

Perth Hall Residents' Council Constitution

Article 1: Federal/Provincial/Campus Rules and Regulations

- 1.1) The laws of Canada and Ontario, the Human Rights Codes for Canada and Ontario and the regulations of The University of Western Ontario will be respected and observed. Nothing in this Constitution shall relieve residents of their obligations as students of The University of Western Ontario and/or Canadian Residents.

Article 2: Name

- 2.1) This organization shall be known as Perth Hall Residents' Council and referred to in this document as the PHRC.

Article 3: Purpose

General: The Residents' Council, in cooperation with the Residence Life Staff and Perth Hall Soph Team, shall promote the best interests and welfare of the residents of Perth Hall with the following guideline in mind:

- 3.1) Carrying out, in the best interests of the residents, through the duties stated by this constitution as ratified by the residents and University of Western Ontario.
- 3.2) Developing and maintaining a responsible self government.
- 3.3) Providing opportunities for student involvement in residence life and promoting the development of leadership skills.
- 3.4) Facilitation the transition of first year students into University, as well as continue upper year students' growth as part of the residence system.
- 3.5) Maintaining and promoting the Residents' understandings, and due respect for the buildings, equipment and grounds of Perth Hall Residence.
- 3.6) Serving as a liaison to other students' councils and organizations of The University of Western Ontario.
- 3.7) Promoting unity, diversity and respect among the residence.
- 3.8) 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.
- 3.9) Allocating all available resources in an equitable, efficient and effective manner.

Article 4: Jurisdiction

- 4.1) The PHRC shall have jurisdiction over all resident organizations of Perth Hall:
 - a. A resident organization which has not been recognized by the Residents' Council, has not had its constitution ratified, and does not conform to other sections of this constitution shall not:
 - 4.1.1) Make use of the name PHRC, Perth Hall or Perth Hall Residents' Council
 - 4.1.2) Receive grants of money from the Residents' Council
 - 4.1.3) Receive consideration for physical accommodations for its meetings and/or functions.
 - b. This section and its subsections shall not be construed as infringing on a resident's right of free association. Any group of residents of Perth Hall may organize for any legal purpose without reference to the Residents' Council.

- 4.2) The PHRC shall have the power to buy and sell on behalf of the residents, subject to budget approval.
- 4.3) No Perth Hall Residents shall use the PHRC funds for personal use or for any purpose outside the scope of PHRC.
- 4.4) No member of council may sign a binding financial contract, or agree to any transaction under the name of council unless they have written and signed permission of the two signing authorities (the President and Vice-President of Finance). Any member who signs a contract without the written and signed permission of both of the signing authorities becomes personally responsible (financially, contractually and otherwise) for that contract or transaction.
- 4.5) No contract over the term of one year shall be signed by the PHRC without the approval of all three executive officers and a $\frac{3}{4}$ majority vote of the entire council with at least 95% of the voting members present at the meeting.

Article 5: Membership

- 5.1) All members of the PHRC must be current residents of Perth Hall.
- 5.2) The Executive: There shall be three executive officers; the President shall be elected and the Vice-President of Finance and the Vice-President of Programming shall be appointed. Their title in order of succession:
 - 5.2.1) President
 - 5.2.2) Vice-President of Programming
 - 5.2.3) Vice-President of Finance
- 5.3) Floor Representatives:
 - 5.3.1) There shall be one floor representative for every north and south side of each floor excluding the floor of one (1) north.
- 5.4) Senior Commissioner Positions:
There shall be twelve appointed Senior Commissioner Positions:
 - 5.4.1) Senior Academic Commissioner
 - 5.4.2) Senior Communication/Newsletter Commissioner
 - 5.4.3) Senior Environmental Commissioner
 - 5.4.4) Senior Formal Commissioner
 - 5.4.5) Senior Healthy Lifestyles Commissioner
 - 5.4.6) Senior Human Issues Commissioner
 - 5.4.7) Senior Philanthropy Commissioner
 - 5.4.8) Senior Webmaster/Technology Commissioner
 - 5.4.9) Senior Publicity/Promotions Commissioner
 - 5.4.10) Senior Social Commissioner
 - 5.4.11) Senior Yearbook Commissioner
 - 5.4.12) Senior Head Soph/Frost Week Commissioner
- 5.5) Junior Commissioner Positions:
 - 5.5.1) There shall be one Junior Commissioner Position for every Senior Commissioner position on the PHRC.
 - 5.5.2) Junior Commissioners must be first year students and will be appointed by the senior commissioner if needed in the fall.
 - 5.5.3) Executive Appointee:
There shall be one appointed Executive Appointee.
- 5.6) Ex-Officio Representatives:

- There shall be a minimum of five Ex-Officio Representatives at least two of which will be appointed and two elected. Faculty Representatives will be selected on interest shown by each of the individual faculties.
- 5.7.1) Faculty Representatives (Selected, Possible to have zero)
 - 5.7.2) First Year Student Caucus (FYSC) Representative (Elected)
 - 5.7.3) Staff Liaison (Appointed)
 - 5.7.4) University Student Council (USC) Representative
 - 5.7.5) University Council on Student Housing (UCOSH) Representative (selected)
 - 5.7.6) Mustang Athletics Representative (Selected)
- 5.7) Voting Members of PHRC shall be:
- 5.8.1) Executive: Three Votes
 - 5.8.2) Commissioner: Up to Fifteen Votes (One per senior commissioner)
 - 5.8.3) Floor Representatives: Eleven Votes
- 5.8) The total number of voting members of PHRC in any given year may not exceed twenty-nine. Up to three additional Senior Commissioners' that are selected in addition of the core twelve (5.4) maybe assigned a voting position by executive (5.2) at the beginning of the selection process.
- 5.9) The Residence Manager of Perth Hall- an employee of the division of Housing and Ancillary Services at the University of Western Ontario – shall act as an Advisor to PHRC.
- 5.10) Terms of Office:
- 5.11.1) Executive Officers:
The Executive Officers will hold office for an entire year beginning on May 1st to April 30th of the following year.
 - 5.11.2) Senior Commissioners:
Senior Commissioners will hold office for an entire year beginning on May 1st to April 30th of the following year.
 - 5.11.3) Junior Commissioners:
Junior Commissioners will hold office from the time they are selected in September until the end of the academic year April 30th.
 - 5.11.4) Ex-Officio Representatives:
Ex-Officio Representatives will hold office as outlined by their respected constituencies.

Article 6: Elections and Selections

Elections:

- 6.1) Only Residents of Perth Hall are eligible to vote in PHRC elections.
- 6.2) Election Time Table:
 - 6.2.1) Nomination forms will be available for residents at least sixteen days prior to the election.
 - 6.2.2) Nomination forms will be due by residents at 11:59 PM, eight days prior to the election.
 - 6.2.3) Campaigning period will occur during the 7 days prior to the election.
 - 6.2.4) An all-candidates meeting will be held the one to two days prior to the start of campaigning where all rules and regulations for the election must be discussed.
 - 6.2.5) The campaigning period will end at 11:59 PM the day preceding the election. All posters and campaign items around the building must be taken down by this time.

- 6.2.6) The day of election for the incoming President shall be January 21st. The day of election for USC and FYSC Representatives will be the two days before the second USC meeting takes place.
- 6.2.7) All election dates will be publicized by the Administrative Assistant twenty days prior the election date.
- 6.2.8) If the following timelines in section 6.2.1, 6.2.2, 6.2.3 and 6.2.4 are not possible then they must occur as soon as possible and ensure that a fair chance is provided to all residents of Perth Hall as deemed by the Executive Officers.
- 6.3) Nominations:
 - 6.3.1) All candidates must submit their nomination for under their legal name.
 - 6.3.2) A preferred name maybe included on the nomination for use on the ballot if it is deemed acceptable by the Administrative Assistant. Soph names and nick names are not acceptable.
 - 6.3.3) The candidate must have the signature of one soph, the current position holder (if a current position holder exists), one executive member and one staff member within the building to run for the position.
 - 6.3.4) The Residence Manager may intervene and prevent specific candidates from running due to disciplinary issues from housing that would prevent a guaranteed bed contract from being awarded.
 - 6.3.5) If a current position does exist the holder may not refuse to sign the nomination form but may make the candidate aware of their duties and responsibilities of the position.
- 6.4) Campaigning:
 - 6.4.1) All Candidates must campaign under their legal names or their accepted preferred names. Soph names or nicknames will not be allowed.
 - 6.4.2) Campaigning may not take place off of Perth Hall grounds.
 - 6.4.3) All campaign material must be removed from Perth Hall and its ground at 11:59 PM the night before the election.
 - 6.4.4) The Administrative Assistant and Residence Manager must approve all campaign material before its use by any candidate. A stamp of approval is required on all material.
 - 6.4.5) Any untypical campaigning ideas must be accepted by Administrative Assistant and the Residence Manager.
 - 6.4.6) The selling for merchandise or items during the campaign period by the candidate is strictly prohibited.
 - 6.4.7) Campaign material will be restricted to specific areas of the building and will not be allowed outside these areas as stated by publicity rules and by the Administrative Assistant/President.
 - 6.4.8) Campaign material may not cover or obstruct another candidate's campaign material.
 - 6.4.9) The movement of another candidate's campaign material is strictly prohibited.
 - 6.4.10) Campaign material is permitted within private spaces and will not need to be removed by the 11:59 PM deadline. If a discrepancy arises the advertising area will be split equally by all the residents.
 - 6.4.11) Campaign rave cards must be given to the people directly and may not be placed unknowingly into to their private residence space.
 - 6.4.12) Door to Door campaigning may only occur between the hours of 10AM and 10PM and may not occur on Election Day.

- 6.4.13) Additional rules and regulations for the campaigning period maybe implemented with the approval of the President, Residence Manager and Administrative Assistant.
- 6.4.14) In case of a violation of any of the campaign rules a decision by the Administrative Assistant, President and Residence Manager for any punishment will be reached. Guidelines are listed in section 6.9.
- 6.4.15) All candidates may not be within 20 feet of the campaign booth and may not campaign anywhere in the vicinity of the election area.
- 6.5) Elections:
 - 6.5.1) The candidate with the majority of the votes will be declared the victor.
 - 6.5.2) The Administrative Assistant or President will call all candidates and inform them of the results of the election.
 - 6.5.3) Each candidate will be allowed to provide a one hundred word written article and a head shot to be displayed at the voting booth. The article and photo must be submitted 48 hours prior to the election.
 - 6.5.4) The President and Administrative Assistant must review articles for acceptability and may ask for the article to be rewritten.
 - 6.5.5) Voting will be conducted by means of secret ballots.
 - 6.5.6) A confidential list will be kept of who voted and who has not voted.
- 6.6) Vote of Confidence:
 - 6.6.1) In the event of only one candidate running for the position, a vote of confidence must be held.
 - 6.6.2) The candidate in question shall be held to all election bylaws as stated in section 6.4 and section 6.5 and must attend the candidates meetings and other rules laid out by the Administrative Assistant.
 - 6.6.3) The ballot shall present voters with the following question (Constitution shall be available for all Residents or Perth Hall to Read)?

“Do you believe that (Name) can adequately fulfill the duties and responsibilities of (Position) as outlined in the PHRC Constitution?”
 - 6.6.4) In the event that candidate succeeds and receives a majority vote of confidence, that candidate will be offered the position for which the vote was taken.
 - 6.6.5) In the event that candidate does not succeed and receives a majority vote of non-confidence, that candidate will not be offered the position for which the vote was taken and the position will become a selected position, and will follow the selection rules stated section 6 accordingly.
 - 6.6.6) In the event that the position for incoming-president is not filled due to a vote of non-confidence then the selection panel will consist of all outgoing executive members and the residence manager.
 - 6.6.7) For the selection of every other position other than incoming president that takes place in the spring a vote of non-confidence will consist of the incoming executive officers, the incoming head soph, the current position holder, the current president and the residence manager.
 - 6.6.8) For every other position other then incoming president that takes place in the fall due to a vote of non-confidence will consist of the executive officers and the residence manager.
 - 6.6.9) In the case where the above parties cannot attend the interviews, as a result of conflict of interest or other valid reasoning then an appropriate

party will fill the vacated position. The Residence Manager position will be filled by a Don in the building or an RA, an executive position will be filled by the next high ranking member as stated in section 5.2 or if the an incoming executive it shall be filled by the current position holder. If no reasonable compromise can reached then that position of the interviewer may remain vacant.

- 6.7) In the event of a tie:
 - 6.7.1) A campaign-free by-election will be held on the next day unless the day is a holiday or it is deemed unreasonable to hold such a by-election. In which case the election will be held the following day. Any candidates not involved in the tie will not be placed on the ballot and will be withdrawn from the election.
 - 6.7.2) In the event of another tie the current executive officers will select the winner by majority vote.
- 6.8) Post Elections:
 - 6.8.1) The counting of ballots must be conducted by at least three individuals: including the President, the Administrative Assistant, and a Staff Liaison. Another 2 addition senior commissioners maybe chosen by the Administrative Assistant in help with the counting.
 - 6.8.2) If any of the ballot counters are candidates in the election the next highest ranking individual will take their place.
 - 6.8.3) All candidates are allowed to have a representative attend and watch over the counting of the votes and ensure that their candidate receives a fair and impartial vote. That representative candidate may not have any involvement in administrating the election process and must be a current Perth Hall resident.
 - 6.8.4) Candidate representatives may not touch or interfere with ballot counting. They only oversee the process and ensure that it is being done correctly.
 - 6.8.5) The candidate representatives are bound to confidentiality concerning all activities of the ballot counting procedure. This specifically refers, but is not limited to: Election results, vote distribution, margins, and invalidated ballots. Should the candidate representative distribute any of this information a complaint will issued to the residence manager.
 - 6.8.6) The representative candidate may only ask for a maximum two recounts of all the ballots.
 - 6.8.7) If the representative candidate is seen unfit for the task or is acting inappropriately the President can ask for the representative candidate to be dismissed from the process. In which case the candidate will have one hour to replace their representative candidate. If the second representative candidate is dismissed then that candidate loses the right to have a representative candidate.
 - 6.8.8) Once a representative candidate has been removed from the election process they may not taken any further part in the current election.
 - 6.8.9) All votes must continue to be recounted until consecutive results occur.
 - 6.8.10) The total number of votes that were cast will be counted and total number of voters ticked off on the list will be counted. The difference between the numbers will serve as a buffer.
 - 6.8.11) If the buffer is greater than the difference between the winning candidate and the second place candidate the election will be considered a tie, and another election between both candidates will occur. See section 6.7.

6.9) Violations:

- 6.9.1) In the event that a candidate violates the election rules, then the candidate will be informed of the violation and allowed to present their case. If the candidate cannot be found and does not respond to messages within 24 hours then a decision will be made without their input. A candidate must be informed of a situation before 5 PM or they will have until 5PM the next day to respond. The president and Administrative Assistant will then review the candidate's case and declare a decision.
- 6.9.2) When a violation has occurred it will be posted in public, listing the violation and the punishment that was received by the candidate due to the violation.
- 6.9.3) In the event that the candidate does something within the rules but is deemed inappropriate by the President and Administrative Assistant then that individual will be asked to stop. If they continue after being told to stop they will incur a campaign violation.
- 6.9.4) Each candidate will be punished through a loss of votes. If the number of votes lost exceeds 100 then the candidate will be removed from the election process.

Level 1 Violation, 15 Votes Includes but is not limited to:

- Inappropriate poster location, size and placement.

Level 2 Violation, 50 Votes Includes but is not limited to:

- Pre/Post Campaigning.
- Campaigning in an inappropriate location such as by the polling booth.
- Campaigning door to door outside of hours.
- Putting up an unapproved poster.
- Defacing campaign material.

Level 3 Violation, 100 Votes Includes but is not limited to:

- Failing to comply with the spirit and purpose of the election.

- 6.9.5) At anytime that the President and Administrative Assistant feels that a violation has occurred then they can inform the candidate and declare the appropriate level of punishment even if it is not listed in the 6.2.4 guideline under the advisement of the Residence Manager.
- 6.9.6) All of 6.2.4 is a guideline and punishment may vary based on the decision of the President and Administrative Assistant under the advisement of the Residence Manager.

6.10) Candidate Rights:

- 6.10.1) All candidates have the right to a fair and impartial election within reasonable expectation of the PHRC.
- 6.10.2) All candidates have the right to a representative candidate.
- 6.10.3) All candidates have the right to appeal a decision made by the President and Administrative Assistant within 24 hours of the posting of the decision. The appeal must be delivered to the Administrative Assistant in writing.
- 6.10.4) All candidates have the right to one recount outside of the two provided by the representative candidate.
- 6.10.5) All candidates have the right to voice a complaint about another candidate's conduct through written notice to the Administrative Assistant and President.
- 6.10.6) All candidates must respect the decision of the President and Administrative Assistant after the appeal process has been exhausted.

- 6.11) Appeals:
- 6.11.1) All candidates have the right to one appeal per violation.
 - 6.11.2) The Administrative Assistant and President will address all appeals under advisement to the Residence Manager and the outgoing executive. The Residence Manager must be informed of the situation. The outgoing executive maybe informed if more input is needed.
 - 6.11.3) Appeals can be made regarding but not limited to the following issues: Recounts, Violations and Electoral Procedures.
 - 6.11.4) The Recount will be completed by the Administrative Assistant, One Staff Member, Current President and up to 2 additional council members. An additional staff member and council member will oversee the recount.
 - 6.11.5) The Administrative Assistant and President shall have the discretion to rule on and take appropriate measures.
 - 6.11.6) All decisions made by the Administrative Assistant and President will be final.

Selections:

- 6.12) Senior Commissioners:
- 6.12.1) Nominations forms for Senior Commissioners will be available for at least seven days before closed if possible.
 - 6.12.2) Incoming Senior Commissioners being selected in the spring shall be selected by the following committee:
 - Incoming Executive Officers
 - Incoming Head Soph
 - Residence Manager
 - Outgoing President (Optional On Request of the Incoming-President)
 - 6.12.3) Senior Commissioners being selected in the fall shall be selected by the following committee:
 - Executive Officers
 - Residence Manager (Optional On Request of the Incoming-President)
 - 6.12.4) If a potential candidate is on the selection committee their position will be filled by the next highest ranking individual.
 - 6.12.5) Applicants offered a position must make a final decision within 24 hours of being informed of their offer otherwise the candidate will be withdrawn from the running.
 - 6.12.6) The selection committee holds the right to not select potential commissioners and leave certain positions vacant to be filled the following year if a suitable candidate cannot be found.
 - 6.12.7) Spring Senior Commissioner Selections will take place by February 18th.
 - 6.12.8) Fall Senior Commissioner Selections will take place before the end of September.
 - 6.12.9) In event that the committee cannot draw a conclusion about a candidate a simple vote of majority by the executive officers and residence manager shall take place.
- 6.13) Soph Selections:
- 6.13.1) Soph Selections will take place beginning on 7th and ending on this date 18th.
 - 6.13.2) This section should be checked yearly by the President and Head Soph to maintain accuracy between PHRC and the rules and regulations provided by the USC.

- 6.13.3) The incoming Head Soph along with the current Head Soph share responsibility for ensuring that soph applications and timelines are publicized to the residents.
- 6.13.4) If an applicant is applying to both the soph and a senior commissioner position the interview shall take place at the same time with the following parties present:
 - Head Soph
 - Incoming Executive Officers
 - Residence Manager (Optional On Request of the Incoming-President or Incoming Head Soph)
 - Out-going Head Soph (Optional On Request of the Incoming-Head Soph)
 - Out-going President (Optional On Request of the Incoming-President)
- 6.13.5) The Executive Officers should they desire to be sophs, will be selected as soph based on their soph carousel scores and will not take an interview unless there are concerns raised from the carousel.
- 6.13.6) In event an Executive Officer is asked to take an interview then the selection panel will not include that executive officer.
- 6.13.7) The soph selection process will take place in three steps: The application, the carousel and the interview process.
- 6.14) President Selection:
 - 6.14.1) The President shall be elected as stated in article 6.
 - 6.14.2) The President shall be elected by the following date January 29th.
- 6.15) Head Soph Selection:
 - 6.15.1) The PHRC Head Soph shall be selected on a date provided by the USC.
 - 6.15.2) The Current Head Soph is responsible for ensuring the applications for incoming Head Soph are available at least 7 days before they are due.
 - 6.15.3) The Head Soph Selection Committee shall consist of the following:
 - Outgoing President
 - Residence Orientation Coordinator (ROC)
 - Perth Hall O-Staff Liaison
 - Outgoing Head Soph
 - Residence Manager
 - 6.15.4) If any of the individuals list in section 6.15.3 are candidates for the position then the next highest ranking member will fill their position.
 - 6.15.5) The Head Soph selection will follow all the guidelines and rules stipulated by the USC.
- 6.16) Vice-President of Programming and Vice-President of Finance Selection:
 - 6.16.1) The Vice-President of Programming and the Vice President of Finance will be selected by the following panel:
 - Incoming President
 - Outgoing President
 - Residence Manager
 - Incoming Head Soph
 - Current Vice-President of the position being interviewed
 - 6.16.2) In the event of that a unanimous decision cannot be reached a second interview will be conducted addressing concerns raised in the first interview.
 - 6.16.3) If a decision still cannot be reached then a vote will be taken. Each member of the panel will have one vote and the majority vote will win and the decision will be final

- 6.16.4) Once informed of the decision the candidate will have twenty-four hours to inform the committee of his or her decision. If the committee is not informed within this time then the candidate will automatically decline the position.
- 6.16.5) The Vice-President of Programming and Vice-President of Finance shall be selected by February 2nd.
- 6.17) Priority for guaranteed beds will be as follows:
 - 6.17.1) The Executive Officers and Head Soph
 - 6.17.2) Senior Commissioners/Sophs
 - 6.17.3) The remaining beds will be divided among the Soph only and Senior Commissioner/Administrative Assistant only candidate's based strengths of the candidate and the needs of Perth Hall as decided by the Incoming President and Incoming Head Soph.
- 6.18) Junior Commissioner Selection:
 - 6.18.1) Junior Commissioners shall be selected by the senior commissioner from their respective committees. The Senior Commissioner may select the most active member or the committee or may hold a formal selection process among committee members.
 - 6.18.2) Upon selection of the Junior Commissioner they will have twenty-four hours to notify the committee of their decision if a decision is not made within twenty-four hours then the candidate will be assumed to have declined the position.
 - 6.18.3) Junior Commissioners must be selected before the end of September.
- 6.19) Administrative Assistant
 - 6.19.1) If the Administrative Assistant is selected in the fall the committee will consist of the following:
 - Executive Officers
 - Residence Manager
 - 6.19.2) If the Administrative Assistant is selected in the spring the committee will consist of the following:
 - Incoming Executive Officers
 - Residence Manager (If available)
 - Incoming Head Soph
 - 6.19.3) If the Administrative Assistant applies for soph the selection process shall be treated as it is in section 6.13.4.
- 6.20) Faculty/UCOSH Representatives:
 - 6.20.1) Shall be selected before the end of September by the following panel:
 - Executive Officers
 - Residence Manager (If Available)
 - 6.20.2) Upon selection of the Junior Commissioner they will have twenty-four hours to notify the committee of their decision if a decision is not made within twenty-four hours then the candidate will be assumed to have declined the position.
- 6.21) USC/FYSC Representatives:
 - 6.21.1) Shall be elected before the 2nd the USC meeting of they year.
 - 6.21.2) Elections shall be held as stated in Article 6.
- 6.22) Staff Liaison:
 - 6.22.1) Will be selected by the Residence Manager.
- 6.23) Floor Representatives

- 6.23.1) Every Wing of every floor will elect a single floor representative for a total of 11 representatives.
- 6.23.2) At the end of the first term if the Executive Officers feel that a floor representative is not meeting the expectations of their position they will approach the staff member on the floor. If the staff member agrees with the view of the Executive Officers then a re-election will occur in the following term for a new floor representative. The floor representative must have been provided one warning, at least twenty-one days prior to exams.
- 6.23.3) A resident may only run for the wing of the floor in which they reside.
- 6.23.4) The selection of floor representatives should take place in the third week after the beginning of the term in time for council training and for the first council meeting.
- 6.23.5) Each candidate will be provided five minutes in which they may address the floor.
- 6.23.6) Residents may only vote for candidates that reside in their wing.
- 6.23.7) The candidate that receives the majority vote will be elected floor representative.
- 6.23.8) In the event of a tie, the staff member on the floor will hold a second vote between the two candidates who tied.
- 6.23.9) In the event of a second tie the staff member will place all ballots into a container and randomly draw a name. The name on the ballot will be offered the position as floor representative.
- 6.24) Throughout the selection process all individuals must keep all information confidential that is discussed in interviews. If it is discovered that information is shared with outside sources then the Residence Manager will be informed and requested to take the appropriate action towards the individual.

Article 7: Impeachment and Forfeiture

- 7.1) Any member of PHRC provides grounds for impeachment when he/she fails to fulfill his/her duties as defined by this Constitution and/or its By-laws.
- 7.2) Any member of the PHRC except the executive who misses any two meetings unexcused or three meetings during the year will appear before the executive officers and asked to justify their absences. The Executive Officers will then decide whether the member of the PHRC should be impeached.
- 7.3) If an executive officer misses any one meeting unexcused or two meetings they will appear before the entire PHRC and asked to justify their absences. A vote will then be taken by secret ballot whether to begin the impeachment process.
- 7.4) Executive Impeachment Process:
 - 7.4.1) The impeachment process of any Executive Officer must be initiated by the passing of a motion in council or by a petition with at least two hundred signatures of current Perth Hall Residents.
 - 7.4.2) In the event that a petition is signed a building wide vote will occur and impeachment will occur if $\frac{3}{4}$ of the votes are in favour to impeach and two-thirds of all residents participated in the vote.
 - 7.4.3) If a motion passes in council, a $\frac{3}{4}$ vote for impeachment of all the voting members of council will lead to immediate impeachment.
 - 7.4.4) In event that an executive officer is impeached the remaining executive officers are responsible for replacing the individual that was impeached either through election or a selection process. The process will be decided by

- the remaining executive officers. This will be an interim position, lasting until April 1st.
- 7.4.5) In the event that an incoming executive officer is not completing their role as stated in this document, they maybe removed by a unanimous vote by the Residence Manager, Outgoing Executive Officers, Incoming Head Soph and Incoming Executive Officers less the Executive Officer in question. For this vote to occur complaints by both of the Incoming Executive Officers and Head Soph with evidence of three different constitutional violations must be brought forth to the Residence Manager.
- 7.5) Floor Representative Impeachment Process:
- 7.5.1) A floor representative may be impeached at the end of the first term by the Executive Officers, along with confirmation from the staff member on the floor. For this process to take place the floor representative must have had at least one warning 21 days prior to the beginning of exams.
- 7.5.2) If a floor representative is impeached or resigns a new floor representative will be selected by the floor at the next possible floor meeting.
- 7.6) Impeachment of a Senior Commissioner, Junior Commissioner, Ex-Officio Representative or Administrative Assistant:
- 7.6.1) Impeachment of a Senior Commissioner, Junior Commissioner, Ex-Officio Representative or Administrative Assistant may occur after one written and verbal warning by the Executive Officers. If the individual is still not meeting expectations provided by the executives then the executive officers may vote on the removal of the individual after discussing with individual reasons for the actions. The vote must be unanimous in order to impeach.
- 7.6.2) In the event of an impeachment or resignation the executive officers will select a new individual for that position following the selection process outlined in section 6. This shall be an interim position lasting until April 1st.
- 7.6.3) In event that individual feels strongly that they should not have been impeached they may appeal the decision and request that council vote on the matter. A council vote of seventy-five percent against impeachment will be required among the voting members to prevent impeachment.
- 7.7) Impeachment of a Head Soph:
- 7.7.1) In the case where a Head Soph is removed from his position by the USC PHRC mandates that the Head Soph be removed from council and the Assistant Head Soph fulfill his duties as Head Soph.
- 7.7.2) In the case where the Head Soph is not fulfilling his duties as a council member council along with the Residence Manager and the USC shall remove the Head Soph from his/her position.
- 7.8) All of PHRC is under the direct supervision of the Executive Officers. At any time the executive may relieve members of PHRC of specific duties with valid reasoning. If done the Executive Officers must announce at the next meeting the changes that were made.

Article 8: Meetings

- 8.1) PHRC shall meet weekly or bi-weekly as decided by the Executive Officers starting in September and Ending in April. Meetings will not take place during holiday time or during the exam period.

- 8.2) In order for a meeting to take place fifty percent of all voting members must be in attendance at the meeting.
- 8.3) If any member of PHRC is going to miss a meeting they must inform the President twenty-four hours before the meeting with a valid explanation. That individual must also send a proxy (preferably a committee member if possible or in the case of a floor rep another floor member). If a proxy is not sent by the member then the absence cannot be considered justified and the absence will count towards the absence policy in sections 7.2 and 7.3.
- 8.4) Meetings of PHRC shall be open to the public. All individuals outside of council attending the meeting must inform the President twenty-four hours before the meeting to inform him of their attendance. Otherwise the President may request that, the individual leave the meeting.
- 8.5) The Executive shall meet weekly to discuss council affairs. These meeting will be closed to the public and individuals may only attend with the consent of the Executive Officers.
- 8.6) The President shall meet with the Residence Manager on a weekly meeting to discuss council affairs. The meeting will be closed the public and individual may only attend with permission from the President and the Residence Manager.
- 8.7) The Vice-President of Programming shall attend all Vice-President of Programming meetings held by the Academic Program Coordinators throughout the year.
- 8.8) The Vice-President of Finance shall attend all the Vice-President of Finance meetings to discuss PHRC's financial situation with Housing.
- 8.9) All Ex-Officio Representatives will attend all of their respective meetings outside the PHRC meetings and fulfill the requirements as laid out in their constitutions.

Article 9: Finance

- 9.1) The fiscal year for PHRC shall be from May 1st to April 30th and will coincide with the transfer of signing authority to the incoming President and incoming Vice-President Finance.
- 9.2) Signing authority will be granted to the VP Finance, President and the Perth Hall Residence Manager.
- 9.3) All expenditures exceeding the sum of \$1000 shall be decided on by a unanimous vote of the executive. The President and Vice-President of Finance of PHRC shall have the authority to authorize expenditures not exceeding \$1000. The Vice-President of Finance shall act as the main advisor for all financial transactions for PHRC. Any expenditure over the amount of \$1000 should be submitted to the Executive Officers to be voted on if the Executive Officers feel that expense is reasonable and affordable.
- 9.4) The books and accounts of Council are the responsibility of the Vice-President of Finance, and shall be open for inspection to all residents between 8:00am and 8:00pm inclusive, provided that the Vice-President Finance is given twenty four hours of notice.
- 9.5) All cheques or cash received on behalf of PHRC shall be kept by the VP Finance, with any issuance of funds requiring the co-signatures of the President and the Vice-President of Finance. The Residence Manager shall be a third-party signer only in the event that the Vice-President Finance or President is unavailable.
- 9.6) In the case where funds are not present the executive will decide whether the funds should be granted to the person and what the acceptable costs of the goods would be.

Article 10: Amendments

- 10.1) All amendments to the Constitution must be submitted to the President at least fourteen days prior to their discussion at a meeting of PHRC.
- 10.2) All amendments must be submitted in their final format.
- 10.3) The President shall post amendments at least seven days prior to them being discussed by the PHRC in a location available to all council members.
- 10.4) Amendments require a two-thirds vote of majority to be adopted.
- 10.5) Amendments become immediately active if they are adopted by the PHRC.

Article 11: By-Laws

- 11.1) The PHRC shall be empowered to establish, amend and enact By-laws to this Constitution that further outline procedures and duties of the Council and its constituent committees.
- 11.2) Amendments to the By-laws may be passed by a two-thirds majority following appropriate discussion. Such amendments will take effect immediately upon PHRC.