



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

DEFINITIONS:

For the purpose of this Constitution, the following terms shall be defined:

By-Laws: The By-laws of Medway-Sydenham Residents' Council, as outlined in Article XIII of the Medway-Sydenham Constitution.

Commissioners: Act as the head of specific Council committees and lead council initiatives.

Communications Meetings: Monthly meetings of the Western University Residents' Council Presidents with Senior Housing Officials.

Council Member: Any resident of Medway Sydenham Hall may serve on Council in a voting or ex-officio capacity.

Eligible Voter: Any resident of Medway-Sydenham Hall.

Executive: There shall be five (5) executive positions consisting of: a President, a Vice-President Student Events, Vice-President Finance, a Vice-President Communications and a Super H.O.C.

Ex-officio Members: Non-voting members of Residents' Council. These include the Super H.O.C, F.Y.S.C. Representative and Residence Staff Liaison, among others.

F.Y.S.C.: First Year Student Caucus

Floor Representative: A resident (with the exception of a Residence Staff Member or Residence Soph) of a particular floor/house duly elected to serve on Residents' Council on behalf of that floor/house.

Guaranteed Beds: Consist of the Executives, in accordance with the H.O.C. Guaranteed Beds Working Committee Report, February 1995.

Impeachment: Removal from office of any Residents' Council member in accordance with Article XI of the Medway-Sydenham Hall Residents' Council Constitution.

Quorum: The amount of voting members required to be present for a vote to take place, for Residents' Council meetings, a quorum shall be three quarters (3/4) of all voting Residents' Council members.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

Regrets: Proper notification to the President from any member of council, with valid reason, regarding an upcoming absence from a meeting of the Residents' Council.

Residence Life Staff: Employees of The University of Western Ontario consisting of the Residence Manager, Assistant Program Coordinator, Residence Dons, Residence Advisors and Academic & Leadership Programmers of Medway Sydenham Hall.

Resident: A person living in Medway-Sydenham Hall.

Residents' Council: Hereinafter referred to as "Residents' Council" or "Council"; the Council is composed of the Executive, Executive Appointees, Commissioners, House/Floor Representatives, Senior House/Floor Representatives, 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 Medway-Sydenham Hall Residents' Council Constitution.

Residents' Understandings: The rules of conduct, determined by Western Housing, of the residents of Medway-Sydenham Hall.

H.O.C.: The Housing Operations Committee, which discusses facilities-related concerns and upgrades to residences.

U.S.C.: The University Students' Council.

1.00 ARTICLE I - CONDITIONS

1.01 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.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

2.00 ARTICLE II - PURPOSE

2.01 The Residents' Council, in cooperation with Residence Life Staff, shall promote the interests and welfare of the residents of Medway-Sydenham Hall 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) Serving as the principal advocate and representative for residents of the building to other student organizations, the Division of Housing and Ancillary Services and the University-at-Large;
- c) Developing and maintaining a responsible and accountable self-government;
- c) Providing opportunities for student involvement in residence life and promoting the development of leadership skills;
- d) Facilitation the transition of first year students into university;
- e) Maintaining and promoting the Residents' Understandings, and due respect for the buildings, equipment and grounds of Medway-Sydenham Hall;
- f) Serving as a liaison to other students' councils and organizations of Western University;
- g) 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.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

3.00 ARTICLE III – JURISDICTION

3.01 The Residents' Council shall have jurisdiction over all resident organizations of Medway-Sydenham Hall.

a) A resident organization which has not been recognized by the Residents' Council, has not had its constitution ratified, and/or does not confirm to other sections of this constitution shall not:

i) make use of the name Medway-Sydenham Hall;

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 Medway-Sydenham Hall may organize, for any legal purpose, without reference to the Residents' Council.

3.02 No resident of Medway-Sydenham Hall shall use Residents' Council funds for personal use or for any purpose outside the scope of Residents' Council business.

3.03 The residents' Council shall have the power to buy and sell on behalf of the residents, subject to budget approval.

3.04 No member of council may sign a binding financial contract, or agree to any transaction under the name of the council unless they have the permission of two of the three signing authorities (President, VP Finance & VP Student Events).

a) Any member who signs a contract without the permission of the signing authorities becomes personally responsible (financially and otherwise) for that contract or transaction.

b) Contracts may not extend beyond the term of the signing council member.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

c) Contracts should be submitted to Western Housing's Resources and Events Coordinator for screening and advice before signing.

4.00 ARTICLE IV – MEMBERSHIP

4.01 All members of the Residents' Council shall be residents of Medway-Sydenham Hall.

4.02 Voting members shall be:

a) four (4) of the Executive members whose titles in order of succession shall be:

- i) President (votes only in the event of a tie)
- ii) Vice-President Finance
- iii) Vice-President Student Events
- iv) Vice-President Communications

b) The Commissioners:

- i. Academics
- ii. Athletics
- iii. Anchormen
- iv. Environmental
- v. International & Cultural Affairs
- vi. Merchandise
- vii. Philanthropy
- viii. Promotions
- ix. Secretary
- x. Social
- xi. Yearbook



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

(1) The amount of commissioners per portfolio is at the discretion of the Executive

(2) The Executive may create additional portfolios at their discretion.

c) One (1) Floor/House Representative per Floor/House, with the exception of Gibbons, which will have two (2) representatives.

4.03 Non-voting, Ex-officio Members shall be:

a) The Super H.O.C.

b) One (1) Residence Staff Member, appointed by the Residence Manager, to act as the Residence Staff Liaison.

c) One (1) F.Y.S.C. Representative, elected in accordance with USC procedure

d) One (1) Faculty Representative, per Faculty Council, as requested by the Faculty Councils of Western University, elected or appointed according to Faculty Council procedure.

e) The MedSyd Head Soph

5.00 ARTICLE V – DUTIES OF THE EXECUTIVE

5.01 All Executives must keep the best interest of the residents in mind when conducting Council business, without allowing for personal biases.

5.02 Ensure that the Council is fulfilling its responsibilities to residents.

5.03 Maintaining an approachable and responsive Council

5.04 The Executives shall meet at least bi-weekly.

5.05 Ensuring cross-portfolio transparency and consistent information sharing across Executives and portfolios



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- 5.06 Creating new ways to improve the Medway Sydenham Hall experience and implementing strategies to strengthen Council's presence within the building
- 5.07 Should the Executive not unanimously agree on a decisions they shall bring the matter to Council for deliberation.
- 5.08 Duties of the President
- a) Mandate
- i. Shall act as the principal advocate for residents of Medway Sydenham Hall to the University
 - ii. Shall serve as the primary representative and point of contact between the Residents' Council and student organizations across campus.
 - iii. Shall implement policies, practices and/or initiatives to better the experience of residents and/or improve the functioning of the Council.
 - iv. Respond to daily issues that affect the resident population.
 - v. Oversee the strategic direction of Council and implement policies concurrent with the chosen direction
- b) Responsibilities
- i. Plan and chair all Medway-Sydenham Hall Residents' Council meetings;
 - ii. Plan and chair all Executive Council meetings;
 - iii. Attend monthly Communication Meetings as a representative of Medway Sydenham Hall;
 - iv. Attend staff meetings and give updates on council, when necessary
 - v. Meet regularly with the Residence Manager (RM);



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

vi. Meet regularly with the Assistant Program Coordinator (APC), when necessary

vii. Shares signing authority on the Council's bank account.

viii. Directly oversee the Vice-President Communications, the Vice-President Finance and Vice-President Student Events;

ix. Support floor representatives and help them transition into their role.

x. Attend all required training;

xi. Represent the Council on Western's U.S.C.

xii. Help recruit and select Faculty Representatives with the Super H.O.C., as needed

xiii. Write a year-end report to submit to the next year's MSHRC.

xiv. Assist the incoming executive with succession planning and transitioning

c) Accountability

i. The President is directly accountable to the Council and indirectly to all residents.

5.09 Duties of the Vice President Student Events

a) Mandate

i. Shall create and implement initiatives to engage residents of the building.

ii. Shall act as a focal point for Council programming and event knowledge to stakeholders across campus.

iii. Shall encourage community building through programming and resident engagement.

b) Responsibilities



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- i. Attend all Council and Executive meetings
 - ii. Attend monthly Housing programming meetings.
-
- iii. Directly oversee and support the following Commissioners;
 - (1) The Social Commissioner;
 - (2) The Philanthropy Commissioner;
 - (3) The Athletics Commissioner;
 - (4) The Frost Week Commissioner;
 - (5) The International and Cultural Affairs Commissioner;
 - (6) The Environment Commissioner;
 - (7) The Academic Commissioner;
 - (8) and any other Commissioner that primarily coordinates programming and events.
 - (9) Should a position remain unfilled, Vice-President shall delegate their responsibilities at his/her discretion.
 - iv. Indirectly oversee the following committees:
 - (1) TEAMSocial;
 - (2) The Frost Week Planning Committee;
 - (3) The Philanthropy Committee;
 - (4) Enviro MedSyd;
 - (5) The First Year Engagement Committee



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

(6) and any other committee that primarily deals with programming initiatives.

- v. Shares signing authority on the Council's bank account.
- vi. Attend all required training;
- vii. Write a year-end report to submit to the next year's MSHRC.

- viii. Fully participate in succession planning activities.

c) Accountability

- i. The Vice-President Student Events is directly accountable to the President and to the Council.

5.10 Vice President Finance

a) Mandate

- i. Ensure the effective management and allocation of Council resources.
- ii. Effectively communicate Council financial information in a transparent manner.

b) Responsibilities

- i. Attend all Council and Executive meetings
- ii. Attend all Housing Budget Reconciliation meetings as needed, or send a designate in their place.
- iii. Create and manage the Council budget for their term;
 - (1) An updated budget is to be presented at a Council meeting once per academic term.
 - (2) The first presentation shall be no later than October 15th.
- iv. Create and maintain an updated cash-flow of Council revenues and expenditures.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

(1) An updated cash-flow is to be presented at an Executive meeting, at the request of the President, given 24-hour notice.

(2) An updated cash-flow is to be presented at a Council meeting once per academic term.

(3) The cash-flow must be updated monthly.

v. Oversee and administer the Miscellaneous Programming Fund.

(1) Update Council on the disbursements from this fund at least bi-monthly

vi. Reimburse Council members for Council-related expenses and maintain an updated chequebook.

vii. Maintain a documented paper ledger of council receipts

vii. Assist the incoming Vice-President Finance in creating the Council budget and participate fully in succession planning activities.

ix. Shares signing authority on the Council's bank account.

x. Attend all required training;

xi. Write a year-end report to submit to the next year's MSHRC.

c) Accountability

i. The Vice-President Finance is directly accountable to the President and to the Council.

5.11 Duties of the Vice-President Communications

a) Mandate

i. Act as Council's primary communication source.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- ii. Develop promotional and branding strategies to further the Council's mandate
 - iii. Create a strong and engaging Council social media presence.
 - iv. Ensure the distribution of Council information and events throughout the residence.
 - v. Develop mechanisms to increase accessibility between the Executive and the residents
 - vi. Maintain Council as an open, accessible and responsive government

b) Responsibilities

- i. Attend all Council and Executive meetings
- ii. Collect feedback from residents on the performance of Council and formulate future directives from results.
- iii. Directly oversee and support the following Commissioners;
 - (1) The Anchorman Commissioner;
 - (2) The Promotions Commissioner;
 - (3) The Social Media Commissioner;
 - (4) The Merchandise Commissioner;
 - (5) The Photography Commissioner;
 - (6) The Yearbook Commissioner;
 - (7) and any other Commissioner that primarily deals with communication initiatives.
 - (8) Should a position remain unfilled, Vice-President shall delegate their responsibilities at his/her discretion.
- iv. Indirectly oversee the following committees:



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- (1) Anchorman;
 - (2) Promotions Committee;
 - (3) The Photography Club
 - (4) and any other committee that primarily deals with communication initiatives.

- v. Attend all required training;
- vi. Write a year-end report to submit to the next year's MSHRC.
- vii. Fully participate in succession planning activities.

c) Accountability

- i. The Vice-President Communications is directly accountable to the President and to the Council.

5.12 Duties of the Super H.O.C.

a) Mandate

- i. Act as Council's primary governance and administrative body.
- ii. Develop initiatives to strengthen Council's level of governance and administrative functionality
- iii. Create a strong and engaging Council social media presence.
- iv. Ensure that Council elections are conducted in a fair and equitable manner
- v. Ensure the adherence of the Council to its constitution.

b) Responsibilities

- i. Attend all Council and Executive meetings
- ii. Represent the Council at Housing Operations Committee (HOC) meetings and appropriately allocate the given funds to best serve residents.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- (1) Usage of the HOC funds must be presented to Council at least once each academic term
 - (2) Ideas for initiatives and expenditures shall be brought to Council meetings for discussion
 - (3) Council shall be informed of HOC expenditures at the next meeting.

iii. Directly oversee and support the following Commissioners;

- (1) The Secretary;
- (2) and any other Commissioner that primarily deals with administrative or governance initiatives.
- (3) Should a position remain unfilled, the Super H.O.C. shall delegate their responsibilities at his/her discretion.

iv. Indirectly oversee the following committees:

- (1) The Internal Review Committee;
- (2) and any other committee that primarily deals with governance initiatives.

v. Along with the Secretary, perform inventory reconciliation once per academic term.

vi. Oversee all Council elections and act as the decision-maker on election disputes;

- (1) This relates to all Council related elections including USC, faculty and floor representative elections, as well as potentially unspecified internal elections;



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

(2) Regarding USC elections, a candidate may formally appeal the Super H.O.C's decision to the USC Appeals Board;

(3) Regarding Council elections, a candidate may formally appeal the Super H.O.C's decision to the President;

vii. Report major constitutional violations to Council, at their discretion

viii. Attend all required training;

ix. Write a year-end report to submit to the next year's MSHRC.

x. Fully participate in succession planning activities.

c) Accountability

i. The Super H.O.C. is directly accountable to the Council.

6.00 ARTICLE XI – DUTIES OF THE COMMISONERS

6.01 Academics Commissioner

a) Mandate

i. Provide engaging academic programming to residents;

ii. Connect residents with academic resources.

b) Responsibilities

i. Organize academic-related events such as academic help sessions, LibQuest, ASSFest, exam destressors and other initiatives.

ii. Collaborate with the Academic & Leadership Programmer (ALP) to offer joint academic programming.

iii. Regularly report to the Vice-President Student Events on progress of programs and initiatives.

iv. Attend all required training.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

v. Write a year-end report to submit to the next year's Council.

6.02 Anchorman Commissioner

a) Mandate

i. Create videos to inform residents of Council events as well as strengthen the culture of the residence.

b) Responsibilities

i. Chair the Anchorman Committee;

ii. Be responsible for the timely completion and upload of videos;

iii. Ensure the longevity and safety of all Council video equipment;

(1) Should Council not possess the necessary equipment, it is the responsibility of the Commissioners to search for equipment or use alternative solutions

iv. Create new initiatives to engage residents through video;

v. Regularly report to the Vice-President Communications on progress of videos.

vi. Attend all required training.

vii. Write a year-end report to submit to the next year's Council.

6.03 Athletics Commissioners

a) Mandate

i. Provide residents the opportunities to engage in athletics with other residents in a meaningful way.

ii. Provide residents the opportunities to engage in athletics with other residents in a meaningful way.

b) Responsibilities



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

i. Oversee and organize the Vixens (women's) and Armada (men's) flag football teams, while giving the coaching staff autonomy.

(1) Maintaining the rich history and tradition of each team.

(2) Ensuring each team remains inclusive to all residents.

ii. Promote Western Recreation intramurals to residents;

iii. Plan events with a healthy lifestyle and athletic focus, such as DeStress Yoga & Quad sports, among other initiatives.

iv. Regularly report to the Vice-President Student Events on progress of programs and initiatives

v. Create new initiatives to engage residents through video;

vi. Attend all required training.

vii. Write a year-end report to submit to the next year's Council.

6.04 Environmental Commissioner

a) Mandate:

i. Provide engaging environmental programming for residents.

ii. Create initiatives to reduce the residence's carbon footprint.

b) Responsibilities:

i. Chair the Environment Committee

ii. Plans and facilitates environment-related events such as Earth Hour, the plant sale and bottle drives among other initiatives.

iii. Promote the Rez Powers Down initiative to residents.

iv. Liaise with the USC's EnviroWestern Coordinator.

v. Regularly report to the Vice-President Student Events on progress of programs and initiatives.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

vi. Attend all required training.

vii. Write a year-end report to submit to the next year's Council.

6.05 Frost Week Commissioner

a) Mandate:

i. To create diverse programming to engage residents during Frost Week.

b) Responsibilities:

i. Chair the Frost Week Planning Committee;

ii. Ensure Frost Week programming is organized and planned in a timely manner;

iii. Organize Frosty selection in accordance with Council Committee Selection Procedures;

iv. Liaise with other residents' councils to research their Frost Week programming.

v. Develop new events to be initiated during Frost Week

vi. Regularly report to the Vice-President Student Events on progress of programs and initiatives.

vii. Attend all required training.

viii. Write a year-end report to submit to the next year's Council.

6.06 International & Cultural Affairs Commissioner

a) Mandate:

i. Create programming to engage residents of diverse homelands and cultures.

ii. Connect residents with cultural and international-aid resources.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

b) Responsibilities:

- i. Develop new initiatives to engage residents with diverse upbringings and cultures such as International Meet & Greet and International Food Day among others.
- ii. Seek to educate residents about the varied cultures represented in the residence and help build an accepting community.
- iii. Collaborate with the Academic & Leadership Programmer to offer joint programming.
- iv. Regularly report to the Vice-President Student Events on progress of programs and initiatives.
- v. Attend all required training.
- vi. Write a year-end report to submit to the next year's Council.

6.07 Merchandise Commissioner

a) Mandate:

- i. Increase the spirit and culture of the residence through building-branded and floor merchandise and apparel.

b) Responsibilities:

- i. Oversee all components of the Frost Week Kit including sales, pricing, included items, kit stuffing and distribution.
- ii. Maintain contact with current vendors and actively seek out potential new ones.
- iii. Oversee the sale, pricing and distribution of MedSyd branded apparel.
- iv. Assist Staff and Sophs with the ordering of floor clothing.
- v. Assist the Athletics Commissioner with the ordering of team apparel, as requested.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- vi. Assist the Soph Team with the ordering of charity merchandise, as requested.
 - vii. Regularly report to the Vice-President Communication on progress of programs and initiatives.
 - viii. Attend all required training.
 - ix. Write a year-end report to submit to the next year's Council.

6.08 Philanthropy Commissioner

a) Mandate:

- i. Organize programming to foster a spirit of giving and community throughout residents.
- ii. Connect residents with human issues throughout Western and current world news.

b) Responsibilities:

- i. Chair the Philanthropy Committee
- ii. Create programs to raise awareness of social justice issues such as Coffeehouses, Beyond the Bubble, candy grams and other initiatives.
- iii. Develop programs to raise money for charitable organizations such as Gotcha and other initiatives.
- iv. Regularly report to the Vice-President Student Events on progress of programs and initiatives.
- v. Attend all required training.
- vi. Write a year-end report to submit to the next year's Council.

6.09 Photography Commissioner

a) Mandate:

- i. Capture MedSyd spirit and events through photos.



Medway Sydenham Hall Residents' Council

COUNCIL CONSTITUTION

b) Responsibilities:

- i. Chair the Photography Club
- ii. Ensure that major Council and MedSyd events are photographed.
- iii. Ensure the longevity and safety of all Council equipment.
- iv. Maintain a drive containing photos taken throughout the year.
- v. Assist the Yearbook Commissioner in collecting photos for the yearbook.
- vi. Provide the Social Media Commissioner photos to be used on social media platforms.

- vii. Assist the Vice-President Communications with the Words That Hurt Campaign.
- viii. Regularly report to the Vice-President Communication on collection of photos.
- ix. Attend all required training.
- x. Write a year-end report to submit to the next year's Council.

6.10 Promotions Commissioner

a) Mandate:

- i. Create print promotional material to keep residents informed and engaged on Council events and initiatives.

b) Responsibilities:

- i. Chair the Promotions Committee.
- ii. Ensure the timely creation and distribution/placement of print materials.
- iii. Develop creative campaigns to involve residents with Council.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- iv. Regularly report to the Vice-President Communications on progress of programs and initiatives.
 - v. Attend all required training.
 - vi. Write a year-end report to submit to the next year's Council.

6.11 Secretary

a) Mandate:

- i. Ensure the accurate collection of Council information and assist the completion of administrative duties.

b) Responsibilities:

- i. Assist the Chief of Staff with administrative and governance functions, as needed.
- ii. Assist the Chief of Staff to complete the Inventory Procedure.
- iii. Take accurate minutes and attendance for Council meetings.
- iv. Sit on the Internal Review Committee.
- v. Regularly report to the Chief of Staff on progress of administrative tasks and governance concerns.
- vi. Attend all required training.
- vii. Write a year-end report to submit to the next year's Council.

6.12 Social Commissioners

a) Mandate:

- i. Create programming to develop residence community building and social unity.

b) Responsibilities:

- i. Chair TEAMSocial;



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- ii. Plan social events such as Hullabaloo, Semi Formal, Formal, TieDye, Painting Authority and other initiatives;
 - iii. Seek to create new social events to strengthen MedSyd pride and community.
 - iv. Regularly report to the Vice-President Student Events on progress of programs and initiatives.
 - v. Attend all required training.
 - vi. Write a year-end report to submit to the next year's Council.

6.13 Social Media Commissioner

a) Mandate:

- i. Ensure that Council has a strong social media presence throughout the residence and is engaging residents on multiple platforms.

b) Responsibilities:

- i. Actively post content on current Council events to various social media platforms.
- ii. Host social media contests, at the direction of the Vice-President Communications, to increase online resident engagement and retention.
- iii. Develop creative campaigns to engage residents through social media.
- iv. Ensure a consistent online presence and Council brand.
- v. Directly manage the Council Facebook page, Twitter and Instagram accounts.
- vi. Watermark photos used for Council campaigns or other Council purposes.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- vii. Regularly report to the Vice-President Student Events on progress of programs and initiatives.
 - viii. Attend all required training.
 - ix. Write a year-end report to submit to the next year's Council.

6.14 Yearbook Commissioners

a) Mandate:

- i. Capture MedSyd memories and events in a yearbook.

b) Responsibilities:

- i. Chair the Yearbook Committee.
- ii. Ensure the sale, production and distribution of yearbooks.
- iii. Maintain contact with the Jostens representative.
- iv. Ensure each floor and event is fairly represented in the yearbook.
- v. Regularly report to the Vice-President Communications on progress of programs and initiatives.
- vi. Attend all required training.
- vii. Write a year-end report to submit to the next year's Council.

7.00 ARTICLE VII – DUTIES OF FLOOR REPRESENTATIVES

7.01 Floor Representatives

a) Mandate

- i. Act as their floor's primary source of Council information.
- ii. Advocate on behalf of their floormates.
- iii. Actively participate in all required council functions.

b) Responsibilities



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- i. Attend all Council and First Year Engagement Committee meetings.
 - ii. Collect feedback from floormates on the performance of Council or Rezlife.
 - iii. Frequently update floormates on Council news and promote Council events.
 - iv. Bring floormates concerns to Council meetings.
 - v. Attend all required training.

c) Accountability

- i. Floor Representatives are directly accountable to their Floormates.
- ii. Floor Representatives are indirectly accountable to the Council as a whole

8.00 ARTICLE VIII – MEETINGS

8.01 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.

(a) The President may cancel a meeting provided they give Council notice twelve or more hours in advance and that the previous week's meeting was not cancelled

8.02 Meetings may be called by any member of the Executive on twenty-four (24) hours notice, provided that quorum can be reached and due cause may be shown

a) No two (2) successive meetings are to be held with a twenty-four (24) hour period.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- 8.03 Floor Representatives may be excused from a maximum of two (2) Residents' Council meetings per academic term.
- 8.04 Commissioners may be excused from a maximum of one (1) Residents' Council meeting per academic term.
- 8.05 If any member must be absent from a Council meeting, he/she must provide proper regrets to the President prior to the meeting with his/her reason for absence, and he/she must send a proxy to the meeting.
- a) A proxy may vote on an issue if he/she is representing another voting member.
 - i. No member of Council may hold two votes.
 - ii. No council member may proxy for two or more positions at once.
 - b) All regrets must be submitted to the President prior to the commencement of the meeting to be missed. A valid reason must be given with regrets.
 - c) Potential consequences for missed meetings are outlined in Article 11.04
- 8.06 Meetings of the Residents' Council are open to all residents of Medway-Sydenham Hall and Medway-Sydenham Hall Residence Sophs 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.
- 8.07 The Secretary shall record minutes at each meeting.
- 8.08 A meeting agenda must be provided to Council at least six (6) hours before the start of the meeting.
- 9.00 ARTICLE IX – ELECTIONS & SELECTIONS**
- 9.01 Mandate



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- a) Aim to attract a variety of potential candidates for the available positions.
 - b) Ensure the process is carried out in a fair and equitable manner.
 - c) Ensure the candidates selected are informed of the responsibilities of the job.

9.02 Council Executive Selection

a) The President, Vice-President Student Events, Vice-President Finance, Vice-President Communications and Super H.O.C. will be selected through an application and interview process facilitated by the Residence Council Executive Selection Committee to coincide near Soph and Residence Staff selections;

b) The Residence Council Executive Selection Committee will consist of:

The Outgoing President

The Outgoing Vice-President Student

The Outgoing Vice-President Finance

The Outgoing Vice-President Communications

The Outgoing Head Soph

Residence Manager or his/her designate

Outgoing Super H.O.C

c) An application must be created by the Super H.O.C. and approved by the Executive before circulation.

i. The application must not include reference to one's religion, sex, gender, ethnicity, academic performance or physical appearance.

ii. It is the discretion of the current Super H.O.C. and Executive Council as a whole to determine the final draft of the application

d) Potential applicants must be provided with a terms of reference for executive positions



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- e) It shall be the goal of the decision makers to come to a consensus on deciding each position.
- f) The decision makers are expected to seek feedback from the candidate's Staff and Soph.
- g) The decision makers must make their decision on the qualities of the candidates, not membership on an existing team (i.e. Soph team, Staff team, USC).
- 9.03 Commissioners Selection Process:
- a) It is the responsibility of the Executive Council to create a uniform application for all commissioner positions.
- i. The application must not include reference to one's religion, sex, gender, ethnicity, academic performance, sexuality or physical appearance.
 - ii. The applications must be open for at least one week for submissions.
- b) The Executive member directly responsible for overseeing the specific commissioner position will be the final decision-maker during the selection process.
- i. The President shall assist with selections, as needed.
- c) Should a written application not produce enough information to distinguish between candidates, they are entitled to request an interview.
- d) Applicants offered a position must accept or decline the position within twenty-four (24) hours of being offered the position.
- i. After this time period, the Executive withholds the rights to withdraw the offer.
- e) It is recommended that the deciding Executive member contact the applicants Soph and/or Staff for feedback
- f) Commissioners should be selected by April 30th of the second academic term.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- i. Unfilled positions are to remain open until the Executive finds a suitable candidate or applications can be reopened in first academic term.
 - ii. The Executive withholds the right to delegate unfilled position responsibilities to similar positions.

9.04 Floor Representatives Elections:

- a) Floor must elect one (1) representative, conducting an internal election monitored by the Residence Staff member
- b) Election must be completed by the second MSHRC meeting of each semester.
- c) Residents may only run for Representative of the Floor on which they live.
- d) Election shall be conducted by secret ballot.
- e) Residents may only vote for candidates on their floor.
- f) The candidates with the most votes will be successful.
- g) The Residence Staff member for the floor shall facilitate the election of the Floor Representative.
- h) In the event of a tie, the Residence Staff member shall conduct a second vote.
- i) In the event of a second tie, the Residence Staff member shall write the candidates' names on separate pieces of paper and place them in an opaque container. The Residence Staff member shall then pick a name from the container and offer this candidate the position.
- j) The Staff member will then email President the name of the elected floor rep.

10.00 ARTICLE X – TERMS OF OFFICE

- 10.01 The terms of office for the executive members shall run from May 1st through April 30th of the following year.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- 10.02 Floor Representatives shall hold office from the time of their election until the final day of the academic year.
- 10.03 Commissioners shall hold office from the first day of May after their appointment until the final day of the following April.
- 10.04 External Representatives shall hold office as outlined by their respective councils.

11.00 ARTICLE XI – IMPEACHMENT & FORFEITURE

- 11.01. The impeachment process of any member of the Residents' Council Executive must be initiated either by the Residents' Council passing a motion, or by a petition signed by at least one hundred fifty (150) residents.
- a) 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.
 - b) An Executive member may also be impeached by a three-quarters (3/4) vote of Residents' Council at two (2) successive meetings of Council.
 - c) Floor Representatives may be impeached by one-half (1/2) vote of the members of their floor provided that at least two-thirds (2/3) of the members of their floor have voted.
 - d) Floor representatives may also be impeached by a two-thirds (2/3) vote of the Residents' Council at two (2) successive meetings.
 - e) If a Floor Representative resigns or is dismissed by the Council or the Floor, the Executive will appoint a temporary floor rep for that floor until the floor elects a new floor rep.
 - f) The First Year Students' Caucus Representative may be impeached by a one-third (1/3) vote of first year residents, provided that one-half (1/2) of all first year residents exercise their franchise or by a two thirds (2/3) vote of Residents Council Members at two (2) successive meetings



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

-
- 11.02 Any member of Council provides grounds for impeachment when he/she fails to fulfill his/her duties as defined by this constitution, without justifiable cause. Upon impeachment of a member, it is the duty of the Residents' Council to find a suitable means to fill any vacancies.
- 11.03 Should an Executive member be impeached or forfeit his/her position, then his/her position shall be filled via an interview process with a selection committee consisting of:
- a) The remaining Executive
 - b) The Residence Manager
 - i. During the selection period either a current Executive or Commissioner will be selected through a vote of confidence (simple majority) at the next council meeting for an interim term of office.
 - ii. The Council should follow the line of succession as outlined in Article 4.02
- 11.04 Any member of the Residents' Council who misses any three meetings or two consecutive meetings will appear before Council to justify his/her absence, at the discretion of the Super H.O.C.
- a) Voting members of Council shall decide then by simple majority whether to dismiss the member or not.
- 11.05 All Commissioners are under the direct oversight of their supervising Executive member and may be relieved of particular responsibilities by that Executive member should he/she see fit. The Executive member must inform Council of the re-delegation.
- 11.06 External Representatives may be impeached as outlined by their respective councils.
- 11.07 All voting on motions of impeachment shall be conducted by secret ballot.

12.00 ARTICLE XII – FINANCES



Medway Sydenham Hall Residents' Council

COUNCIL CONSTITUTION

-
- 12.01 The fiscal year for the Residents' Council shall be from May 1st to April 30th and will coincide with the transfer of signing authority to the incoming executive.
- 12.02 All expenditures exceeding the sum of \$250 shall be decided on by a majority vote of the voting members of Council. The Executive of the Residents' Council shall have the authority to unanimously authorize expenditures not exceeding \$250. The Vice-President Finance shall act as the primary advisor to Council on all financial transactions. 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.
- 12.03 Members of Residents' Council shall be reimbursed for any charges related to administrative Council business, providing due cause can be shown.
- a) The Vice-President Finance must keep detailed records of reimbursements
- 12.04 The books and accounts of Council are the responsibility of the VP Finance, and shall be open for inspection to all residents between 8:00am and 8:00pm inclusive, provided the VP Finance is given 24 hours' notice.
- 12.05 The budget shall be presented to Council for approval before October 15th.
- 12.06 All items cumulatively groups at over \$50 must be recorded in inventory logs.
- 12.07 No signing officer may sign a cheque written to themselves.
- 12.08 The three signing officers shall be the President, Vice-President Finance and Vice-President Student Events
- 12.09 The size of Misc. Programming Fund shall be decided by the VP Finance and the President.
- a) The stated goal of the fund is provide funds for new initiatives throughout the year that were not originally budgeted for.
- 12.10 All merchandise purchases must be approved by two voting members of council or the executive.



Medway Sydenham Hall Residents' Council COUNCIL CONSTITUTION

a) The President shall be made aware of any purchases.

13.00 ARTICLE XIII – AMENDMENTS

- 13.01 All amendments to the Constitution must be submitted to the next Communications Meeting scheduled after their approval by the MSHRC before they become effective.
- 13.02 Amendments to the Constitution shall be referred to the Executive for discussion and presentation to the Residents' Council, and the residents of the building.
- 13.03 Amendments must be approved by two-thirds (2/3) of the voting members of the Residents' Council.
- 13.04 Notice of constitutional amendments must be presented at a regular meeting of the Residents' Council at least two (2) weeks before the amendment is voting upon by the Council.