

Perth Hall Residents' Council Constitution

Article 1 – Legal Obligations

- 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 PHRC.

Article 3 – Purpose

PHRC, in partnership with the Residence Life Staff and Perth Hall Soph Team, shall promote the best interests of the residents of Perth Hall by adhering to the following guidelines:

- 3.1) Develop, maintain, and exercise a responsible self-government.
- 3.2) Promote unity, diversity, and respect throughout the residence.
- 3.3) Coordinate interesting and engaging academic, cultural, social, personal wellness, and humanitarian programming to encourage student development and promote the Perth Hall community spirit.
- 3.4) Facilitate successful transitions into the University environment for first year students and encourage upper-year students to continue personal growth.
- 3.5) Promote and provide opportunities for student involvement and the development of leadership skills.
- 3.6) Maintain and promote respect for the building, equipment and grounds of Perth Hall.
- 3.7) Allocate resources in a transparent and effective manner.
- 3.8) Serve as a liaison between residents and the University of Western Ontario administration, the division of Housing and Ancillary Services, and other Students' Councils and university organizations.

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 PHRC, 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 PHRC;
 - 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) 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 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 been approved by two signing authorities and the Administrative Coordinator. Any member who signs a contract without the permission of the signing authorities becomes personally responsible (financially and otherwise) for that contract or transaction.
- 4.5) No contract over the term of one year shall be signed by PHRC without the approval of all four executive officers, a $\frac{3}{4}$ majority vote of the entire council with at least 75% of the voting members present at the meeting, and the approval of the Administrative Coordinator.

Article 5 – Membership

- 5.1) All members of the PHRC must be current residents of Perth Hall.
- 5.2) The Executive – there shall be four executive officers. They are as follows, in order of succession:
 - 5.2.1) President
 - 5.2.2) Vice-President of Programming
 - 5.2.3) Vice-President of Finance
 - 5.2.4) Vice-President of Communications
- 5.3) Floor Representatives – 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 Commissioners – there shall be up to eleven (11) appointed Senior Commissioner Positions, including:
 - 5.4.1) Senior Academic Commissioner
 - 5.4.2) Senior Allied Commissioner
 - 5.4.3) Senior Environmental Commissioner
 - 5.4.4) Senior Formal Commissioner
 - 5.4.5) Senior Frost Week Commissioner
 - 5.4.6) Senior Healthy Lifestyles Commissioner
 - 5.4.7) Senior International and Cultural Commissioner
 - 5.4.8) Senior Mental Health Commissioner
 - 5.4.9) Senior Philanthropy Commissioner
- 5.5) Housing Operations Commissioner
- 5.6) Additional and optional First Year Positions include:
 - 5.7.1) The Council Photographer
 - 5.7.2) The Administrative Assistant
- 5.7) Voting Members of PHRC shall be:
 - 5.8.1) Executive: four votes
 - 5.8.2) Senior Commissioner: Up to 11 votes (one per senior commissioner)
 - 5.8.3) Floor Representatives: 11 votes
- 5.8) The total number of voting members of PHRC in any given year may not exceed twenty-seven (27). Up to 2 additional Senior Commissioners' that are selected in addition of the

core nine (5.4) may be assigned a voting position by executive (5.2) at the beginning of the selection process.

- 5.9) The following members may attend PHRC meetings as advisors, but do not hold a vote. These members are further deemed ineligible for any of the aforementioned positions:
- 5.10.1) The Perth Residence Managers
 - 5.10.2) The Perth Head Soph
 - 5.10.3) Anyone else at the President's discretion

Article 6 – Members' Responsibilities

6.1) Terms of office are as follows:

- 6.1.1) Executive Officers will hold office from May 1st of the year they were selected to April 30th of the following year.
- 6.1.2) Senior Commissioners will hold office from no earlier than May 1st of the year they were selected to April 30th of the following year.
- 6.1.3) Floor Representatives will hold office from the time of their election in September to April 30th of the following year.
- 6.1.4) Council Photographer and the Administrative Assistant will hold office from the time of their selection in September to April 30th of the following year.

6.2) The President shall:

- 6.2.1) Be the chief spokesperson for PHRC.
- 6.2.2) Embody the spirit of the Constitution of PHRC in their decisions and actions as President.
- 6.2.3) Advocate on behalf of the best interests of the residents of Perth Hall to all relevant administration and governing entities and organizations within the university.
- 6.2.4) Ensure that the Executive, Commissioners, Junior Commissioners, and Floor Representatives are carrying out their duties.
- 6.2.5) Attend monthly communications meetings as organized by the division of Housing and Ancillary Services.
- 6.2.6) Be an ex-officio member of any committee or sub-group of PHRC.
- 6.2.7) Act as a signing authority for PHRC and be (along with the Vice-Presidents of Finance and Programming) responsible for the budget.
- 6.2.8) Assume the duties of a member of council in their absence or incapacitation.
- 6.2.9) Act as an administrator of the PHRC Facebook group during their tenure.
- 6.2.10) Aid the incoming President in setting up next year's council at the end of their term in office.
- 6.2.11) The outgoing President shall prepare a report on PHRC's activities during their term.
- 6.2.12) The outgoing President shall be a part of the selection process for Vice President positions, as detailed in Article 7 - Selections.
- 6.2.13) 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.
- 6.2.14) The outgoing President shall pass on all social media accounts affiliated with PHRC to the incoming President.

6.3) The Vice-President of Programming shall:

- 6.3.1) Oversee and coordinate all activities and the organization of all programming within the residence in conjunction with the President.
 - 6.3.2) Ensure that there is quality programming within the residence throughout the year.
 - 6.3.3) Liaise with all commissioners, including an introductory meeting with each commissioner to create an overview of programming for the upcoming academic year.
 - 6.3.4) 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.
 - 6.3.5) Compile a summary of activities throughout the year and future recommendations to be passed onto the incoming Vice-President of Programming.
 - 6.3.6) At the end of their term, communicate with the incoming Vice-President of Programming to provide information on their experience during the year.
- 6.4) The Vice-President of Communications shall:
- 6.4.1) Be responsible for all PHRC advertising throughout the building and online.
 - 6.4.2) Be responsible for creating branding and graphics for all PHRC events, not just for advertising material but also for associated components such as event tickets.
 - 6.4.3) Manage or be the administrator of all PHRC social media accounts, including the Perth Council Instagram account and the PHRC Facebook Group.
 - 6.4.4) Ensure all designs and material are easily accessible by the rest of the PHRC Executive team by uploading them onto shared Drive folders.
 - 6.4.5) At the end of their term, communicate with the incoming Vice-President of Communications to provide information on their experience during the year.
- 6.5) The Vice-President of Finance shall:
- 6.5.1) Be tasked with organizing, managing, and ensuring that PHRC finances are in order.
 - 6.5.2) Receive, distribute, and deposit all money relating to PHRC.
 - 6.5.3) Promptly pay all bills by cheque.
 - 6.5.4) Keep all council members continuously informed of PHRC's financial situation.
 - 6.5.5) Act as a signing authority for PHRC (along with the President and Vice-President of Programming).
 - 6.5.6) Keep full records and accurate accounts belonging to PHRC. The records will show the transactions and financial conditions of PHRC. The records shall be available for inspection by any resident of Perth Hall, who has provided twenty-four (24) hours' notice in writing. The records shall also be subject to an audit as dictated by the Division of Housing and Ancillary services.
 - 6.5.7) Submit, to the outgoing and incoming President, a comprehensive financial report and recommendations at the end of the Council year.
 - 6.5.8) Pass on no undisclosed liability in PHRC's name at the end of their term.
 - 6.5.9) Submit a detailed budget to the Division of Housing and Ancillary Services by the designated date during the summer.
 - 6.5.10) At the end of their term, communicate with the incoming Vice-President of Finance to provide information on their experience during the year.
- 6.6) Every Senior Commissioner shall:

- 6.6.1) Attend every training session necessary for their role.
 - 6.6.2) Program their portfolio's activities and events to the best of their abilities, conforming to PHRC's values and guidelines.
 - 6.6.3) Create and submit a preliminary budget and event proposals to the PHRC Executive within a reasonable time during the summer.
 - 6.6.4) Regularly attend all weekly/biweekly PHRC meetings throughout the year.
 - 6.6.5) Keep the Vice-President of Programming informed of their Council-related activities.
 - 6.6.6) Actively promote PHRC events, activities, and goals.
 - 6.6.7) Work with assigned Floor Reps to undertake the responsibilities of their respective portfolio.
 - 6.6.8) Senior Commissioners are strongly encouraged to include Floor Reps in the decision-making process of their respective portfolio to encourage personal growth and the development of leadership skills.
 - 6.6.9) At the end of their term, communicate with the incoming Senior Commissioner of their portfolio(s) to provide information
- 6.7) Every Floor Representative shall:
- 6.20.1) Attend every training session necessary for their role.
 - 6.20.2) Regularly attend all weekly PHRC meetings.
 - 6.20.3) Actively promote all PHRC events and activities.
 - 6.20.4) Pass relevant PHRC meeting information along to their respective floors at floor meetings.
 - 6.20.5) Actively seek feedback and building-related concerns from residents of their respective floors, to be brought back to and addressed at PHRC meetings.
 - 6.7.1) Work with at least one (1) Senior Commissioner throughout the year and be responsible for ensuring their portfolio's programming is successful.
 - 6.7.2) Help organize and run at least two (2) events outside of their designated portfolio(s) each year.
- 6.8) The Academic Commissioners shall:
- 6.8.1) Be dedicated to promoting academic excellence throughout Perth Hall.
 - 6.8.2) Work closely with the Academic and Leadership Programmer (ALP) to deliver programming.
 - 6.8.3) Educate residents of the wider academic outlets that the University of Western Ontario offers (including but not limited to: The Student Success Centre and Western Libraries).
 - 6.8.4) Provide residents with both programming and information that promote strong mental health.
- 6.9) The Allied Commissioners shall:
- 6.9.1) Be dedicated to creating an open and accepting culture among residents.
 - 6.9.2) Provide residents with both programming and information on issues surrounding sexuality, diversity, and personal growth.
 - 6.9.3) Educate residents of resources that the University of Western Ontario offers to support students (for example, Residence Counselling).
- 6.10) The Environmental Commissioners shall:
- 6.10.1) Promote awareness of environmental issues.
 - 6.10.2) Encourage sustainable living within residence by increasing energy conservation and recycling, and by encouraging other attitudes that positively impact and/or conserve the environment.

- 6.11) The Formal Commissioners shall:
 - 6.11.1) Plan, prepare for, and run Perth Hall's two major dances: Semi-Formal and Formal.
- 6.12) The Frost Week Commissioners shall:
 - 6.12.1) Plan and run Frost Week events.
 - 6.12.2) Interview, select, and train froths.
- 6.13) The Healthy Lifestyles Commissioners shall:
 - 6.13.1) Be responsible for coordinating all sports activities within the residence.
 - 6.13.2) Promote a healthy lifestyle amongst all residents. This includes (but is not limited to) healthy eating, exercising, and mental health.
 - 6.13.3) Organize both the male and female flag football teams.
- 6.14) The International and Cultural Commissioners shall:
 - 6.14.1) Celebrate ethnic, religious, and other forms of diversity within the residence, and promote unity among students from all backgrounds.
 - 6.14.2) 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.
 - 6.14.3) Contribute towards the building's sense of community by planning events for students remaining in Ontario Hall during the main holidays of the year.
- 6.15) The Mental Health Commissioners shall:
 - 6.15.1) Raise awareness of mental health issues.
 - 6.15.2) Promote mental and emotional well-being throughout the year, especially during times when students tend to deal with greater stress and pressure (i.e. exam seasons).
 - 6.15.3) Educate residents of resources that the University of Western Ontario offers to help students cope with personal issues and improve their mental health.
- 6.16) The Philanthropy Commissioners shall:
 - 6.16.1) Educate residents of social issues affecting the community and greater world community.
 - 6.16.2) Run programming to help students give back to their community and become engaged with London's and/or the University of Western Ontario's charitable organizations.
- 6.17) The Council Photographer shall:
 - 6.17.1) Attend and photograph events run by PHRC.
 - 6.17.2) Work with Senior Commissioners to produce photography opportunities at various events.
 - 6.17.3) Edit photos for Residents' Council, which may be posted on social media.
 - 6.17.4) Edit and create videos for 2-3 of the larger events that take place throughout the year, if requested by the Vice-President of Communications to do so (with a reasonable amount of advance notice).
 - 6.17.5) If requested to do so, organize the photos and videos into OneDrive or Google Drive folders, to be shared with the Vice-President of Communications, PHRC, or all residents of Perth Hall.
- 6.18) The Administrative Assistant (Secretary) shall:
 - 6.18.1) Arrive 15 minutes early to PHRC meetings to help set up.
 - 6.18.2) Perform roll call of all Council members at the start of each meeting.
 - 6.18.3) Acting as timekeeper, the secretary must warn Council when a discussion takes longer than the time it has been allocated on a meeting's agenda.

- 6.18.4) Take minutes during PHRC meetings.
- 6.18.5) Upload each meeting's minutes into the appropriate OneDrive folder so all Council members have access.
- 6.18.6) Post minutes on the PHRC-only Facebook Group 1 hour prior to the start of the meeting.
- 6.18.7) Assist the President with some additional administrative work.
- 6.19) The Housing Operations Commissioner shall:
 - 6.19.1) Actively seek student feedback about the building's facilities and equipment. Some ways of doing this are by using Google Forms or Facebook Polls, or by asking the students.
 - 6.19.2) Pass student feedback on to the Assistant Director of Facilities.
 - 6.19.3) Share a summary of concerns that have been brought to their attention at PHRC meetings, regardless of whether or not these concerns were passed along to the Assistant Director of Facilities. This is to ensure that PHRC members are aware of which issues have already been and which ones still need to be addressed.
 - 6.19.4) The Housing Operations Commissioner must attend additional HOC-specific meetings, and work with a separate budget.

Article 7 – Selections

- 7.1) Mandate – PHRC shall:
 - 7.1.1) Aim to attract a variety of candidates for the available positions.
 - 7.1.2) Ensure the process is carried out in a fair and equitable manner.
 - 7.1.3) Ensure the candidates selected are informed of the responsibilities of the position(s) they are considering.
- 7.2) For all application and interview-based selection processes, the following guidelines must be followed:
 - 7.2.1) All applications created for the selection of members of council must be created by the PHRC Executive.
 - 7.2.2) Applications must not include reference to one's religion, sex, gender, ethnicity, academic performance or physical appearance.
 - 7.2.3) It shall be the goal of the decision makers to come to a consensus on deciding each position.
 - 7.2.4) The decision makers must make their decision on the qualities and perceived capabilities of the candidates.
 - 7.2.5) The decision makers are expected to consult the candidate's Residence Manager concerning the candidate's eligibility to live in Residence the following year.
 - 7.2.6) Applicants offered a position must accept their position within 24 hours of being informed of their offer, otherwise it will be assumed that the candidate has declined the offer.
 - 7.2.7) Throughout the selection process all individuals must keep all information that is discussed in interviews confidential. If it is discovered that information is shared with outside sources, then the Residence Manager(s) will be informed and requested to take the appropriate action towards the individual.
- 7.3) President Selection:

- 7.3.1) The President shall be selected through an application and interview process facilitated by the Residence Council President Selection Committee, coinciding near Soph and Residence Staff selections.
- 7.3.2) Mandatory members of the Residence Council President Selection Committee include:
 - i. The Outgoing President
 - ii. The Outgoing Vice-President of Finance
 - iii. The Outgoing Vice-President of Programming
- 7.3.3) Optional and non-voting members of the Residence Council President Selection Committee include:
 - i. The Outgoing Head Soph
 - ii. The Incoming Head Soph
 - iii. The Residence Manager(s)
- 7.4) Vice-President Selection:
 - 7.4.1) Vice-Presidents shall be selected through an application and interview process facilitated by the Residence Council Vice-President Selection Committee, coinciding near Soph and Residence Staff selections.
 - 7.4.2) Mandatory members of the Residence Council Vice-President Selection Committee include:
 - i. The Outgoing President
 - ii. The Outgoing Vice-President of Finance
 - iii. The Outgoing Vice-President of Programming
 - iv. The Incoming President
 - 7.4.3) Optional and non-voting members of the Residence Council Vice-President Selection Committee include:
 - i. The Outgoing Head Soph
 - ii. The Incoming Head Soph
 - iii. The Residence Manager(s)
- 7.5) Senior Commissioner Selection:
 - 7.5.1) Senior Commissioners shall be selected through an application and interview process facilitated by the Incoming Executive Officers (the Incoming President, Vice-President of Programming, Vice-President of Finance, and Vice-President of Communications).
 - 7.5.2) 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.
 - 7.5.3) In the event that the committee cannot draw a conclusion about a candidate a simple vote of majority by the executive officers shall take place. In the event of a tie, input may be asked of the Residence Manager(s) to help make a final decision.
- 7.6) Council Photographer Selection:
 - 7.7.1) The Council Photographer shall be selected through an application and interview process facilitated by the Vice-President of Communications with oversight of the other Executive Officers.
- 7.7) Administrative Assistant Selection:
 - 7.7.2) If the Administrative Assistant is selected in the fall the committee will consist of the Executive Officers.

- 7.7.3) If the Administrative Assistant is selected in the spring the committee will consist of the Incoming Executive Officers
- 7.8) Housing Operations Commissioner Selection:
 - 7.4.1) It is up to the Executive Officers to decide whether they will facilitate an application and interview process to select the Housing Operations Commissioner, or if the position will be granted to any council member who volunteers to take on this position.
 - 7.4.2) When choosing a selection/appointment process, the Executive Officers must consult with and get the approval of Perth Hall's Residence Manager(s).
- 7.9) Floor Representative Selection:
 - 7.4.1) Every Wing of every floor will elect a single floor representative for a total of 11 representatives.
 - 7.4.2) A resident may only run for the wing of the floor in which they reside.
 - 7.4.3) 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.
 - 7.4.4) Each candidate will be provided no more than five minutes in which they may address the floor.
 - 7.4.5) Residents may only vote for candidates that reside in their wing.
 - 7.4.6) The candidate that receives the majority vote will be elected floor representative.
 - 7.4.7) In the event of a tie, the lowest ranked candidate shall be eliminated and a new vote held with the remaining candidates. This shall continue until a clear winner emerges.
 - 7.4.8) This process may be done with a ranked ballot at the discretion of the President.
 - 7.4.9) 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 of floor representative.

Article 8 – Impeachment

Any member of PHRC provides grounds for impeachment when they fail to fulfill their duties.

- 8.1) Senior Commissioners and other executive appointees shall be liable to be dismissed from their duties at Presidential discretion, but in this case, they continue to hold their votes on council until the end of the year or impeachment.
- 8.2) Executive Impeachment Process:
 - 8.2.1) 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 51% of the signatures of current Perth Hall residents.
 - 8.2.2) If impeachment is initiated via petition, a building wide vote will take place 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.
 - 8.2.3) If impeachment is initiated via passing a motion during a council meeting, a blank-ballot vote will occur. A $\frac{3}{4}$ vote for impeachment of all the voting members of council will lead to immediate impeachment.

- 8.2.4) 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.
- 8.3) Floor Representative Impeachment Process:
 - 8.3.1) 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.
 - 8.3.2) If a floor representative is impeached or resigns, a new floor representative will be selected by the floor at the next possible floor meeting.
 - 8.3.3) Floor Reps are automatically removed if they cease to be a resident in good standing of the floor.
- 8.4) Impeachment of a Senior Commissioner, Council Photographer, or Administrative Assistant:
 - 8.4.1) Impeachment of a Senior Commissioner, Junior Commissioner, 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.
 - 8.4.2) 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.
 - 8.4.3) 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 51% against impeachment will be required among the voting members to prevent impeachment.
- 8.5) 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 9 – Meetings

- 9.1) PHRC shall meet weekly or bi-weekly as decided by the Executive Officers starting from the beginning of classes in September until the beginning of the final exam period in April, excluding holidays, December Break, Reading Weeks, exam periods, and extraneous circumstances.
- 9.2) PHRC must conduct meetings in the presence of over half (1/2) of voting members in order to meet quorum.
- 9.3) Meeting minutes shall be taken for all PHRC meetings where quorum is met.
- 9.4) Minutes may be requested by any residents of Perth Hall.
- 9.5) If a request is made, minutes must be produced within twenty-four (24) hours.
- 9.6) If any member of PHRC must be absent from a meeting, they must inform the President prior to the meeting with a valid reason for their absence. That individual must also send a proxy through a voting member of council. If a proxy is not sent by the member then the absence cannot be considered justified.

- 9.7) PHRC meetings shall be open to the public. All individuals outside of council attending the meeting must let the President know twenty-four hours before the meeting, otherwise the President may request that the individual leave the meeting.
- 9.8) 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.
- 9.9) The President shall meet with the Residence Manager(s) on a monthly meeting to discuss council affairs. The meeting will be closed to the public and individuals may only attend with permission from the President and the Residence Manager(s).
- 9.10) The Vice-President of Programming shall attend all Vice-President of Programming meetings held by the Programming Coordinator throughout the year.
- 9.11) The Vice-President of Finance shall attend all the Vice-President of Finance meetings to discuss PHRC's financial situation with Housing.
- 9.12) The President shall be designated the primary external advocate, and as such shall attend all meetings in that fashion with housing and other bodies.

Article 10 – Finance

- 10.1) 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 of Finance.
- 10.2) Signing authority will be granted to the President, Vice-President of Finance, and Vice-President of Programming.
- 10.3) The books and accounts of Council are the responsibility of the Vice-President of Finance and shall be open for inspection to all residents upon request, provided that the Vice-President of Finance is given twenty-four (24) hours of notice.
- 10.4) All cheques or cash received on behalf of PHRC shall be kept by the Vice-President of Finance, with any issuance of funds requiring the co-signatures of the President and the Vice-President of Finance.
- 10.5) 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.
- 10.6) The preferred signing authorities for transactions shall be the President and VP Finance. This shall only be violated when it is not feasible in cases such as conflict of interest or absenteeism.

Article 11 – Amendments

- 11.1) All amendments to the Constitution must be submitted to the President at least fourteen (14) days prior to their discussion at a PHRC meeting.
- 11.2) All amendments must be submitted in their final format.
- 11.3) The President shall post amendments at least seven (7) days prior to them being discussed by PHRC in a location available to all council members.
- 11.4) Amendments require a two-thirds (2/3) majority vote in order to be adopted.
- 11.5) Amendments become immediately active if they are adopted by the PHRC.