

Residents' Council Constitution

Table of Contents

<i>Article I – Definitions.....</i>	<i>3</i>
<i>Article II – Legal Obligations.....</i>	<i>4</i>
<i>Article III – Name</i>	<i>4</i>
<i>Article IV – Mission Statement.....</i>	<i>4</i>
<i>Article V – Jurisdictions</i>	<i>4</i>
<i>Article VI – Membership and Eligibility</i>	<i>5</i>
<i>Article VII – Role Responsibilities and Key Competencies.....</i>	<i>6</i>
<i>Article VIII – Committees.....</i>	<i>11</i>
<i>Article IX – Elections and Selections</i>	<i>13</i>
<i>Article X – Terms of Office.....</i>	<i>16</i>
<i>Article XI – Impeachment and Removals.....</i>	<i>17</i>
<i>Article XII – Meetings and Attendance.....</i>	<i>18</i>
<i>Article XIV – Finance.....</i>	<i>19</i>
<i>Article XVI – Constitutional Amendments</i>	<i>20</i>

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Article I – Definitions

Academic Year: Shall be defined by the Academic Calendar of Western University.

By-Law(s): Sub-section(s) of the constitution, outlining the duties of the respective building's Residents' Council and its members.

RHRC: The Respective Hall's Residents' Council which is composed of the Executive, Floor Representatives, and Ad-Hoc Membership.

Eligible Voters: All residents of a respective residence, excluding the Residence Life Coordinator and all Residence Staff

Floor Representative: A resident of a particular floor duly elected to serve on the Residents' Council by advocating for their floor needs, and assisting with Council programming.

Good Standing: To be non-divergent of duties as outlined by the constitution and By-Laws.

HOC: Housing Operations Committee, a Committee in which annual funds are determined and allocated to improvements to the residence building

Impeachment: The indefinite suspension of a floor representative according to the procedure outlined in Article XI of this Constitution.

Quorum: 50%+1 of voting members of a respective Residents' Council

Ranked List: A prioritized list of all preferred candidates for each selected position.

Residence Staff: Composed of the Residence Life Coordinator(s), Residence Dons, Residence Education Advisors, Residence Clerks, and Residence Secretaries hereinafter referred to as Staff.

Resident: A person living in a respective residence.

The Executive: Shall consist of the President, Vice-President Programming, Vice-President Finance, Vice President Special Events, and Vice President Promotions

USC: University Students' Council

WESTERN UNIVERSITY: The University of Western Ontario

Article II – Legal Obligations

The laws of Canada and Ontario, the Human Rights Codes for Canada and Ontario and the regulations of Western University (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 III – Name

This organization shall be known as Respective Hall's Residents' Council and referred to in this document as RHRC.

Article IV – Mission Statement

Residents' Council is an autonomous body, composed of student leaders and representatives. The Council strives to represent the interests of their constituents and support the on-campus student experience through educational programming and leadership development.

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

1. Develop, maintain, and exercise a responsible self-government.
2. Promote equity, diversity, and respect throughout the residence.
3. Coordinate interesting and engaging academic, cultural, social, personal wellness, and humanitarian programming to encourage student development and promote the Respective Hall's community spirit.
4. Promote and provide opportunities for student involvement and the development of leadership skills.
5. Maintain and promote respect for the building infrastructure, equipment and grounds of the Respective Hall.
6. Allocate resources in a transparent and effective manner.
7. 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 V – Jurisdictions

- 4.1) The RHRC shall have jurisdiction over all resident organizations of the Respective Hall:
 - a. A resident organization which has not been recognized by RHRC, 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 RHRC, Respective Hall or Respective Hall Residents' Council;
 - 4.1.2) Receive grants of money from RHRC;

- 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 the Respective Hall may organize for any legal purpose without reference to the Residents' Council.
- 4.2) RHRC shall have the power to buy and sell on behalf of the residents, subject to budget approval provided by the Programming Coordinator or proxy.
- 4.3) No Hall residents shall use RHRC funds for personal use or for any purpose outside the scope of RHRC.
- 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 the VP Finance and the Programming Coordinator or proxy. 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 RHRC without the approval of all five 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 Programming Coordinator or proxy.

Article VI – Membership and Eligibility

- 1) All members of the of the Residents' Council shall be residents of the Respective Hall
- 2) Voting Members shall consist of:
 - a) The five (5) executive officers (The Executive)
 - i) President
 - ii) Vice-President Finance
 - iii) Vice-President Programming
 - iv) Vice-President Promotions
 - v) Vice-President Special Events
 - b) One (1) Floor Representative per floor/community elected in accordance with Article IX.
- 3) A comprehensive list, which may be filled partially or in full per academic year, of Non-Voting, Ex-Officio members consists of:
 - a) One or two (1-2) Residence Education Advisor(s), appointed by the Programming Coordinator
 - b) The Head Soph or proxy for the Respective Hall
- 4) The eligibility to become a member of the Council Executive team and/or being elected as a Floor Representative is that all candidates must:
 - a) Be enrolled as a student at Western University for the upcoming academic year
 - b) Live in the residence which they are representing, during the indicated term being applied for
 - c) Be in good standing with the Housing Office and associates

- d) Have received no outcomes from the Conduct Office higher than a Letter of Warning
- e) Demonstrate and uphold the values of Western University, Housing, and Residents' Council

Article VII – Role Responsibilities and Key Competencies

1. Council President

The Council President is a volunteer student leadership position, responsible for leading the Residents' Council in the planning and execution of year-long Council programming and resident advocacy. The Council President works closely with their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community and learning.

The **role responsibilities** of the Council President are as follows:

1. Act as chief spokesperson for Residents' Council
2. Advocate for the interests of their constituents to all relevant administrative and governing entities within the University
3. Chair regular Council meetings
4. Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information necessary for carrying out duties are shared in a timely and accurate fashion
5. Directly supervise and coordinate the duties of Council Executive members
6. Recruit and support training for Council Executive, and Floor Representatives
7. Attend regular Communication Meetings and monthly Presidents' meetings as set by Housing
8. Prepare, at the end of their term of office, a report on the year's Council activities
9. Attend all Council training as provided by Housing and the Office of Residence Education
10. Complete all other duties in matters concerning the Council, as required

The **core competencies** of the Council President are as follows:

- Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- Team-Building and Development
 - *Build and develop a capable, diverse and cohesive team to maximize their collective skills and talents; motivate others to achieve Council goals; recognize and reward contributions*
- Negotiation
 - *Explore alternatives and consult varying positions to reach outcomes that gain the support and acceptance of all involved stakeholders*
- Time Management

- *Effectively manage both personal and team time and resources to ensure that work is completed efficiently and goals are achieved*
- Leadership
 - *Present strong leadership skills: develop shared vision, identify personal leadership philosophy, and lead and maintain a standard of excellence*
- Accountability
 - *Take responsibility for actions, decisions and deliverables as relevant to role; work to establish a culture of accountability among direct reports and across Council; model accountability for others*

2. Vice President, Finance

The Council Vice-President, Finance is a volunteer student leadership position, responsible for leading the Residents' Council in financial planning, allocation, expenditure, and accurate record-keeping. The Vice-President, Finance works alongside their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community, learning, and financial stewardship.

The **role responsibilities** of the Vice President, Finance are as follows:

1. Supervise the financial commitments of the Council, including recording, updating, and reporting on a Council budget
2. Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information such as are necessary for carrying out duties are shared in a timely and accurate fashion
3. Directly supervise and coordinate the financial allocation and expenditure of Council to ensure that all budgetary lines are carried out according to University and Housing policy and recommendations
4. Recruit and support training for Floor Representatives
5. Attend regular Council meetings
6. Attend regular Executive meetings as set by Housing
7. Prepare, at the end of their term of office, a report on the year's Council budget
8. Attend all Council training as provided by Housing and the Office of Residence Education
9. Serve as proxy to the President and other Executive, as required
10. Complete all other duties in matters concerning the Council, as required

The **core competencies** of the Vice President, Finance are as follows:

- Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- Building Trust
 - *Interact with others in a way that gives them confidence in one's intentions and those of the organization; operates with integrity and invites others' ideas*
- Organizational Awareness

- *Gains knowledge of Council finance culture, systems, and pressures; understands the agenda and perspectives of others' financial demands and needs*
- Resource Allocation
 - *Manages Council finances and resources to enhance residents' experience; deploys economically and effectively*
- Attention to Detail
 - *Accomplishes finance-related tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks finance processes and records*
- Accountability
 - *Takes responsibility for actions, decisions, and deliverables as relevant to role; fosters a culture of accountability across Council; models accountability for others*
- Valuing Diversity
 - *Advocates for the value of equity, diversity, inclusion, and decolonization to others; takes actions to further EDI-D on Council; confronts inappropriate behaviour by others; challenges exclusionary practices*

3. Vice President, Programming

The Council Vice-President, Programming is a volunteer student leadership position, responsible for co-leading the Residents' Council in the planning and execution of year-long Council programming. The Vice-President, Programming works alongside their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community and learning.

The **role responsibilities** of the Vice President, Programming are as follows:

1. Supervise the programming commitments of the Council, including planning, preparing, and executing of events
2. Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information such as are necessary for carrying out duties are shared in a timely and accurate fashion
3. Directly supervise and coordinate the programming duties of Floor Representatives and members of program planning committees to ensure that all programs are carried out according to University and Housing policy and recommendations
4. Onboard and support training for Floor Representatives
5. Attend regular Council meetings
6. Attend regular Executive meetings as set by Housing
7. Prepare, at the end of their term of office, a report on the year's Council programming
8. Attend all Council training as provided by Housing and the Office of Residence Education
9. Serve as proxy to the President and other Executive, as required
10. Complete all other duties in matters concerning the Council, as required

The **core competencies** of the Vice President, Programming are as follows:

- Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- Planning and Organizing
 - *Establish courses of action for self and others to ensure that Council programming work is completed efficiently*
- Delegation
 - *Allocate authority and/or task responsibility appropriately over Council programming to others, to maximize Council's and individuals' effectiveness*
- Innovation
 - *Generates innovative programming for Council; tries different and novel ways to handle programming opportunities*
- Leadership
 - *Present strong leadership skills: develop shared vision, identify personal leadership philosophy, and lead and maintain a standard of excellence*
- Problem Analysis and Problem Solving
 - *Uses sound or logical judgment to identify and analyze programming concerns or potential issues, develop alternative solutions and initiative corrective action*
- Valuing Diversity
 - *Advocates the value of equity, diversity, inclusion, and decolonization to others; takes actions to further EDI-D on Council, confronts inappropriate behaviour by others; challenges exclusionary practices*

4. Vice President, Promotions

The Council Vice-President, Promotions is a volunteer student leadership position, responsible for co-leading the Residents' Council in the planning and promotion of year-long Council programming. The Vice-President, Promotions (Communications) works alongside their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community, learning, and engagement.

The **role responsibilities** of the Vice President, Promotions are as follows:

1. Supervise and execute the communications and promotions commitments of the Council, including creation of social media content, graphics, and written updates
2. Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information necessary for carrying out duties are shared in a timely and accurate fashion
3. Directly supervise and coordinate the duties of Floor Representatives and members of program planning committees to ensure that all promotions and communications are carried out according to University and Housing policy and recommendations
4. Onboard and support training for Floor Representatives

5. Attend regular Council meetings
6. Attend regular Executive meetings as set by Housing
7. Prepare, at the end of their term of office, a report on the year's Council communications
8. Attend all Council training as provided by Housing and the Office of Residence Education
9. Serve as proxy to the President and other Executive, as required
10. Complete all other duties in matters concerning the Council, as required

The **core competencies** of the Vice President, Promotions are as follows:

- Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- Building Partnerships
 - *Identifies opportunities and takes action to build strategic relationships between Council and the University*
- Managing Conflict
 - *Deals effectively with others in difficult situations; uses appropriate interpersonal styles and methods to reduce tension or conflict between Council and the public*
- Innovation
 - *Generates innovative programming for Council; tries different and novel ways to handle programming opportunities*
- Ability to Influence
 - *Proactively communicates; utilizes oral and written communication to enhance relationships across Council and the residence*
- Persuasiveness
 - *Uses appropriate interpersonal styles and communication methods to promote Council affairs; capably articulates thoughts and ideas and listens carefully to others*
- Valuing Diversity
 - *Advocates the value of equity, diversity, inclusion, and decolonization to others; takes actions to further EDI-D on Council, confronts inappropriate behaviour by others; challenges exclusionary practices*

5. Vice President, Special Events

The Council Vice-President, Special Events is a volunteer student leadership position, responsible for co-leading the Residents' Council in the planning and execution of special, large-scale events, such as Frost Week, Year End Celebration, and others. The Vice-President, Special Events works alongside their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community, learning, and engagement.

The **role responsibilities** of the Vice President, Special Events are as follows:

1. Supervise the programming commitments of the Council, including planning, preparing, and executing of special/social events

2. Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information such as are necessary for carrying out duties are shared in a timely and accurate fashion
3. Directly supervise and coordinate the programming duties of Floor Representatives and members of program planning committees to ensure that all programs are carried out according to University and Housing policy and recommendations
4. Onboard and support training for Floor Representatives
5. Attend regular Council meetings
6. Attend regular Executive meetings as set by Housing
7. Prepare, at the end of their term of office, a report on the year's Council programming
8. Attend all Council training as provided by Housing and the Office of Residence Education
9. Serve as proxy to the President and other Executive, as required
10. Complete all other duties in matters concerning the Council, as required

The **core competencies** of the Vice President, Special Events are as follows:

- Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- Planning and Organizing
 - *Establish courses of action for self and others to ensure that Council programming work is completed efficiently*
- Delegation
 - *Allocate authority and/or task responsibility appropriately over Council programming to others, to maximize Council's and individuals' effectiveness*
- Pursues Excellence
 - *Sets high standards of performance for programming; self-imposes high standards of excellence*
- Leadership
 - *Present strong leadership skills: develop shared vision, identify personal leadership philosophy, and lead and maintain a standard of excellence*
- Problem Analysis and Problem Solving
 - *Uses sound or logical judgment to identify and analyze programming concerns or potential issues, develop alternative solutions and initiative corrective action*
- Valuing Diversity
 - *Advocates for the value of equity, diversity, inclusion, and decolonization to others; takes actions to further EDI-D on Council, confronts inappropriate behaviour by others; challenges exclusionary practices*

Article VIII – Committees

- Floor Representatives may be allocated to a committee based on their preferences, and at the discretion of the executive team.

- A Floor Representative can be part of more than one committee during an academic year.
- The executive team shall have the ability (in consultation with their Programming Coordinator) to select which committees to run for the year based on the interest, capacity, and engagement of their teams
- Committees that are mandatory to run every academic year are: Year-End Celebration, and Frost Week

Academics

- Be dedicated to promoting academic excellence throughout the Respective Hall.
- Work closely with the Residence Education Advisor (REA) to deliver programming.
- Educate residents of the wider academic outlets that Western University/University of Western Ontario offers (including but not limited to: Learning and Development and Western Libraries).

Sustainability

- Promote awareness of sustainability and environmental issues by collaborating with Western campus partners
- Encourage sustainable living within residence by increasing energy conservation and recycling, and by encouraging other attitudes that positively impact and/or conserve the environment/resources.

Frost Week

- Plan, facilitate, and execute Frost Week events

Health and Wellness

- Raise awareness on wellness issues
- 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).
- Educate residents of resources that the University of Western Ontario offers to help students cope with personal issues and improve their mental health.
- Be responsible for coordinating all sports and wellness activities within the residence.
- Promote a healthy lifestyle amongst all residents. This includes (but is not limited to) healthy eating, exercising, and mental health.
- Organize both the residence flag football teams.

International and Cultural

- Celebrate ethnic, cultural, and other forms of diversity within the residence, and promote unity among students from all backgrounds.
- Contribute towards the building's sense of community by planning events for students staying in residence during the main holidays of the year.

Year End Celebration

- Plan, prepare for, facilitate, and execute the Respective Hall's end-of-year celebration event

Philanthropy

- Educate residents of social issues affecting the community and greater world community.
- 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.

Administration (Speaker / Secretary)

- Arrive 15 minutes early to RHRC meetings to help set up.
- Perform roll call of all Council members at the start of each meeting.
- 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.
- Take minutes during council meetings.
- Upload each meeting's minutes into the appropriate OneDrive folder so all Council members have access.
- Post agenda on the RHRC OneDrive at least 1 hour prior to the start of the meeting.
- Assist the Executive team with some any administrative work.
- This Committee may be composed of up to three members.

Promotions

- Promote, attend and photograph events run by the Respective Council.
- Work with Floor Representatives to create promotion strategies for their respective events and on their floors.
- Edit photos for Residents' Council, which may be posted on social media.
- 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).
- 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, the council members, or all residents of the Respective Hall.

Article IX – Elections and Selections

Throughout the selection process all individuals must keep all information that is discussed in the recruitment process confidential. If it is discovered that information is shared with outside sources, then the Programming Coordinator and Residence Life Coordinator will be informed and requested to take the appropriate action towards the individual.

Floor Representative Election:

1. Floor Representatives on the Council shall be elected during the third week of fall term classes by secret ballot
2. The election shall be conducted at the floor meeting by the staff member of that floor in accordance with the Residence Constitution and Community Development Model.
3. A resident may only run for a position in the community in which they reside.
4. Each candidate will be provided no more than five minutes in which they may address the community.

5. Residents may only vote for candidates that reside in their wing, and for candidates seeking to represent the community they reside in.
6. The candidate that receives the majority vote will be elected floor representative.
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.

President Selection:

- The President shall be selected through an application and interview process facilitated by the Residence Council President Selection Committee.
- Mandatory members of the Residence Council President Selection Committee include:
 - The Programming Coordinator for the respective neighbourhood, or proxy
- Optional and non-voting members of the Residence Council President Selection Committee include:
 - The Residence Life Coordinator(s)
 - Residence Education Advisors

Vice-President Selection:

- Vice-Presidents shall be selected through an application and interview process facilitated by the Residence Council Vice-President Selection Committee.
- Mandatory members of the Residence Council Vice-President Selection Committee include:
 - The Programming Coordinator for the respective neighbourhood, or proxy
- Optional and non-voting members of the Residence Council Vice-President Selection Committee include:
 - The Residence Life Coordinator(s)
 - Residence Education Advisors

In the event of the absence of a member of the selection committee, a minimum of three members are required (composing of the Residence Life Coordinator, member of the Office of Residence Education, and Residence Education Advisor) to proceed with the selection process.

If there are less than the minimum three (3) members, additional committee members may be appointed to stand in as a proxy.

Selection committees will meet prior to interviews and should adhere to the following guidelines:

- a) A range of 3-6 applicants is recommended to continue selections, however it will be up to the selection committee's discretion to proceed with any number of interviews
- b) Applicants who receive an interview will be agreed upon beforehand by majority of the selection committee,

- c) Applicants will receive an email from the Programming Coordinator/proxy or member of Office of Residence Education, regarding their status in the selection process if they will be moving forward
 - d) Interview questions will be provided by the Programming Coordinator(s) based on the competencies required for each role.
 - e) Applicants are asked to bring a copy of their class schedule and two (2) references for administrative purposes
 - f) Time is allotted following the interview for reflection on the candidate's answers
 - g) Notes on each applicant's performance should be taken by all members of the selection committee throughout the deliberation process
 - h) Notes on their application will be made available in summary format if requested by an applicant for professional development and transparency
- Selections should be completed by consensus of the selection committee; however, final decisions will be made by the Programming Coordinator or appointed proxy
 - If more information is needed to make a good choice, or the selection committee would like to re-open selections, the application must be re-opened and advertised

Housing Operations Committee Representative (HOC Rep) Selection

The HOC Rep is a position on the RHRC that sits on the Housing Operations Committee, which comprises all the other HOC reps and select professional Housing staff. The responsibility of the HOC Rep is to survey the building and Council representatives to identify any reasonable and requested upgrades for the building they live in. The HOC Rep receives their own budget, separate from the budget of the RHRC to use for building upgrades.

Building upgrade examples may include: new shower heads, new sports equipment to sign out from the front desk, repainting of walls, purchase of art for walls, replacement of lounge televisions, etc. The HOC Rep may also advocate for any future upgrades or changes to the building depending on any surveys or students' opinions they gather. HOC Reps should make themselves available to the whole building in some way to collect as much information as possible from all the residents.

Housing Operations Commissioner Selection Process

1. Call for Applications: The Executive team will announce a call for applications for the position of Housing Operations Commissioner (HOC) Representative. This call is directed toward Floor Representatives on the respective building's council, as only floor representatives are eligible for this position. This call should take place during Council's second meeting.
2. Application Guidelines: The Executive team will provide clear guidelines for the application process, which is a written application with a required length of 250-500 words that is emailed to the Council email (e.g. saugeen.council@uwo.ca, deli.council@uwo.ca, perth.council@uwo.ca etc.).

The Executive will outline the expectations for the HOC Representative's role, responsibilities, and desired qualities with assistance from the Residence Education Advisor(s), and as described in the Constitution. The due date for applications must be one week after the applications open.

3. **Application Submission:** Interested Floor Representatives will submit their applications within the specified timeframe, adhering to the provided guidelines. Applications should contain information about the candidate's background, motivations, relevant experiences, and ideas for building upgrades or improvements.
4. **Review by Council Executive Team:** The council executive team will review all the submitted applications. They will assess each application based on criteria such as the candidate's understanding of the role, the quality of their ideas for building upgrades, and their interest in representing the residents effectively.
5. **Input from Residence Education Advisor:** The council executive team seeks feedback from the Residence Education Advisor assigned to the council. As a residence staff, the Residence Education Advisor provides valuable insights and expertise in evaluating the applications. They consider factors such as the candidate's potential to collaborate with Housing Facilities management and their motivation towards pursuing this role.
6. **Selection of HOC Representative:** Based on the review of applications, the council executive team makes a final decision on the HOC representative. They consider the overall strength of the application, the candidate's alignment with the residents' interests, and their potential to fulfill the role's responsibilities effectively.
7. **Announcement of Results:** The council executive team announces the selected candidate as the HOC representative to the residents. The chosen candidate is recognized as the official representative of the first-year residents' council in matters related to housing operations.
8. **Orientation and Training:** The newly selected HOC representative undergoes a brief meeting organized by the council executive team and the Residence Education Advisor. This session familiarizes them with their specific responsibilities, the budget allocation process, and the protocols for attending meetings with Western Housing Facilities management and other HOC representatives. They should attend all other additional training as provided by Housing.

By implementing this application-based approach, with review by the Council executive team and input from the Residence Education Advisor, the selection process for the Housing Operations Commissioner (HOC) representative ensures a thorough evaluation of candidates and the selection of a representative who demonstrates a solid commitment to enhancing the residents' housing experience.

Article X – Terms of Office

1. The terms of office for the executive members shall run from the time of their selection until the final day of the academic year.
2. Floor Representatives shall hold office from the time of their election until the final day of the academic year.

3. External Representatives shall hold office as outlined by their respective parties

Article XI – Impeachment and Removals

Removal Procedures for Executives

A Council Executive will be removed from their position should one or more of the following be true:

- A) Absence at three or more meetings in a semester, without notice/cause
- B) Absence at 50% or greater of meetings in a semester, even if with notice/cause
- C) Three counts of failure to respond to email communication within three business days or 72 business hours
- D) Failure to remain in good standing with the Western Code of Conduct or Housing Residence Contract
- E) Failure to complete the portfolio for the role as outlined in the Constitution, including programming expectations
- F) Failure to complete required training by the assigned time, at the discretion of the Training Coordinator within the Office of Residence Education and Programs

Exceptions may be granted on a case-to-case basis at the discretion of the Programming Coordinator.

1. The removal process of an Executive shall be initiated by the Programming Coordinator or proxy.
2. Upon removal of an executive member, it is the duty of the RHRC to find a suitable replacement to fill any vacancies or create a work plan within fourteen (14) days with the consultation and approval of the Programming Coordinator. Candidates must submit a 250-500 word statement of intent to the Council email for review.
3. In the event of the resignation or removal of the President, the VP Finance, (or VP Programming, VP Special Events, or VP Promotions in this order) shall assume the position in their absence until a new President is selected.
4. In the event of the resignation or removal of any other executive role, the President shall assume the role until a new member shall be selected.
5. Any member of Council may appoint or send a designate/proxy (who must be an existing member of Council) to act or vote on their behalf in the Council, as approved by the President.

Impeachment Procedures for Floor Representatives

A Floor Representative will be removed from their position should one or more of the following be true:

- A) Where within any academic year, a Floor Representative who has not been granted leave of absence by the President or Programming Coordinator, attends less than 50 per cent of the regular Council meetings in an academic semester
- B) Failure to complete required training by the assigned time, at the discretion of the Training Coordinator within the Office of Residence Education and Programs
- C) The floor or community in which the Floor Representative is representing initiates an impeachment of their representative through a signed petition of over 50% of their floor/community members.
- D) Failure to remain in good standing with the Western Code of Conduct or Housing Residence Contract

Exceptions may be granted at the discretion of the Programming Coordinator and at the recommendation of two or more Executives.

1. The President shall remind a member via email of the attendance requirement after the member has failed to attend three regular meetings.
2. Once a Floor Representative has failed to attend 50% of the regular meetings in an academic semester, they shall be given the opportunity to resign before public impeachment or to request leniency for reasons detailed in writing to the Executive prior to removal
3. Should a Floor Representative fail to attend 75% of the regular meetings in an academic semester, they will be removed immediately with only the opportunity to resign.
4. Should a Floor Representative resign or be removed, the RHRC will allow fourteen (14) days for the floor to elect a new representative according to the process indicated in the constitution.

Article XII – Meetings and Attendance

1. The inaugural meeting of the RHRC shall be held within the first two weeks after hiring and training of all positions is completed.
2. The RHRC shall meet at least bi-weekly at the same time and place.
3. Meetings may be called by the Executive on twenty-four (24) hours' notice, provided that due cause is shown.

4. No two (2) successive meetings are to be held within a twenty-four (24) hour period without due cause shown, as deemed by the Executive.
5. The President or their designate shall chair all meetings.
6. By the third (3) RHRC meeting the Vice-President Finance will present the annual budget.
7. Meetings of the Residents' Council are open to all residents of the Respective Hall apart from a meeting that has been deemed "closed" twenty-four (24) hours prior to the convening of the said meeting
8. Attendance at all council meetings is mandatory for all council members. Any member not able to attend a council meeting shall:
 - a. Inform all executive members about their absence 48 hours before the council meeting at minimum, unless justified
 - b. Send a proxy to the meeting and inform the executive team in advance of who the proxy will be
 - c. Failure to send a proxy and / or inform the executive team with a justification for their absence within the required time will result in a 'no show'
 - d. Emergency situations can be recognized by the executive team in consensus in the case a council member fails to comply by the attendance bylaws

Article XIV – Finance

1. All purchases made for the RHRC must be pre-approved in writing by the VP Finance and Programming Coordinator to be considered for reimbursement.
2. All personal purchases must be kept separate from purchases by the RHRC.
3. Any purchases deemed unjustifiable by the RHRC will not be reimbursed.
4. End of the financial period in March/April will be declared by the VP Finance.
5. Signing authority will be granted to the President and Vice-President Finance.
6. 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.
7. All cheques or cash received on behalf of RHRC shall be kept by the Vice-President of Finance, and given to the Programming Coordinator(s) or Residence Life Coordinator(s) within twenty-four (24) hours for safe-keeping.

8. 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 XVI – Constitutional Amendments

1. All amendments to the Constitution must be submitted to the President at least fourteen (14) days prior to their discussion at a RHRC meeting.
2. All amendments must be submitted in their final format.
3. The President shall post amendments at least seven (7) days prior to them being discussed by RHRC in a location available to all council members.
4. Amendments to the constitution must be approved by 50%+1 of the voting members of the RHRC.
5. Once being approved by the council, Amendments will be sent to the Programming Coordinator(s) and become immediately active once they are approved.