



Amended April 2018

Essex Hall Residents' Council Constitution

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PRESIDENT 2017-2018

The Essex Hall Residents' Council Constitution

ARTICLE I - Legal Obligations

The laws of Ontario and Canada, The Human Rights Code for Ontario and Canada, and the regulations of the University of Western Ontario will be respected and observed. This constitution and the understandings shall not relieve residents of their obligations as students of the University of Western Ontario, 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 Essex Hall Residents' Council, hereafter referred to as the EHRC.

ARTICLE III - Purpose

The EHRC exists to enhance the experience of all residents of Essex Hall. It aims to assist in the transition to residence and university and promote aspects of wellness (Emotional, Physical, Academic and Career, Social and Cultural, Spiritual, Financial, Environmental) through programming efforts and initiatives. The EHRC will provide leadership opportunities within the residence community and work with other groups, including but not limited to residence staff, Housing and Ancillary Services, and organizations of the University of Western Ontario, to achieve its purpose.

ARTICLE IV - Membership

1. All members of the of the EHRC shall be residents of Essex 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 (12 total)
3. Non-Voting, Ex-Officio members shall consist of:
 - a. Residence Staff Liaison(s), appointed by the Residence Manager
 - b. One (1) Housing Operations Committee (HOC) Representative, appointed by EHRC
 - c. Assistant Programming Coordinator for Essex Hall
 - d. The Head Soph of Essex Hall

ARTICLE V – Floor Representative Elections

1. Floor Representatives to the Council shall be elected before the date suggested by the Programming Coordinator or if no date is suggested, by the end of the third week of classes.
2. Floor Representatives shall be elected 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.
3. Notice of at least one week of the time and place of the election must be given.
4. In the event of a tie a second vote shall be conducted with the tied candidates.

ARTICLE VI – Executive and Commissioner Selections

1. The selection committee for senior council members are as follows:
 - a. The selection committee for the President will consist of the outgoing President, outgoing Vice-President of Programming, outgoing Vice-President of Finance, the incoming Head Soph, and the Residence Manager.
 - i. All committee members except the Residence Manager are voting members.
 - b. The selection committee for the Vice-Presidents will consist of the incoming and outgoing Presidents, the outgoing Vice-President currently filling the role, the incoming Head Soph, and the Residence Manager.
 - i. All committee members except the Residence Manager are voting members.
 - c. The selection committee for Commissioners will consist of the three incoming executive members.
 - d. The selection committee for the HOC Representative shall consist of the three incoming executive members.
2. The Residence Manager may opt out of sitting on selection committees if they so choose.
3. 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) members are required, a proxy may be used if necessary.
4. No applicant can be part of the selection committee.
5. Selection committees will decide and agree upon a list of questions to be used during interview.
6. A written application may be used in addition to the interview.
 - a. The questions will be decided and agreed upon by the selection committee.
 - b. The written application is to be available two (2) weeks before the interview process begins.

ARTICLE VII - Impeachment & Removals

1. Impeachment procedures for executives are as follows
 - 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 25% of students in Essex Hall.
 - b. The executives not being considered for impeachment must set a date for a vote of impeachment within two (2) to seven (7) days to allow for preparation of arguments.
 - c. 66% 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. When the impeachment process is initiated via petition, the impeachment will be decided by a secret ballot referendum held by the EHRC. This referendum requires a vote of 40% of the residents of Essex Hall 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 Vice-President Finance shall assume the position in their absence. Selection process for a new President shall be conducted as outlined in Article VI.
 - h. In the event of the impeachment, resignation, or removal of the Vice-President Finance or Vice-President Programming 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 the President will appear before the Executives to justify their absence. The Executives shall then decide whether or not to dismiss the member.
 - b. Failing to follow duties as outlined in By-Law 4 can result in the removal of a Floor Representative.
 - c. Any Floor may initiate an impeachment of their representative by a signed petition of 40% of their floor members. At this time the Executives 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.
- d. 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.
3. Impeachment procedures for the HOC Representative.
 - a. The HOC representative may be uninvited from EHRC meetings at the discretion of council after a 50% + 1 majority vote.
 - b. The Residence Manager holds power to remove the HOC Representative from their role. The EHRC may only provide recommendation that they be removed after a 50% + 1 majority vote.
 4. Impeachment procedures by the President
 - a. In extreme cases that require immediate resolution the President holds the power to dismiss any member of the council including executives. This power may only be used with first consulting the Residence Manager and receiving their explicit written permission to dismiss the member.
 - b. 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.
 - c. In the event of the impeachment, resignation, or removal of the VP Finance or VP Programming a new member shall be selected as outlined in Article VI.
 - d. If the President dismisses a Floor Representative, the EHRC will allow fourteen (14) days for the Floor to elect a new representative

ARTICLE VIII - Meetings

1. The EHRC shall meet bi-weekly
 - a. Time and location of the meetings are to be kept consistent after inaugural of the EHRC.
 - b. The inaugural meeting of the EHRC shall be held within the first three (3) weeks of regular classes.
 - c. Additional meetings may be called by executives on twenty-four (24) hours notice, provided that quorum can be reached and due cause is shown.
2. An agenda containing the items to be discussed, who shall be presenting the item, and the expected length of time for each item shall be made available at least twenty-four (24) hours before the meeting.
3. The agenda and minutes for all meetings shall be made public to all residents of Essex Hall.
4. Meetings shall be open to residents not on the council upon request. Sufficient reason must be given to deny this request.
5. The President shall chair the inaugural meeting. Proceeding this, the duty to chair can rotate between all council members. Members may decline the opportunity to chair.
6. Each meeting, a member of the EHRC will record minutes, ensuring all major points are recorded.

ARTICLE IX - Amendments

1. This constitution should be reviewed, at minimum, on a yearly basis to ensure it accurately reflects the values of Essex Hall and the procedures and policies of the EHRC
2. Amendments to this constitution must be approved by 50% + 1 majority of the EHRC members present. A vote may not be called without at least 50% of voting members present for the meeting.
 - a. Once approved by the EHRC, the President shall bring amendments to the Communications Committee who will give final approval of the changes.
3. Notice of changes must be given to the EHRC one (1) week in advance of the vote.
4. Changes to By-Laws of the EHRC shall go through this same process.

ARTICLE X- 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.
 - a. Exceptions to this time limit will be made for holidays and/or extenuating circumstances.
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. End of the financial period in April will be declared by the VP Finance.

ARTICLE XI- Terms of Office

1. Senior members of the council (including executive and commissioners) shall hold office from the day after the end of the previous term until residence closure.
2. Floor Representatives shall hold office from the time of their election until residence closure.

DEFINITIONS

By-Law: A sub-section of the constitution, outlining the duties of the Essex Hall Residents' Council and its members.

Ex-Officio Members: Members of an organization who are part of that organization simply because of their role.

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

HOC: Housing Operations Committee.

Impeachment: The indefinite suspension of an elected member.

Quorum: 50%+1 of voting EHRC members.

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

Resident: A person living in Essex Hall.

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

USC: University Students' Council.

Western University: (Also referred to as Western)The University of Western Ontario.

By-Law #1 - Duties of Executive Members

1. The President shall:
 - a. Oversee the activities of the EHRC.
 - b. Set vision for the EHRC.
 - c. Act as the final decision maker on all EHRC matters in accordance with the EHRC body's desires.
 - d. Be the primary spokesperson for the EHRC.
 - e. Be the primary advocate for the student community in Essex Hall.
 - f. Attend Cabinet meetings with the Head Soph, ALP, APC, and Residence Manager.
 - g. Attend Communication Committee meetings.
 - h. Attend Presidents' meetings with the Programming Coordinator.
 - i. Ensure adherence to this constitution.
 - j. Assume the duties of any executive member in their absence until a replacement is chosen.
 - k. Prepare and submit a year-end report to the incoming President before the conclusion of their term.
This report shall include a summary of the year's activities and recommendations for the future as well as Commissioners' reports.
 - l. Be responsible to act as a resource to the incoming president in their transition.
 - m. Serve as a signing authority for reimbursements and payments.
 - i. They are also responsible to transfer this authority to the incoming President before the end of their term.

2. The Vice-President of Finance shall:
 - a. Create and maintain a budget for the EHRC.
 - b. Approve expenses of the EHRC.
 - c. Attend budget review meetings with the Programming Coordinator, Administrative Coordinator, and other executive or the Residence Manager if available.
 - d. Perform reconciliations for the EHRC.
 - e. Hold the EHRC's cheque book.
 - f. Serve as a signing authority for reimbursements and payments.
 - i. They are also responsible to transfer this authority to the incoming Vice-President of Finance before the end of their term.
 - g. Assume the responsibilities of the President in their absence.
 - h. Ensure the other executive are aware of all expenditures.
 - i. Appropriately handle and deposit all money belonging to the EHRC.
 - j. Keep full records of the account belonging to the EHRC. This record will show all transactions, incoming and outgoing cheques, and the financial position of the EHRC.
 - k. Make the budget and records available to any resident of Essex Hall who has provided twenty-four (24) hours notice. These will also be available when requested by the Division of Housing and Ancillary Services.
 - l. Submit a comprehensive year-end report with a summary of the year's activities and recommendations for the future to the outgoing President.
 - m. Disclose all expected future transactions, under the assumption that all transactions will occur, to the incoming Vice-President Finance.
 - n. Be responsible to act as a resource to the incoming Vice-President of Finance in their transition.

3. The Vice-President of Programming shall:
 - a. Oversee all programming run by the EHRC in the Essex Hall community.
 - b. Attend Vice-President of Programming meetings (or equivalent) with the Programming Coordinator and Administrative Coordinator.
 - c. Be responsible for the planning, organizing, and execution of Frost Week.
 - d. Submit a comprehensive year-end report with a summary of the year's activities and recommendations for the future to the outgoing President.
 - e. Be responsible to act as a resource to the incoming Vice-President of Programming in their transition
 - f. Serve as a secondary signing authority for reimbursements and payments.

- i. They are also responsible to transfer this authority to the incoming Vice-President of Programming before the end of their term.

By-Law #2 – Duties of Commissioners:

A Commissioner shall:

- a. Attend all EHRC meetings.
 - i. Commissioners will present any proposals or progress under their jurisdiction at EHRC meetings.
- b. Attend all required training sessions provided by the EHRC and Housing and Ancillary Services.
- c. Plan, organize, and execute at least three (3) events each semester (unless otherwise noted).
- d. Submit a program proposal for every event planned.
- e. Submit a comprehensive year-end report with a summary of the year's activities, including budget, timelines, resources used, contracts used, and recommendations for the future to the outgoing President.

The duties of specific commissioners are as follows:

1. The Academic and Career Commissioner shall:
 - a. Promote Academic and Career, and Financial Wellness within Essex Hall.
 - b. Work closely with the Academic Leadership Programmer, sharing programming and responsibilities.
 - c. Organize at least two (2) events per semester which focus on promoting the academic portions of Academic and Career Wellness.
 - i. Examples of values to be promoted include but are not limited to academic excellence and study habits.
 - d. Organize at least one (1) event per semester which focuses on promoting the career portions of Academic and Career, and Financial Wellness.
 - i. Examples of values to promote include but are not limited to long-term goal planning, networking, and budgeting.
2. The Healthy Lifestyle Commissioner shall:
 - a. Promote Physical Wellness within Essex Hall.
 - i. Examples of values to be promoted include but are not limited to healthy eating and fitness.
 - b. Ensure that there are coaches responsible for Essex Hall flag-football teams.
3. The Mental Wellness Commissioner shall:
 - a. Promote Emotional Wellness and Spiritual Wellness within Essex Hall.
 - i. Examples of values to be promoted include but are not limited to healthy transitioning, destressing, managing emotions, and self-awareness.
4. The Social Commissioner shall:
 - a. Promote Social and Cultural Wellness within Essex Hall.
 - i. Examples of values to be promoted include but are not limited to social interaction, community engagement, and healthy relationships.
 - b. Place emphasis on Alternate Late Night Weekend Programming when offered.
5. The Formal Commissioner shall:
 - a. Be responsible for only two (2) events, the Semi-Formal and Formal.
 - b. Form subcommittees for these events (at the discretion of the Formal Commissioner).
6. The Humanitarian Commissioner shall:
 - a. Promote Environmental Wellness, and Social and Cultural Wellness within Essex Hall

- i. Examples of values to be promoted include but are not limited to being mindful of one's impact, taking care of the natural environment, and standing up for and supporting under-represented or oppressed groups.
 - b. Be responsible for only two (2) events per semester, one focusing on the aiding the natural environment and the other focusing on some type of human issues.
7. The Culture & Holiday Commissioner shall:
 - a. Promote Social and Cultural Wellness, and Spiritual Wellness within Essex Hall.
 - i. Examples of values to be promoted include but are not limited to inclusion and awareness of other cultures.
 - ii. Plan a majority of events around cultural, religious, or other holidays or events.
8. The Philanthropy Commissioner shall:
 - a. Promote Social and Cultural Wellness, and Spiritual Wellness within Essex Hall
 - i. Examples of values to be promoted include helping others, and making a change
 - b. Work with USC clubs and various other organizations within and around the Western community to create awareness and build presence within Essex Hall
 - c. Be responsible for only one (1) event per semester but should attempt to have charities and other organizations have booths on a regular (but not overwhelming) basis

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

The HOC Representative shall:

- a. Fulfill the duties allocated by the HOC, independently and unsupervised by the EHRC, in the best interests of Essex Hall and its current and future residents.
- b. Be an ex-officio, non-voting member of the EHRC.
- c. Work closely and directly with Residence Manager, Residence Coordinator, the HOC, Housing and Ancillary Services, Residence Life Staff, the EHRC and fellow residents for consultation on the acquiring and upgrading of assets in Essex Hall.
- d. Be automatically invited to attend all EHRC meetings.
- e. Present the results of their work to the EHRC as requested.
- f. 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 and incoming HOC Representative.

By-Law #4 – Duties of Floor Representatives

A Floor Representative shall:

- g. Act as the primary advocate and spokesperson for their floor to the EHRC.
- h. Inform their floor of any relevant EHRC activities and promote events to their floor.
 - i. Floor Representatives will take time at floor meetings to do this.
 - ii. Floor Representatives may also fulfill this duty in any way they see fit, including but not limited to, in-person interactions, posting in social media groups, and sending messages in group chats.
- i. Attend all EHRC meetings.
- j. Assist Commissioners in the planning and execution of events.
- k. Attend all required training sessions provided by the EHRC and Housing and Ancillary Services.

April 2018 – Constitution was rewritten

- Purpose changed, now focusing on transition and aspects of wellness
- Commissioners changed. Eight now exist to reflect updated purpose regarding promoting wellness
- Membership, Elections, Selections, Meetings, Amendments, Reimbursements and Terms of Office changed to reflect actual proceedings of the EHRC
- Clarified Impeachments procedure for HOC Representative
- Duties of Members updated to reflect actual proceedings and add clarity
- Entire document reformatted and updated to ensure better consistency