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# **Ontario Hall Residents' Council Constitution**

Amended March 2018

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# Ontario Hall Residents' Council Constitution

## Section One — Legal Obligations

- I. 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, and residents of Ontario, Canada.

## Section Two — Name

- I. This organization shall be known as the Ontario Hall Residents' Council, hereafter referred to as the OHRC.

## Section Three — Mandate

The OHRC, in partnership with Residence Staff and the Ontario Hall Soph Team, shall act in the best interests of all residents of Ontario Hall and ensure they have an optimal experience. This shall be done by keeping the following values in mind:

- I. Developing, maintaining, and exercising a responsible self-government
- II. Promoting diversity and a sense of unity throughout the residence
- III. Coordinating a variety of interesting and engaging social, cultural, academic, personal wellness, and humanitarian programming
- IV. Providing opportunities for student involvement and fostering the development of leadership skills
- V. Facilitating successful transitions into the university environment for first year students and encouraging upper-year students to continue personal growth
- VI. Allocating resources in a transparent and equitable manner
- VII. Respect for the building, equipment, and grounds of Ontario Hall
- VIII. Serving as a liaison between residents and the University of Western Ontario administration, the division of Housing and Ancillary Services, and other Students' Councils and Organizations

## Section Four — Jurisdiction

- I. The OHRC shall have jurisdiction over all resident organizations of Ontario Hall.
- II. A resident organization that has not been recognized by the OHRC and does not conform to the spirit of the residence as defined by the OHRC shall not be eligible for monetary funds, to make use of Ontario Hall, OHRC, or Ontario Hall Residents' Council, nor receive consideration for physical accommodation for their meetings and/or functions.
- III. The OHRC shall have the responsibility to buy and sell on behalf of the residents, subject to budget approval.
- IV. 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 the three (3) signing authorities (President, Vice President—Finance, Vice President—Management). Any

- member who signs a contract without the permission of the signing authorities becomes personally responsible (financially and otherwise) for that contract or transaction.
- V. No resident of Ontario Hall shall use OHRC funds for anything outside the scope of OHRC business.
- VI. No member of the OHRC may commit to a contract with a term that exceeds the length of their membership on the Council.

### Section Five — Membership

- I. Terms of office are as followed:
- a. The Executive and Commissioner team shall be made up of upper year students living in Ontario Hall for the entirety of the academic year for which they hold office.
  - b. The Executives will hold office from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
  - c. All Commissioners will hold office from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
  - d. Junior Commissioners will hold office from the time of their selection in September to April 30<sup>th</sup> at the end of the academic year.
  - e. Ex-Officio members will hold office as outlined by their respective constituency.

### Section Six — Members' Responsibilities

- I. The President shall:
- a. Be the chief spokesperson for the OHRC.
  - b. Embody the spirit of the Constitution of the OHRC in their decisions and actions as President.
  - c. Advocate on behalf of the best interests of the residents of Ontario Hall to all relevant administration and governing entities and organizations within the university.
  - d. Ensure that Executives, Commissioners, and Junior Commissioners are carrying out their duties.
  - e. Attend monthly communication meetings as organized by the division of Housing and Ancillary Services.
  - f. Be an ex-officio member of any committee or sub-group of the OHRC.
  - g. Act as a signing authority for the OHRC and be (along with the Vice Presidents— Finance and Management) responsible for the budget.
  - h. Assume the duties of a member of council in their absence or incapacitation.
  - i. Act as an administrator of the Ontario Hall Facebook group during their tenure. This Facebook group shall be initially set up by the division of Housing and Ancillary services.
  - j. Be in charge of the OHRC e-mail account ([ontario.council@uwo.ca](mailto:ontario.council@uwo.ca)), and answer any queries from members within forty eight (48) hours.
  - k. Aid the incoming President in setting up next year's council at the end of their term in office.
  - l. The outgoing President shall prepare a report on the OHRC's activities during their term.
  - m. The outgoing President shall be a part of the selection process for Vice President positions, as detailed in Section Seven, clause two (2).
  - n. The outgoing President shall connect incoming vice presidents and commissioners with their outgoing counterpart(s) as a means of further informing incoming

council members of the nature of their role, and of potential challenges involved with their role.

o. The outgoing President shall pass on all social media accounts affiliated with the OHRC to the incoming President.

II. The Vice President- Finance shall:

- a. Be tasked with organizing, managing, and ensuring that the finances of the OHRC are in order.
- b. Receive, distribute, and deposit all money relating to the OHRC.
- c. Pay all bills by cheque within fourteen (14) days following receipt of purchase confirmation.
- d. Keep all council members continuously informed of the OHRC's financial condition by providing bimonthly updates at OHRC meetings.
- e. Act as a signing authority of the OHRC (along with the President and VP—Management).
- f. Keep full records and accurate accounts belonging to the OHRC. The records will show the transactions and financial conditions of the OHRC. The records shall be available for inspection by any resident of Ontario Hall, who has provided twenty-four (24) hour notice in writing. The records shall also be subject to an audit as dictated by the Division of Housing and Ancillary services.
- g. Submit, to the outgoing and incoming President, as well as the incoming VP—Finance, a comprehensive financial report and recommendations at the end of the Council year.
- h. Pass on no undisclosed liability in the OHRC name at the end of his/her term.
- i. Submit a detailed budget to the Division of Housing and Ancillary Services by June 30th.
- j. At the end of their term, communicate with the incoming VP—Finance to provide information on their experience during the year.

III. The Vice President- Management shall:

- a. Handle all administrative duties ensure the OHRC runs smoothly and that all its members' concerns are addressed.
- b. Facilitate the Junior Commissioner hiring process.
- c. Act as a signing authority for the OHRC (along with the President and VP—Finance).
- d. Act as the chief returning officer (CRO) during all election periods.
- e. Assume the duties of the President in their absence or incapacitation.
- f. Amend the constitution, with the approval of the Executive, for minor spelling errors, awkward wording, and punctuation as long as the spirit of the section or article is not altered.
- g. Organize a meeting place for the weekly OHRC meetings.
- h. Record minutes during all OHRC meetings and send them to members within twenty-four (24) hours of the meeting's conclusion.
- i. Record meeting attendance to ensure active participation of all members of the OHRC, and hold all members of the OHRC accountable, as per section eight (8), clause two (2).

- j. At the end of their term, communicate with the incoming Vice President—Management to provide information on their experience during the year.
- IV. The Vice President—Programming shall:
- a. Oversee all activities and organization of all programming within the residence in conjunction with the President.
  - b. Organize one residence wide initiative per semester.
  - c. Create and manage a residence wide event calendar in conjunction with the Residence Manager, Head Soph, and Residence Staff Team, to prevent overlapping or repeated programming.
  - d. Compile a summary of activities throughout the year and future recommendations to be passed on to the incoming VP—Programming.
  - e. Ensure that there is quality programming occurring within the residence as often as possible.
  - f. Liaise with all commissioners, including an introductory meeting with each commissioner to create an overview of programming for the upcoming academic year.
  - g. At the end of their term, communicate with the incoming VP— Programming to provide information on their experience during the year.
- V. Every Commissioner shall:
- a. Attend every training session necessary for their role.
  - b. Regularly attend all weekly OHRC meetings.
  - c. Program activities and other initiatives as often as possible.
  - d. Keep the OHRC informed of their activities at each weekly meeting.
  - e. Work with assigned Junior Commissioners to undertake the responsibilities of their respective portfolio.
  - f. Commissioners are strongly encouraged to include Junior Commissioners in the decision-making process of their respective portfolio.
  - g. Promote wellness and encourage positive growth throughout residents of the building through their portfolio.
  - h. Submit a preliminary budget and proposals to the President and Vice President — Finance within a reasonable time during the summer.
  - i. At the end of their term, communicate with the incoming commissioner(s) of their position to provide information on their experience during the year.
- VI. The Academic Commissioner shall:
- a. Be dedicated to promoting academic excellence throughout Ontario Hall.
  - b. Work closely with the Academic and Leadership Programmer (ALP).
  - c. Educate residents of the wider academic outlets that the University of Western Ontario offers (including but not limited to: The Student Success Centre, Western Libraries).
  - d. Provide residents with both programming and information that promotes strong mental health.
- VII. The Culture and Holiday Commissioner shall:
- a. Promote unity amongst those of different class, race, sexual orientation, religion, gender, ability, etc.

- b. Encourage residents to pursue and foster artistic interest through outlets such as music, drama, dance, and visual art.
  - c. Ensure that all students are successfully integrated into the greater Western community and are aware of the various support services offered to ensure their success.
  - d. Contribute towards the building's sense of community by planning events for students remaining in Ontario Hall during the main holidays of the year.
- VIII. The Healthy & Active Lifestyles Commissioner shall:
- a. Be responsible for coordinating all sports activities within the residence.
  - b. Promote a healthy lifestyle amongst all residents. This includes (but is not limited to) healthy eating, exercising, and mental health.
  - c. Organize both the male and female flag football teams.
- IX. The Human Issues Commissioner shall:
- a. Promote awareness of environmental issues and work to increase energy conservation, recycling, and other programs that positively impact and/or conserve the environment.
  - b. Educate the residents of Ontario Hall of social issues affecting the community and greater world community through residence programming.
  - c. Coordinate the charitable endeavours in which the residence wishes to pursue with all respective organizations.
- X. The Marketing Commissioner shall:
- a. Ensure that all activities of the OHRC are adequately advertised so all residents of the building are aware of them.
  - b. Liaise with the Executive and other Commissioners so it is understood what promotions are necessary for the respective programming.
  - c. Organize at least one (1) Ontario Hall merchandise sale during the year that allows residents to display their residence pride.
- XI. The Social Media and Photography Commissioner shall:
- a. Attend and photograph events run by Ontario Hall.
  - b. Create a social media presence for Ontario Hall
  - c. Be chiefly in charge of the OHRC Facebook, Twitter, Spotted at Ontario Hall, Instagram, Snapchat, and Humans of Ontario Hall accounts.
- XII. The Dances Commissioner shall:
- a. Plan and execute the Ontario Hall Semi-Formal.
  - b. Plan and execute the Ontario Hall Formal.
- XIII. The Frost Week Commissioner shall:
- a. Spearhead the planning and execution of Frost Week events.
  - b. Spearhead the interviewing and training of frophs.
  - c. Work closely with the VP—Programming to plan all programming.

- XIV. Every Junior Commissioner shall:
- a. Attend every training session necessary for their role.
  - b. Regularly attend all weekly OHRC meetings.
  - c. Aid an assigned Commissioner or Executive Member in their duties.

### Section Seven — Elections and Selections

- I. The President shall be elected through the following process:
- a. The executive will determine the timing of the OHRC General Meeting sometime in February.
  - b. Nomination papers will be released a minimum of ten (10) days before the General Meeting.
  - c. Interested candidates must obtain the nominations of two-point-five (2.5%) percent of the current population of the building in order to be declared an official candidate, one (1%) percent of which must not be from the respective candidate's floor should the candidate currently reside in the building. If the candidate does not currently reside in the building, signatures from any two-point-five (2.5%) percent of the current building population will suffice.
  - d. These completed nomination papers must be handed in at least forty-eight (48) hours before the General Meeting.
  - e. Each official candidate will be allotted five (5) minutes for a speech to the OHRC. It is the Vice President—Management's job to enforce this time limit.
  - f. Each candidate will then be allotted five (5) additional minutes to field questions from the OHRC after their speech.
  - g. Once all the candidates have completed their speaking times, they will be excused from the meeting.
  - h. The OHRC will then vote, through secret ballot, on their preferred candidate.
  - i. If no candidate receives fifty (50%) percent of the votes, the candidate with the fewest number of votes will be removed from the ballot, and a second ballot will be called. This process will continue until one candidate successfully passes the fifty percent (50%) threshold.
  - j. Upon a successful candidate's election, the candidates will then be invited back to the General Meeting where they will be informed of the results.
- II. The Vice Presidents shall be selected through the following process:
- a. Nominations papers and an application will be released at the conclusion of the OHRC General Meeting.
  - b. Interested candidates must obtain the nominations of two point five (2.5%) percent of the current population of the building in order to be declared an official candidate, one (1%) percent of which must not be from the respective candidate's floor should the candidate currently reside in the building. If the candidate does not currently reside in the building, signatures from any two-point-five (2.5%) percent of the current building population will suffice.
  - c. Interested candidates must also submit a brief written application, created by the outgoing President and incoming President, with final approval by the incoming President.
  - d. Nominations and applications shall be open for a minimum of seven (7) days.



- e. After nominations have closed, applicants should have an interview scheduled within forty-eight (48) hours.
  - f. Interviews shall be conducted by the incoming President, outgoing President, the three outgoing Vice Presidents if desired, and the Residence Manager.
  - g. If there is debate amongst the interview panel regarding Vice President nominees, the incoming President shall make the final decision.
- III. The Commissioners shall be selected through the following process:
- a. Applications shall be posted and be online for seven (7) days.
  - b. After applications have closed, applicants should have an interview scheduled within forty-eight (48) hours.
  - c. Interviews shall be conducted by the incoming President, and the three incoming Vice Presidents.
- IV. The Junior Commissioners shall be selected through the following process:
- a. Junior Commissioners shall submit an application form and participate in the interview process. If they are successful, Junior Commissioners will be appointed to the OHRC by the end of September.

### **Section Eight — Impeachments and Forfeitures**

- I. Any member of the OHRC provides grounds for impeachment when they fail to fulfill their duties.
- II. Any member of the OHRC who misses any three (3) meetings or two (2) consecutive meetings will appear before the OHRC to justify their absence. Voting members shall decide then by a simple majority whether to initiate the impeachment process or not.
  - a. All votes of impeachment, as well as votes to initiate the impeachment process, must be conducted by secret ballot.
  - b. Prior to any impeachment vote, an opportunity shall be given for the individual in question to speak on their own behalf.
- III. The impeachment process of any Executive member must be initiated by the passing of a motion in Council.
- IV. In the event of the impeachment of an Executive member, the remaining Executive are responsible for appointing a replacement for the vacated position. This will be an interim position, lasting until April 30<sup>th</sup>.
- V. Impeachment of a Junior Commissioner can occur by a simple majority vote of Council, provided that at least two-thirds (2/3) of the Council has voted. Any vote of this kind shall be supervised by both a Residence Staff member and an Executive member.
  - a. In the event of the impeachment or resignation of a Junior Commissioner, a new representative shall be appointed by Council within one (1) week, if deemed necessary by the Executive.
- VI. All Executive appointees including Commissioners are under the direct supervision of the Executive and may be relieved of particular responsibilities by the Executive if deemed to be appropriate. The Executive must inform the OHRC of the re-delegation.
- V. If any member of the OHRC is put on probation, it shall be the responsibility of the Residence Manager to notify them their position has been terminated.

### **Section Nine — Meetings**

- I. The OHRC shall meet weekly from the beginning of classes in September until the beginning of the final exam period in April, excluding holidays, December Break, Reading Week, exam periods, and extraneous circumstances.
- II. The OHRC must conduct meetings in the presence of at least half (1/2) of voting members in order to meet quorum.
- III. If any member must be absent from the meeting, they must notify the VP— Management prior to the meeting with a reason for their absence.
- IV. The Executive shall meet weekly from the beginning of classes in September until the beginning of the final exam period in April, excluding holidays, December Break, Reading Week, exam periods, and extraneous circumstances.
- V. Meeting minutes shall be taken, by the VP—Management, for all meetings of the OHRC where quorum is met.
- VI. Minutes may be requested by any residents of Ontario Hall.
- VII. If a request is made, minutes must be produced within twenty-four (24) hours.

### **Section Ten — Amendments**

- I. All amendments to the Constitution must be submitted to the VP—Management at least fourteen (14) days prior to their discussion at a meeting of the OHRC.
- II. The VP—Management shall post amendments at least seven (7) days prior to them being discussed by the OHRC.
- III. Amendments require a two-thirds (2/3) vote of majority to be adopted.
- IV. Amendments become immediately active if they are adopted by the OHRC.
- V. The VP—Management is given the permissions to alter any parts of the Constitution for minor grammatical or spelling errors in a way that does not hinder or change the spirit of the article.