calendar of Western University.

By-elections: A legal election by all residents to fill a vacancy in the Elgin Hall Residents' Council

By-Law(s): Sub-section(s) of the constitution, outlining the duties of the Elgin Hall Residents' Council and its members.

EHRC: The Elgin Hall Residents' Council, composed of the Executive, Executive Appointees, Ex-Officio Members, and Floor Representatives.

Eligible Voters: All residents of Elgin Hall, excluding the manager.

Ex-Officio Members: Members elected or appointed to represent Elgin Hall on external Councils.

Floor Representative: A resident of a particular floor duly elected to serve on the Residents' Council.

Good Standing: To be non-divergent of duties as outlined by the constitution and By-Laws.

HOC: Housing Operations Committee

Impeachment: The indefinite suspension of an elected member according to the procedure outlined in Article VI of this Constitution.

IRC: The Internal Review Committee

Quorum: 50%+1 of voting EHRC members.

Ranked List: A prioritized list of all preferred candidates for each selected position.

Residence Staff: Composed of the Residence Manager, Residence Dons, Residence Advisors, Residence Clerks, Residence Secretaries, and Academic Leadership Programmer hereinafter referred to as Staff.

Resident: A person living in Elgin Hall.

Residents' Understandings: The rules of conduct for residents of Elgin Hall.

Speaker: Shall chair each the Elgin Hall Residence Council meeting and be selected at the discretion of council.

The Executive: Shall consist of the President, Vice President Programming, Vice President Finance

USC: University Students' Council

WESTERN UNIVERSITY: The University of Western Ontario

Wing: Either the East or West tower of Elgin Hall

### ARTICLE I - Legal Obligations

The laws of Ontario and Canada, The Human Rights Code for Ontario and Canada, and the regulations of WESTERN UNIVERSITY will be respected and observed. Nothing in this constitution or the understandings shall relieve residents of their obligations as students of WESTERN UNIVERSITY, or as citizens of Ontario and of Canada.

### ARTICLE II - Name

The name of the organization to make use of this constitution shall be the Elgin Hall Residents' Council, hereafter referred to as the EHRC.

### ARTICLE III - Mission Statement and Aim

The mission of the EHRC, in cooperation with Residence Staff, is to promote the positive enhancement of the educational and social experience for all Residents.

This mandate shall be accomplished in the following ways:

1. 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, the EHRC and Western University.
2. Developing and maintaining a responsible self-government
3. Programming activities which include a balance of the following areas of resident development: Academic, Cultural, Diversity, Athletics, Interpersonal Relationships, Safety/Security, and Social.
4. Facilitating the transition of all students into the residence system and Western University.

5. Providing opportunities for student involvement in residence life and promoting the development of leadership skills.
6. Maintaining due respect for the building, equipment and grounds of Elgin Hall.
7. Serving as a liaison between Western administration, the division of Housing and Ancillary Services, and other residents' councils and organizations of Western University

#### ARTICLE IV - Membership

1. All members of the of the EHRC shall be residents of Elgin Hall
2. Voting Members shall consist of:
  - a) the three (3) executives
    - i. President
    - ii. Vice President Finance
    - iii. Vice President Programming
  - b) All appointed Commissioners stated in By-Law #2
  - c) One (1) Floor Representative per floor.
3. Non-Voting, Ex-Officio members consist of:
  - a) One (1) USC First Year Caucus Representative, elected in accordance with the instructions of the USC
  - b) Faculty Representatives, appointed by EHRC
  - c) One (1) Residence Staff Liaison, appointed by the Residence Manager
  - d) One (1) HOC Representative, appointed by EHRC
  - e) The Head Soph for Elgin Hall

#### ARTICLE V - Elections

1. Floor Representatives to the Council shall be elected during the third week of fall term classes by secret ballot, and the election shall be conducted at the floor meeting by the staff member of that floor in accordance with the EHRC constitution.
2. Notice of at least one week of the time and place of the election must be given. In the event of a tie, a second vote shall be conducted with the tied candidates.
3. The USC First Year Caucus Representative shall be elected in accordance with the USC's election guidelines.

#### ARTICLE VI – Selections

1. The selection committee role is outlined as follows:
  - b) The selection committee for the President will consist of the outgoing President, an outgoing Vice President, one (1) student-at-large living in Elgin Hall, the incoming Head Soph, and the Residence Manager, or their representative. All committee members except the Residence manager and Head Soph are voting members.
  - c) The selection committee for the Vice Presidents will consist of the incoming and outgoing Presidents, the outgoing Vice President and the Residence Manager, or their representative. All committee members except the Residence Manager are voting members.
  - d) The selection committee for Commissioners will consist of the incoming President, the incoming Vice President(s), and the Residence Manager, or their representative. All committee members except the Residence Manager are voting members.
  - e) In the event of the absence of a member of the selection committee (defined in Article VI 1a, 1b, and 1c) a minimum of three (3) voting members are required.
  - f) In the event that there are less than the minimum three (3) members, one (1) additional committee member may be appointed to stand in as a proxy.
    - i. Proxies for President selection maybe appointed at the discretion of the outgoing President.
    - ii. Proxies for Vice President selection may be appointed at the discretion of the incoming President.
  - g) All Commissioners must be selected from undergraduate students with guaranteed bed acceptance at Elgin Hall.

- h) No applicant can be a part of the selection committee.
- i) All runners up in the selection process shall be ranked in the event that a member cannot fulfill their duties, they shall be selected for that position.
- j) Selection committee will meet prior to interviews and compile a pre-arranged list of questions.

## ARTICLE VII - Impeachment & Removals

1. Impeachment procedures for executives:
  - a) The impeachment process of any member holding a building-wide elected or selected position must be initiated either by the EHRC passing a quorum motion or by a petition signed by at least 40% of students in Elgin Hall.
  - b) The executives not being considered for impeachment must set a date for a vote of impeachment within seven (7) days to allow for preparation of arguments.
  - c) Two-thirds (2/3) of voting EHRC members must vote in favor of the impeachment for it to be considered binding.
  - d) The vote will be made by secret ballot in a closed meeting; proxies will not be accepted. The executive considered for impeachment will not be allowed in the meeting during the voting procedure.
  - e) In the case of the petition, the impeachment will be decided by a secret ballot referendum, held by the elections committee, requiring a vote of 40% of the student body constituent with at least 50%+1 of the votes being in favor.
  - f) Upon impeachment of an executive member it is the duty of the EHRC to find a suitable replacement to fill any vacancies within fourteen (14) days.
  - g) In the event of the impeachment, resignation, or removal of the President, the VP Programming shall assume the position in their absence. Selection process for a new VP Programming shall be conducted as outlined in Article VI. If there is no VP Programming to assume the role, then the VP Finance shall take over all three (3) positions until a selection process for VP(s) takes place.
  - h) In the event of the impeachment, resignation, or removal of the VP Finance or VP Programming, the President shall assume the role until a new member shall be selected as outlined in Article VI.
  
2. Impeachment procedures for Commissioners and Floor Representatives:
  - a) Any Council Member who is absent from any three (3) meetings or two (2) consecutive meetings without sending a proxy or appropriate reasoning acceptable to an executive member (1) will appear before the executive committee to justify their absence.
  - b) The Executive Committee shall then decide whether to dismiss the member.
  - c) All appropriate reasoning will be submitted to an executive member (1) at least 24 hours prior to the meeting.
  - d) A breach of the Floor Representative Contract may also result in the removal of a Floor Representative
  - e) Any floor may initiate an impeachment of their representative by a signed petition of 40% of their floor members. At this time the Executive will carry out an impeachment vote within seven (7) days on their floor, whereby a 50%+1 vote of all constituents on that floor must vote in favour. Early votes can be placed up to two (2) days in advance in the event of absence.
  - f) If a floor or the EHRC dismisses a Floor Representative, the EHRC will allow fourteen (14) days for the floor to elect a new representative, following election procedure as stated in Article V.

## ARTICLE VIII - Meetings

1.
  - a) The inaugural meeting of the EHRC shall be held within the first three (3) weeks of regular classes
  - b) The EHRC shall meet at least bi-weekly at the same time and place.
  - c) Meetings may be called by the Executive on twenty-four (24) hours' notice, provided that quorum can be reached and due cause is shown.

- d) No two (2) successive meetings are to be held within a twenty-four (24) hour period without due cause shown, as deemed by the Executive.
- e) The President or their designate shall chair all meetings.
- f) By the third (3) EHRC meeting the Vice President Finance will present the annual budget.
- g) Meetings of the Residents' Council are open to all residents of Elgin Hall with the exception of a meeting that has been deemed "closed" twenty-four (24) hours prior to the convening of the said meeting.

#### ARTICLE IX - Amendments

- 1.
  - a) Amendments shall be referred to Internal Review Committee (IRC) for discussion and presentation to the EHRC
  - b) IRC shall be made up of at least five (5) members, including the incoming and outgoing President and Vice-Presidents, up to five other Council member-by majority vote to the EHRC regarding Constitutional and By-Law Amendments.
- 2. Amendments to this constitution must be approved by 50%+1 of the voting members of the EHRC.
- 3.
  - a) Notice of constitution amendment must be presented at a regular meeting of the EHRC one week before that body votes upon the amendment.
  - b) Amendments or additions to articles of the constitution must be posted in a prominent place(s) in the residence and/or dedicated platforms (i.e. official Elgin Hall social media) for a one-week (1) period.
  - c) Such amendments will take effect immediately upon council approval, unless otherwise voted upon

#### ARTICLE X - By-Laws

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

#### ARTICLE XI- Reimbursements

- 1. All purchases made for the EHRC must be pre-approved in writing by the VP Finance to be considered for reimbursement.
- 2. All receipts and/or documentation of purchases must be given within two (2) weeks to the VP Finance to be considered for reimbursement.
- 3. All personal purchases must be kept separate from purchases considered for reimbursement by the EHRC.
- 4. Any purchases deemed unjustifiable by the EHRC will not be reimbursed.
- 5. Exceptions to the time limit in Article XI.2 will be made for holidays and/or extenuating circumstances.
- 6. End of the financial period in April will be declared by the VP Finance.

#### ARTICLE XII- Terms of Office

- 1. The terms of office for the executive members shall run from May 1<sup>st</sup>, or when contacted in September if selections occur in the Fall, to April 30<sup>th</sup>.
- 2. Floor Representatives shall hold office from the time of their election until the final day of the academic year
- 3. Commissioners shall hold office from the first day after their appointment until April 30<sup>th</sup>.
- 4. External Representatives shall hold office as outlined by their respective councils

## BY-LAWS

### By-Law #1 - Duties of Executive Members

1. The President shall:
  - (a) Assume responsibilities of the Vice President(s) in their absence, until a replacement can be selected.
  - (b) Uphold the tenets of the Constitution and its By-Laws
  - (c) Be a signing officer to co-sign all EHRC cheques with the Vice President Finance or VP Programming
  - (d) Oversee the activities of the EHRC Commissioners in conjunction with the VP Programming.
  - (e) Be an ex-officio member of all committees appointed by the EHRC
  - (f) Be an ex-officio representative of the EHRC to the Elgin Hall Staff.
  - (g) Be an ex-officio member of HOC.
  - (h) Provide representation of Elgin Hall on University wide bodies.
  - (i) Organize, in conjunction with the Residence Manager, Floor Representatives Training within the first month of their selection.
  - (j) Chair the IRC.
  - (k) Collect and review year-end reports for completeness and correctness.
  - (l) Submit a comprehensive year-end report to the incoming President prior to the conclusion of the outgoing Council's term. This report shall include a summary of the year's activities and future recommendations and Commissioners reports to the incoming President.
  - (m) Maintain and submit a detailed record of communications between members, via written or online documentation (e.g. email history, agendas, minutes, etc.) , of their year to the incoming President
  - (n) Pass on no undisclosed liability in the EHRC name at the end of their term.
  - (o) Sit in on monthly communications meetings with the Division of Housing and Ancillary Services.
  - (p) Organize, in conjunction with the other executives, committee head training within the first month of selection, as applicable.
2. The Vice President Programming shall:
  - (a) Assume responsibilities of President in their absence.
  - (b) Oversee activities and organization of all residence programming in conjunction with the President.
  - (c) Be responsible for meeting with Commissioners and executives on a bi-weekly basis.
  - (d) Be an ex-officio member of all committees appointed by EHRC.
  - (e) Work with the Vice President Finance to submit a comprehensive report which will include a financial report encompassing the Vice President Programming portfolio. This will include a summary of the year's activities and future recommendations to the outgoing President within one week after turnover.
3. The Vice President Finance shall:
  - (a) Be responsible for organizing at least a bi-annual damages collection.
  - (b) Prepare and present the annual budget by the third (3) EHRC meeting of the academic year.
  - (c) Submit the budget to the Division of Housing and Ancillary Services by the summer deadline.
  - (d) Act as the Chief Financial Officer (CFO) in all applicable capacities
  - (e) Be responsible for submitting a financial month end report to the EHRC.
  - (f) Receive, deposit and distribute all money belonging to the EHRC.
  - (g) Promptly pay all bills by cheque.
  - (h) Ensure the President or VP Programming countersigns all issued cheques.
  - (i) Have the authority to request financial statements from any organization, including floors that may receive grants from the EHRC
  - (j) Keep full records and accurate accounts belonging to the EHRC. The records will show the transactions and financial conditions of the EHRC. The records shall be available for inspection by any resident of Elgin Hall, who has provided twenty-four (24) hours' notice in writing. The records shall also be subject to an audit as dictated by the Division of Housing and Ancillary Services.
  - (k) Submit, to the outgoing President, a comprehensive financial report and recommendations at the end of the Council year.
  - (l) Pass on no undisclosed liability in the EHRC name at the end of their term.

### By-Law #2a – Duties of Commissioner:

1. The Commissioner shall:
  - (a) Attend all required training sessions provided by the Residence Programming Office and/or the Elgin Hall Resident's Council.
  - (b) Attend all bi-weekly EHRC meetings and provide a report of Committee activities.
  - (c) Form and oversee responsibilities of their respective committee.
  - (d) Chair and hold regular meetings providing adequate notice to all committee members of the time, date, and location of the meetings and advising the VP Programming of these details
  - (e) Meet regularly with all other Commissioners and VP Programming.
  - (f) Initiate and oversee the responsibilities of their committee.
  - (g) Report to the EHRC on all major decisions and proposed expenditures of the committee prior to their implementation.
  - (h) Form subcommittees as needed.
  - (i) Submit an Activity Report to the President for each event organized as well as a Program Evaluation to the Vice President Programming.
  - (j) Submit a complete and comprehensive year-end report before May 1<sup>st</sup> outlining activities, budget, time-lines, resources, contacts, and recommendations. The year-end report shall be compiled throughout their term and must be submitted to the outgoing President.
  - (k) Present professional etiquette during all EHRC meetings and allow other members to speak without being interrupted.

### By-Law #2b

1. The Academic Commissioner shall:
  - (a) Uphold the responsibilities as outlined in By-Law #2a
  - (b) Be responsible for establishing an Academic Committee and organizing monthly activities/events which promote the academic interaction of the residents of Elgin Hall.
  - (c) Be dedicated to promoting academic excellence within the residence.
  - (d) Organize and promote activities and speakers to address the academic needs of the residents of Elgin Hall.
  - (e) Share programming and responsibilities with the Academic Leadership Programmer.
  - (f) Work with the Vice President Finance to submit a comprehensive report which will include a financial report encompassing the Academics portfolio. This will include a summary of the year's activities and future recommendations to the outgoing President within one (1) week after turnover.
  - (g) Act as a liaison between Elgin Hall and the SDC.
2. The Athletics Commissioner shall:
  - (a) Uphold the responsibilities as outlined in By-Law #2a
  - (b) Be responsible for establishing an Athletics committee and organizing activities and events which promote the interaction of the residents of Elgin Hall.
  - (c) Be responsible for coordinating sports activities within the residence, specifically flag football, and to manage intramural teams for Elgin Hall.
  - (d) Work with the Dining Hall supervisor and unit manager to promote healthy eating.
  - (e) Organize the participation of Elgin Hall in campaigns aimed at healthy living and health awareness.
  - (f) Act as a liaison between Elgin Hall and Sports and Recreation Services and Student Health Services.
  - (g) Work with the Vice President Finance to submit a comprehensive report which will include a financial report encompassing the Healthy lifestyles portfolio. This will include a summary of the year's activities and future recommendations to the outgoing President within one (1) week after turnover.
3. The Social Commissioner shall:
  - (a) Uphold the responsibilities as outlined in By-Law #2a
  - (b) Be responsible for establishing a Social Committee and organizing activities/events, which promote the social interaction of the residents of Elgin Hall.
  - (c) Shall put an emphasis on Non-alcoholic (Late Night Weekend Programming: LNWP) Programming.
  - (d) Initiate and oversee the responsibilities of this committee with the VP Programming.

- (e) The Formal Committee shall be responsible for all aspects of the Elgin Hall Formal in conjunction with VP Programming.
  - (e) With the assistance of the Vice President Finance, submit a comprehensive report, which will include a financial report encompassing the Social portfolio and a summary of the year's activities and future recommendations to the outgoing President within one (1) week after turnover.
4. The Human Issues Commissioner shall:
- (a) Uphold the responsibilities as outlined in By-Law #2a.
  - (b) Communicate committee plans with the OREP to allow for joint planning wherever possible.
  - (c) Initiate and oversee the responsibilities of the committee.
  - (d) Focus on the areas of Diversity, Culture, Safety/Security, Interpersonal Relationships, and Sexuality.
  - (e) Organize various events, presentations, and programs to promote the safety and well-being of the residents of Elgin Hall.
  - (f) With the assistance of the Vice President Finance, submit a comprehensive report, which will include a financial report encompassing the Human Issues portfolio and a summary of the year's activities and future recommendations to the outgoing President within one (1) week after turnover.
5. The Promotions Commissioner shall:
- (a) Uphold the responsibilities as outlined in By-Law #2a
  - (b) Establish a system for collecting information from the EHRC with regard to the promotion of events
  - (c) Continuously promote awareness for all EHRC programming and events throughout the entire school year
  - (d) Initiate and oversee the responsibilities of this committee.
  - (e) The Promotions Committee shall:
    - i Promote upcoming residence, inter-residence, and university events.
    - ii Keep the residents of Elgin Hall informed with weekly events
    - iii Work with other Commissioners on council.
  - (f) With the assistance of the Vice President Finance, submit a comprehensive report, which will include a financial report encompassing the Promotions portfolio and a summary of the year's activities and future recommendations to the outgoing President within one (1) week after turnover.
  - (g) Be responsible for acquiring, maintaining, and selling of council merchandise
6. The Frost Week Commissioner shall:
- (a) Uphold the responsibilities as outlined in By-Law #2a
  - (b) Work with the VP Programming in running Frost Week in January
  - (c) Recruit "Frophs", first year volunteers to help plan, support, and facilitate Frost Week events
  - (d) Maintain correspondence with VP Finance
  - (e) Initiate and oversee the responsibilities of the Frost Week committee.
  - (f) The Frost Week Committee shall:
    - i. Be responsible for planning and running Frost Week events for Elgin Hall
  - (g) With the assistance of the Vice President Finance, submit a comprehensive report, which will include a financial report encompassing a summary of Frost Week and recommendations for the future

By-Law # 3 – Duties of the Housing Operations Commissioner (HOC) Representative

The HOC Representative shall:

- (a) Be an ex-officio, non-voting member of the EHRC
- (b) Be selected as outlined with Article XI.
- (c) Attend all HOC meetings and EHRC meetings.
- (d) Present the view of the residents of Elgin Hall to HOC and vote in the best interests of the residents.
- (e) Report to the EHRC on all decisions made by HOC.
- (f) Comply with HOC guidelines.

- (g) Issue a list of Elgin Hall recommended improvements to the Division of Housing and Food Services.
- (h) Organize Staff Appreciation Day with Housing and Food Services in the 2<sup>nd</sup> Semester.
- (i) Shall be present for all HOC subcommittees meetings.
- (j) Meet monthly with the unit manager and the supervisor, or as deemed appropriate.
- (k) Submit a comprehensive year-end report of the HOC portfolio and a summary of the year's activities and future recommendations to the outgoing President before May 1<sup>st</sup>.

By-Law #4 – Duties of External Representatives

The External Representative shall:

- (a) Be an ex-officio, non-voting member of EHRC.
- (b) Attend all meetings of the Council, Caucus, or Association they represent and all EHRC meetings.
- (c) Report on the activities of the Council, Caucus, or Association they represent.
- (d) Encourage residents of Elgin Hall to participate in residence and faculty or USC events as appropriate.
- (e) The USC Representative shall attend Residence Councilor Caucus meetings to establish a network with the other USC Residence Representatives.

By-Law #5 – Duties of Floor Representatives

The Floor Representatives shall:

- (a) Be a voting member of EHRC
- (b) Represent their floor at EHRC meetings.
- (c) Attend Floor Representative training.
- (d) Help and organize at least two (2) unit or building-wide events in conjunction with the Sophs and Staff Members each term.
- (e) Act as a liaison, between their floor and the EHRC
- (f) Be a member of at least one Elgin Hall Residents' Council committee.
- (g) Notify an executive member (1) as early as possible in the case of lateness, or absence from meetings at least twenty-four (24) hours in advance