



## **RRRA Constitution**

## Preamble

The Rideau River Residence Association operates under four fundamental types of regulations:

- ❖ The Constitution;
- ❖ The By-laws
- ❖ The Policies
- ❖ The motions passed by RRRA Council

The **Constitution** is composed of “Articles” and is the binding charter of all those documents listed above. The Constitution states the aims of the Association and who the members of the Association are. It explains how Policies and By-laws are enacted and amended as well as how the Constitution itself is amended.

The **By-laws** were created to act in association to the Articles of the Constitution. They are more specific in nature and are much easier to amend, repeal, or create but they cannot conflict with the Constitution. The By-laws give direction to the day-to-day operations of the Association.

**Policies** are divided into procedural and operational guides for the Association.

The individual **Motions of Action** passed at Council are the legislation of the Association. These legislations shall not conflict with the Constitution, By-laws, or Policies of the Association.

This document will be known as the Constitution of the Rideau River Residence Association and will take precedence over any by-laws, rules, regulations, and policies implemented by the Rideau River Residence Association and its members.

# Constitution

**Article I** The Organization

**Article II** Objective of the Organization

**Article III** Definition and Interpretations

**Article IV** Structure of the Rideau River Residence Association

**Article V** Amendments to the Constitution

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## **Article I – The Organization**

- 1.0 The Organization shall be known as the Rideau River Residence Association and shall represent all undergraduate students living in residence at Carleton University.

## **Article II – Objective of the Organization**

- 1.0 The objectives of the Association are:
- a) To meet and facilitate the needs of Carleton University residence students in order to provide a sense of community;
  - b) To represent the needs and interests of residence students of Carleton University to the University Administration, the Department of Housing, the Carleton University Students' Association (CUSA), public officials, and any other organizations;
  - c) To provide and maintain a responsible student association;
  - d) To advance the cause of higher learning to Carleton University and the Province of Ontario; and
  - e) To assist and promote tolerance in maintaining a social academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation or belief, disability, or marital status.
  - f) To ensure that Council members and RRRA members at large are provided with information that is directly relevant to them concerning referenda and financial opt-outs, in a comprehensive non-biased manner.

## **Article III – Definition and Interpretations**

- 1.0 In all of the Associations governing documents, the definition of any word shall be that considered in The Oxford Dictionary, except as otherwise defined.
- 2.0 Definitions
- a) The terms "RRRA" or "Association" may be used to refer to the organization.
  - b) "CUSA" refers to the Carleton University Students Association.
  - c) "GRC" refers to the Graduate Residence Caucus.
  - d) Abuse is to be defined as improper practice and/or to make a bad or wrong use of one party and/or object by another party.
  - e) Prejudice shall be defined as any bias for or against any object or party resulting in any differential treatment.
  - f) Disability is defined as a physical, psychiatric or learning dysfunction, which may create social, environmental and/or educational disadvantages.
  - g) Exploitation is defined as taking unfair advantage of a party for one party's advantage or another party's disadvantage.
  - h) The term "Council" may be used to refer to Students' Council and "Councillor" to a member of the Students' Council.
  - i) A residence student shall be any person who registers at Carleton University and resides in residence.
  - j) Members shall be defined as any undergraduate residence student who pays the

- Association's fees or is required to pay the Association's fees.
- k) Proper Notice shall be deemed as one meeting prior to the intended date of presenting the amendment

## Article IV – Structure of the Rideau River Residence Association

- 1.0 The structure of the Rideau River Residence Association is organized according to the following general categories:
- a) The Electorate shall be all Members of the Association.
  - b) The Legislative Body shall be the Students' Council.
  - c) The Administrative Body shall be the executive.
  - d) The Judicial Body shall be the Constitutional Board.
  - e) Advisory bodies shall be all standing and Ad Hoc committees of student's council.

### 2.0 Authority of the Electorate

The Electorate:

- a) Shall be entitled to vote in any election or referendum held by the Association, subject to any restrictions in the Constitution and further subject to any Bylaws and Policies governing elections and referendums.
- b) Shall be able to attend, propose motions, amendments, and have full speaking rights, at meetings of the Students' Council, and attend, by invitation only, meetings held in Camera.
- c) Shall be employable by the Associations' businesses and services.
- d) Shall be eligible to run in RRRA elections subject to any restrictions in the Constitution and further subject to any Bylaws and Policies governing elections and referenda.
- e) Shall be entitled to sit and vote on any of the Association's committees.
- f) Shall have the right to challenge any act of Students' Council, its members, its officers, or its agents, which contravenes the RRRA constitution, Bylaws, or Policies, by submitting a written challenge to the Chair of Students' Council.

### 3.0 Authority of the Legislative Body

The Legislative Body:

- a) Shall preside over all of the organizations of the Association, excluding the Constitutional Board. In this respect, Council is empowered to settle all disputes that come before it, which are within the jurisdiction of the Association.
- b) Shall initiate, approve, or reject any of the Association's
- c) Shall determine the number of Vice-Presidents and Directors, and the responsibilities of each.
- d) Shall not eliminate a vice-presidential position that is not vacant.
- e) Shall have the power to enact amendments to the Constitution, Bylaws and Policies.
- f) Shall be the sole body with the power to ratify the budget. Students' Council may amend the budget at any time.
- g) Shall have legislative jurisdiction over all Advisory Bodies administered by RRRA.

### 4.0 Authority of the Administrative Body

Advisory bodies administered by RRRA shall be the administrative responsibility of the three executives.

## **5.0 Authority of the Judicial Body**

The Constitutional Board shall be responsible for dealing with any challenges to rule that any act of its members, Students' Council, its agents, or its officers is in contravention of any Bylaw, the Constitution or Policy of the Association.

## **6.0 Advisory Bodies**

- 6.1 A structured committee system shall be maintained by RRRRA. These committees shall be responsible for investigating things as directed by student's council and report to student's council.
- 6.2 An extraordinary advisory board may be stuck by the executive. It shall report solely to the executive.

## Article V – Amendments to the Constitution

### **1.0 Authority**

- 1.1 Council shall have the power to enact amendments to the Constitution.
- 1.2 The membership of the Association has the power to enact amendments to the Constitution by referendum.
- 1.3 Amendments to the Constitution, upon acceptance, shall have as much force as any other section of the Constitution.

### **2.0 Proposal of Amendments**

- 2.1 Any member of the Association may propose an amendment to the constitution at any meeting of Council, subject to public and proper notice.

### **3.0 Enactment by Referendum**

- a) Any member of the Association is eligible to vote in any referendum dealing with an amendment to the Constitution.
- b) For a Constitutional amendment to be approved by referendum, the question must receive a simple majority of all actual voters and also a simple majority in three Residence buildings.
- c) The question for the referendum must be approved by a simple majority vote of Council no later than fourteen (14) days before the scheduled date of the referendum.
- d) Constitutional referenda must be held in conjunction with scheduled elections or by-elections.

### **4.0 Enactment by Council**

- a) An amendment may be enacted at a meeting of Students' Council by five-ninths (5/9) majority of all members of Council, provided that proper and public notice has been given.
- b) All RRRRA Council meetings require a quorum of at least 25 Council members and must only take place after that year's Floor Representative Election has taken place.

## Article VI – Membership

### 1.0 Members of the Student Association

Active members of the Student Association shall be:

- a) Any undergraduate residence student who pays the Association's fees or is required to pay the Association's fees is considered to be in good standing.
- b) Entitled to vote in any election or referendum held by the Association, subject to any restrictions mentioned in the constitution and further subject to any by-laws governing elections and referenda.

### 2.0 Honorary Members

Honorary members of the Association shall be:

- a) Approved by a majority vote of council.
- b) Able to speak at student's council meetings.
- c) Scrutineer for a general election or referendum.
- d) Serve as a proxy to external bodies.

## Article VII – Bylaws

### 1.0 Authority

- a) The by-laws shall take precedence over all rules, regulations enacted by the Association except for any provision of the Constitution.
- b) Council has the authority to enact by-laws at any meeting of Students' Council by a simple majority of all members of council, as long as proper and public notice has been given.

2.0 Amendments to Bylaws shall be enacted in the same manner as bylaws are enacted.

## Article VIII – Policies

### 1.0 Authority

- a) Policies shall not conflict with, or attempt to vary, any provision of the Constitution or any by-law of the Association.
- b) Council has the authority to enact policy at any meeting of student's council.

### 2.0 Enactment, Amendment and Repeal

- a) Motion of policy reported to Council may be enacted by a majority of all members of Council.
- b) Council shall have the power to amend or repeal any policy of the Association at any meeting of all members of Council, effective immediately upon proper notice.
- c) In the event of an "Emergency Motion" public and proper notice can be waived by a 5/9 majority of all members of Council. Provided notice has been waived an "Emergency Motion" to amend, repeal or enact a policy can be passed by a vote in favour of (5/9) of all members of Council.

# **Bylaws of the Rideau River Residence Association**

**Bylaw I** Council

**Bylaw II** Executive

**Bylaw III** Constitutional Board

**Bylaw IV** Finances and Fees

**Bylaw V** Council Standing Committees



## Bylaw I – Council

### 1.0 Composition

#### 1.1 Council shall be comprised of the following members:

- a) The President, Vice President Administration, and Vice President Programming of the Association elected by and from the membership of the Association.
- b) Floor Representatives elected by and from their respective floors with a maximum of one (1) Floor Representative per floor.
- c) One (1) representative appointed by and from and sitting at the pleasure of the Carleton University Student's Association. This representative will be a voting member.
- d) One (1) representative appointed by and from and sitting at the pleasure of the Carleton Academic Student Government. This representative will be a voting member.
- e) One (1) representative appointed by and from and sitting at the pleasure of the Graduate Residence Caucus. This representative will be a voting member.
- f) A non-voting representative is defined as an individual who cannot vote, move a motion, or amend the constitution.
- g) Only elected members of the Association shall be eligible to hold a council seat. It is the duty of each Councillor to attend each Council meeting during their term in office.

#### 1.2 Authority

- a) The legislative authority of the Association shall be vested in the Council.
- b) The term "Council" may be used to refer to the Residence Students' Council; the term "Councillor" to a member of the aforementioned Council.

#### 1.3 Length of Terms of Office

- a) Council's term of office shall begin May 1<sup>st</sup> following the General Election and shall end on the following April 30<sup>th</sup>.
- b) Newly elected individuals elected due to vacancies shall hold office from the date of the by-election to the following April 30<sup>th</sup>.

#### 1.4 Floor Representative

- a) All Floor Representatives must represent their floor and be its voice to the Residence Students' Council.
- b) Floor Representatives should let their floors know what will be discussed at Council meetings and relay the information discussed at meetings to their floors.
- c) It shall be the duty of each Floor Representative to uphold Community Standards in such a manner as required therein.
- d) It shall be the duty of each Floor Representative to provide access to the Constitution and all other documents and activities of the Association to their constituents.
- e) Floor Representatives may have co-floor representatives when they are unable to attend a meeting, and must be from the same respective floor. Co-floor representatives shall act as a proxy for the Floor Representative if he or she is absent.

- 1.5 The Chair shall be:
- a) Responsible for the orderly conduct of business at Council meetings and the preparation and distribution of an agenda for each meeting.
  - b) Preference is given to a RRRA member, hired in accordance with the Association's hiring policies, and shall act as chair of council. However, in the event of a candidate being deemed as unqualified by the executives, RRRA will accept application from the greater Carleton community.
  - c) The President shall act as the Chair, in the event that the Chair is challenged or unable to attend the meeting.
- 1.6 The Council Clerk shall be:
- a) Responsible for recording and distributing the minutes of each Council meeting.
  - b) A member of the Association.
  - c) The Vice President Administration shall act as the Council Clerk, in the event that the Council clerk is unable to attend the meeting.

## **Bylaw II – Executive**

### **1.0 Composition**

- a) The Executive shall consist of the President, Vice President Administration, and the Vice President Programming.

### **2.0 Filling Vacant Executive Positions**

- a) Should the position of President become vacant, the Vice President Administration shall assume the administrative responsibilities of the President until the position is filled by means of an election by the Members of the Association.
- b) Should the position of the Vice President Administration become vacant, the President shall assume the administrative responsibilities of the Vice President Administration until the position is filled by means of an election by the Members of the Association.
- c) Should the position of the Vice President Programming become vacant, the President shall assume the programming responsibilities of the Vice President Programming until the position is filled by means of an election by the Members of the Association.
- d) A general election shall be held each year in the Winter term to fill the seats of President, Vice President Administration, and Vice President Programming, and Floor Representatives.
- e) By-elections shall be held within six (6) months of the occurrence of a vacancy in the seats of President, Vice President Administration, and Vice President Programming, and those declared elected shall take office immediately.

### **3.0 Exchange of Executive Positions**

- a) Should two or more members of the Executive wish to exchange their positions, a 2/3 vote of RRRA Council is required to certify the change in Executive positions and responsibilities.

## **Bylaw III – Constitutional Board**

### **1.0 The Constitutional Board shall consist of:**

- a) Three (3) members of Council, of which no more than one (1) shall be an Executive member and for which there shall be two (2) alternates;
- b) Two (2) members of the Association who are not members of Council for which there shall be one (1) alternate.
- c) A meeting of the Constitutional Board shall have quorum if five (5) members of the Board or their alternates are present.
- d) Proxies are not permitted at the Constitutional Board meetings.
- e) A chair shall be elected at the first meeting of the Constitutional Board. The chair's duties will be to inform challenger, challenged and Board members of meeting dates and times as well as informing Council of all Board rulings.

### **2.0 Terms of Office**

- 2.1 The term of members, and alternates, shall be from the point of ratification until April 30 of that academic year or until such time as the members resigns or is removed due to a conflict of interest.
- 2.2 At the first meeting of Students' Council following the occurrence of a vacancy in the position of a member or an alternate of the Constitutional Board, Students' Council shall fill the vacancy.

### **3.0 The Chair shall:**

- a. Be the chair of the RRRA council. If he/she is unavailable, the Chair will be elected by council by a majority vote.
- b. Give public notice of the time, date and location of the Board meeting.
- c. Be responsible for meeting the requirements of the Constitution imposed on the Board.
- d. Inform Council of any decisions of the Board.

### **4.0 Authority**

- 4.1 The Constitutional Board shall have the authority to rule on any challenge alleging an act of the Executive or Council, their officers or agents is in contravention of the RRRA Constitution.
- 4.2 The Constitutional Board shall have the authority to rule on any challenge alleging an act of the Executive or Council, their officers or agents is in contravention of any by-law of the Association.
- 4.3 All rulings and decisions of the Constitutional Board are final and binding unless overturned by a two-thirds (2/3) vote of all eligible members of Council.
- 4.4 Appeals to Council must be submitted in writing, stating grounds of appeal, to the Vice President Administration. A majority of Council must vote in favour of hearing the appeal.
- 4.5 In the event that a challenge is filed against an election, the Constitutional Board has the authority to instruct the Chief Electoral Officer to call a new executive and/or floor representative election as deemed necessary.
- 4.6 In the event that a constitutional board is summoned, it shall be the responsibility of the Vice-President Administration to ensure that the challenging party or parties, the Vice-President Administration or designated executive member, and the elections office each have a copy of the written complaint for record and preparatory purposes.

## **5.0 Challenges**

- 5.1 Challenges must be submitted in writing to the Vice President Administration.
- 5.2 The Vice President Administration will be responsible for giving the Challenge to the constitutional board within forty-eight (48) hours of receipt of the challenge.
- 5.3 After receiving the challenge from the Vice President Administration the Constitutional Board will convene to evaluate the validity of the challenge according to Article X 1.0 sections a. and b. Decide through majority vote whether the case will be heard.
- 5.4 If the Constitutional Board agrees to hear the challenge it must render a decision within fourteen (14) days of notification.
- 5.5 All challenged actions will be considered valid until Council is informed of the Board's ruling.
- 5.6 All challenged actions shall be considered valid until Students' Council is informed of the Constitutional Board's ruling.
- 5.7 All constitutional challenges within a specific RRRR year shall only be heard by the Constitutional Board within that RRRR year, ending April 30<sup>th</sup>.

## **6.0 Conflict of Interest**

- 6.1 At the beginning of every challenge the Vice President Administration shall call a meeting of the Constitutional Board and ask the members if they are in a conflict of interest situation. If any members declare a conflict, they will be replaced by an alternate chosen by the Board from the alternates elected by Council.
- 6.2 If the Board feels that a member is in conflict of interest situation and that a member refuses to step down, and emergency meeting of Council will be called subject to Article IV, section 6.0. The member in question will be required to step down from that challenge by two-thirds (2/3) vote of Council.

## **7.0 Order of Proceedings**

- 7.1 All meetings of the Board are in-camera and all submissions to the Board and testimony heard by the Board will be confidential until the Board's ruling is given to Council.
- 7.2 The Challenger and Challenged may bring any witness(es) they feel they need to present their case and the Board may call any witness(es) if they feel it is necessary.
- 7.3 At the meeting:
  - i) The challenger makes a presentation,
  - ii) The Board members and the challenged may then ask questions,
  - iii) The challenged makes a presentation,
  - iv) The Board members and the challenger may then ask questions.
- 7.4 Both parties will then be required to leave the hearing at such time that the Board members have no further questions.
- 7.5 The Board members will then deliberate. If the Board's finding and ruling is unanimous, it will be noted in the ruling.
- 7.6 When presented, the document becomes public although the challenger's name and any identifying information, as determined by the Constitutional Board, shall remain private.

## **8.0 Rulings**

- 8.1 The Constitutional Board shall rule on the challenge and the act of Students' Council, its members, its officers, or its agents.
- 8.2 The Board reserves the right to rule on any challenge on the basis of all of the RRRA Constitution, Bylaws and Policies, and not on just the basis or articles suggested in submissions and/or presentations.
- 8.3 The ruling of the Board shall be final.
- 8.4 Copies of the Board's written ruling shall be made available at the RRRA office for Members of the Association.

## **Bylaw IV – Finances and Fees**

### **1.0 Collection of Moneys**

- 1.1 The University administration shall collect the Association's fees for and on behalf of the Association. RRRA Inc. shall enter into a contractual agreement with the University, which in turn will be authorized to collect the Moneys and transfer them to RRRA Inc. in due course.
- 1.2 The Association may collect the Moneys through business enterprises and other means as approved by the Executive and Association.
- 1.3 All Moneys collected by the Association shall be deposited in the name of RRRA Inc. in a financial institution approved by the Executive and Association.

### **2.0 Appropriation of Moneys**

- 2.1 The President shall be responsible for the presentation of the budget to Council, detailing the appropriation of the Association's Moneys no later than the second council meeting of the first Academic term.
- 2.2 The budget shall be subjected to ratification by Council.
- 2.3 Council may amend the budget at any time.
- 2.4 Council may not amend a budget retroactively.
- 2.5 It requires a two-third vote of all eligible councillors to overturn a budgetary decision supported by a two-third vote by the Executive.
- 2.6 Any and all increases or decreases in the RRRA fee must first be approved by referendum.
- 2.7 The President shall be responsible for the presentation of the Mid-Term Financial Review to Council detailing the Year-to-date expenditures ending December 31, of the Association's Money's no later than mid-February.

### **3.0 Accounting of Moneys**

- 3.1 The President shall be responsible for the preparation of monthly financial statements for the periods ending, all of which shall be presented to Council and the executive during the current President's term.

### **4.0 Disbursement of Moneys**

- 4.1 The President shall be responsible to Council and to the Executive for the disbursement of Moneys in accordance with the budget.

## **5.0 Executive Compensation**

- 5.1 From May 1<sup>st</sup> until April 30<sup>th</sup>:
- i) All Executive members shall be compensated for Room & Board,
  - ii) All Executive members shall be compensated for their course textbooks.
  - iii) All Executive members shall be given a bi-weekly salary.
  - iv) All Executive members shall be given a cellular phone allowance; no greater than 30\$ per month.
  - v) All Executive members will be compensated for 1.5 course credits for their term as Executive members
  - vi) Executive members may choose not to receive executive benefits.
- 5.2 Each Executive Member must provide a receipt for their expense for auditing purposes and accountability of the Executive Member and the Association.

## **Bylaw V – Council Standing Committees**

### **1.0 The Advisory bodies of the Association shall include, but not be limited to, the following standing committees:**

- i) Constitution and Policy Review,
  - ii) Financial Review,
  - iii) Food Services,
  - iv) Political Action and Sustainability,
  - v) Residence Issues
  - vi) Special Events and Community Outreach
- 1.1 These bodies shall act solely as information bodies to Council.
- 1.2 RRRA Council may establish ad-hoc committees for such purposes and on such terms as it deems appropriate.
- 1.3 Standing Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.
- 1.4 Standing Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.

### **2.0 Striking Standing Committees**

- 2.1 Standing Committees of the Rideau River Residence Association shall be struck with the aim of advising RRRA Council in areas of, but not limited to, policy, action and planning, where it feels that such recommendations would improve the Students' Association. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of the respective Committee.
- 2.2 Standing Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Standing Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate; however this does not preclude other members of the Association endeavouring to strike any Standing Committee.
- 2.4 There shall be one session during which Standing Committees shall sit. This shall be the Fall/Winter Academic Term, which shall begin September 1 and end April 30.
- 2.5 Not all Standing Committees need to be struck during the Summer Session.

### **3.0 Committee Membership**

- 3.1 Each committee shall be composed of a member of the executive, as designated in the "Terms of Reference", an elected chair, RRRA floor representatives, and members of the association at large, all of which shall have voting rights.
- 3.2 Should members of the RRRA executive attend committee meetings other than those committees which they are designated to by the committee's mandate; they shall sit as ex-officio members.
- 3.3 Any member of a standing committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.

### **4.0 Standing Committee Chairpersons**

- 4.1 The Chair of each Standing Committee shall be elected by the Committee at the first meeting of the Fall/Winter Academic term, unless otherwise decided by RRRA Council.
- 4.2 The Chair of each Standing Committee shall:
  - a. Be responsible for the consistent scheduling, and public and proper notice of Committee meetings.
  - b. Be responsible for the recording and filing of minutes for each Committee meeting.
  - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested member or member group of the Association.
  - d. Be responsible for keeping track of the members of the Committee.
  - e. Be responsible for submitting bimonthly written reports on the progress of the Committee to Council. Such reports shall be approved beforehand by the Committee. The chair is responsible for ensuring that Committee recommendations are made aware of at Council.
- 4.3 The Chair for the Financial Review Committee and Constitution and Policy Review Committee shall be the President and the Vice President Administration respectively.
- 4.4 The Chair of a Standing Committee may be removed from his or her position as chair at any time during a given session by a majority vote of the members of that committee, except for those committees mentioned in 4.3.
- 4.5 Should the position for Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.

### **5.0 Quorum for Standing Committees**

- 5.1 Quorum for Standing Committees shall be three (3) voting members.

### **6.0 Terms of Reference**

- 6.1 All Standing Committees are subject to any subsequent Terms of Reference, which may be passed by council.

## **Terms of Reference for RRRR Committees**

### **Section 1: Constitutional Review Committee (CRC)**

1. This committee shall be responsible for recommending and overseeing changes to the RRRR Constitution and policies to Council. This includes dealing with fundamental changes to the structure of the Association. Its main function is to introduce resolutions to council on constitutional change. It shall where necessary;
  - a. Inquire into substantial deviations from the guidelines, policies and codes set forth in RRRR's Constitution, and report on these to Council;
  - b. Make recommendations to council on how to prevent contraventions of the RRRR Constitution.
2. The Vice-President Administration and President will be the designated Executive members to sit on the committee. However, this designation is at the discretion of the RRRR Executive. If members of the RRRR Executive other than the designated members choose to take part in the Committee, they shall sit as ex-officio members.
3. The designated executive members for the Constitutional Review Committee are responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>.
4. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
5. The Constitutional Review Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
6. This committee shall act solely in an advisory capacity to Council and the RRRR Executive, and possess no binding-authority.
7. The Committee Chair shall design the CRC's Agenda for every meeting. Members, with the exception of the RRRR Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
8. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR Council, at the request of the RRRR Executive, or at the request of two members of the Constitutional Review Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
9. The Committee Chair shall inform members of the committee and RRRR at large of all meetings at least 2 business days prior to calling such a meeting.
10. The Committee Chair shall report to Council at every RRRR meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

### **Section 2: Financial Review Committee (FRC)**

1. This committee shall be responsible for recommending and overseeing changes to RRRR's financial institutions and documents to Council. This includes dealing with budgets, mid-term financial reviews and audits of the Association. Its main function is to keep up to date on RRRR Businesses, including but not limited to: Abstentions, the RRRR Office, and the Resin.
2. The President will be the designated Executive member to sit on the committee as chair. If members of the RRRR Executive other than the designated member choose to take part in the Committee, they shall sit as ex-officio members.
3. The designated executive member for the Financial Review Committee is responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>.
4. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.



5. The Financial Review Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
6. This committee shall act solely in an advisory capacity to Council and the RRRR Executive, and possess no binding-authority.
7. The Committee Chair shall design the FRC's Agenda for every meeting. Members, with the exception of the RRRR Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
8. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR Council, at the request of the RRRR Executive, or at the request of two members of the Financial Review Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
9. The Committee Chair shall inform members of the committee and RRRR at large of all meetings at least 2 business days prior to calling such a meeting.
10. The Committee Chair shall report to Council at every RRRR meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

### **Section 3: Food Services Committee (FSC)**

1. This committee shall be responsible for recommending changes to Carleton University's Dining Services. Its main function is to act as a primary link between residence students, the Vice-President University Services and the University's Dining Services provider.
  - a) Meetings will provide a forum for discussion and communication on issues relating to the residence cafeteria and other Dining Services establishments on campus, which include, but not limited to: food quality, dietary needs of students, menu items, meal plans, operating costs, staffing, and accessibility.
2. The Vice-President Administration will be the designated Executive member to sit on the committee. However, this designation is at the discretion of the RRRR Executive. If members of the RRRR Executive other than the designated member choose to take part in the Committee, they shall sit as ex-officio members.
3. The designated executive member for the Food Services Committee is responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>, at which time the committee shall elect a chair for the remainder of the year.
4. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
5. The Food Services Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
6. This committee shall act solely in an advisory capacity to Council and the RRRR Executive, and possess no binding-authority.
7. The Committee Chair shall develop a working relationship with the RRRR Executive, and with the RRRR executive member designated to deal with Food Services matters.
8. The Committee Chair shall design the Food Services Committee Agenda for every meeting. Members, with the exception of the RRRR Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
9. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR Council, at the request of the RRRR Executive, or at the request of two members of the

Food Services Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.

10. The Committee Chair shall inform members of the committee and RRRRA at large of all meetings at least 2 business days prior to calling such a meeting.
11. The Committee Chair shall report to Council at every RRRRA meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

#### **Section 4: Political Action and Sustainability Committee (PASC)**

1. This committee shall be responsible for addressing political and sustainability issues of residence students and the greater community.
2. Meetings will provide recommendations on improving social justice as well as environmental issues.
3. The Vice President Administration shall be the designated Executive member to sit on the committee. However, this designation is at the discretion of the RRRRA Executive. If member of the RRRRA Executive other than the designated member choose to take part in the Committee, they shall sit as ex-officio members.
4. The designated executive member for the Political Action and Sustainability Committee is responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>, at which time the committee shall elect a chair for the remainder of the year.
5. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
6. The Political Action and Sustainability Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
7. This committee shall act solely in an advisory capacity to Council and the RRRRA Executive, and possess no binding-authority.
8. The Committee Chair shall develop a working relationship with the RRRRA Executive, and with the RRRRA executive member designated to deal with Political Action and Sustainability Committee.
9. The Committee Chair shall design the Political Action and Sustainability Committee Agenda for every meeting. Members, with the exception of the RRRRA Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
10. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRRA Council, at the request of the RRRRA Executive, or at the request of two members of the Political Action and Sustainability Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
11. The Committee Chair shall inform members of the committee and RRRRA at large of all meetings at least 2 business days prior to calling such a meeting.
12. The Committee Chair shall report to Council at every RRRRA meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

### **Section 5: Residence Issues Committee (RIC)**

1. This committee shall be responsible for addressing all residence issues. These residence issues shall include but not be limited to:
  - a) Internet,
  - b) Housing Concerns,
  - c) Residence Fees,
  - d) Construction,
2. This committee's sole purpose is to improve the overall residence experience of all students.
3. The President shall be the designated Executive member to sit on the committee.
4. The designated executive member for the Residence Issues Committee is responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>, at which time the
5. Committee shall elect a chair for the remainder of the year.
6. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
7. The Residence Issues Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
8. This committee shall act solely in an advisory capacity to Council and the RRRR Executive, and possess no binding -authority.
9. The Committee Chair shall develop a working relationship with the RRRR Executive, and with the RRRR executive member designated to deal with the Residence Issues Committee.
9. The Committee Chair shall design the Residence Issues committee Agenda for every meeting. Members, with the exception of the RRRR Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
10. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR Council, at the request of the RRRR Executive, or at the request of two members of the Residence Issues Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
11. The Committee Chair shall inform members of the committee and RRRR at large of all meetings at least 2 business days prior to calling such a meeting.
12. The Committee Chair shall report to Council at every RRRR meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

### **Section 6: Special Events and Community Outreach Committee (SECOC)**

1. This committee shall be responsible for creating RRRR programming and establishing a link between residence students and the greater community:
  - a) This meeting is held to organize the annual Residence Formal.
  - b) Provides a forum to discuss ideas for diverse residence programming and charity based initiatives
2. The Vice President Programming (VPP) will be the designated Executive member to sit on the committee. However, this designation is at the discretion of the RRRR Executive. If members of the RRRR Executive other than the designated member choose to take part in the Committee, they shall sit as ex-officio members.
3. The designated executive member for the Special Events and community Outreach Committee is responsible for calling the first meeting of their committee prior to November 1<sup>st</sup>, at which time the committee shall elect a chair for the remainder of the year.

4. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
5. The Special Events and Community Outreach Committee shall meet at least once a month between October and March excluding December (under the discretion of the chair).
6. This committee shall act solely in an advisory capacity to Council and the RRRR Executive, and possess no binding-authority.
7. The Committee Chair shall develop a working relationship with the RRRR Executive, and with the RRRR executive member designated to deal with Special Events and Community Outreach matters.
8. The Committee Chair shall design the Special Events and Community Outreach committee Agenda for every meeting. Members, with the exception of the RRRR Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
9. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR Council, at the request of the RRRR Executive, or at the request of two members of the Special Events and Community Outreach Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
10. The Committee Chair shall inform members of the committee and RRRR at large of all meetings at least 2 business days prior to calling such a meeting.
11. The Committee Chair shall report to Council at every RRRR meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

# **Policies of the Rideau River Residence Association**

**Policy I** Council Meeting Procedures Policy

**Policy II** Executive Terms of Reference

**Policy III** Selection of Staff Procedures Policy

**Policy IV** Referenda

**Policy V** Impeachment

**Policy VI** The *Resin*

**Policy VII** Contingency Fund

**Policy VIII** RRRRA Foundation Awards

**Policy IX** RRRRA Foundation Bursaries

**Policy X** Electoral Code

## Policy I – Council Meeting Procedures Policy

### 1.0 Standing Orders

- 1.1 Council proceedings and all committees of Council shall be held in accordance with Robert's Rules of Order. In the event of a conflict between Robert's Rules of Order and the Association's Constitution, the latter shall prevail.
- 1.2 The first matter to be dealt with by Council at each meeting shall be announcements and correspondence.
- 1.3 Any member of the Association can make any number of announcements.
- 1.4 No debate shall be allowed during announcements and correspondence. Short questions for clarifications may be allowed at the discretion of the Chair.
- 1.5 The second matter to be dealt with by Council at each meeting shall be the corrections and approval of the minutes of the past meetings if they are available.
- 1.6 The third matter to be dealt with by Council at each meeting shall be the amendments and approval of the agenda.
- 1.7 The fourth matter to be dealt with by Council at each meeting shall be the President's report.
- 1.8 The fifth matter to be dealt with by Council at each meeting shall be the Vice President Administration's reports.
- 1.9 The sixth matter to be dealt with by Council at each meeting shall be the Vice President Programming report.
- 1.10 The seventh matter to be dealt with by Council at each meeting shall be the CUSA Report.
- 1.11 The eighth matter to be dealt with by Council at each meeting shall be the CASG Report.
- 1.12 The ninth matter to be dealt with by Council at each meeting shall be the GRC Report.
- 1.13 The tenth matter to be dealt with by Council at each meeting shall be the Floor Representative Report
- 1.14 The eleventh matter to be dealt with by Council at each meeting shall be the Committee Reports.
- 1.15 The twelfth matter to be dealt with by Council at each meeting shall be the items for information.
- 1.14 Questions shall not be permitted throughout sections 1.7-1.12 during the reports.
- 1.15 The fifteenth matter to be dealt with by Council at each meeting shall be question period.
- 1.16 Any member of the Association may ask a question of any other member of the Association who is present.
- 1.17 No debate shall be allowed during the question period, but clarification and supplementary questions may be allowed at the discretion of the Chair.
- 1.18 Items of Information
  - a) Items of information shall be considered on the agenda before Other Business.
  - b) Individual Items of Information may be questioned during Question Period.
  - c) Individual Items of Information shall become official Council documents upon being placed on the agenda.
  - d) Individual Items of Information may be inserted as a regular item of business on the agenda upon the request of 1/6 of all Councillors, or the equivalent number of members of the association, during the Approval of the Agenda.
- 1.19 After all business arising from the agenda has been dealt with, Council shall consider Other Business.
- 1.20 No Council meeting shall extend past 24:00 o'clock, unless extended by a majority of all those present and voting.

## **2.0 Speaker's List**

- 2.1 The Chair shall keep a list of those who wish to speak and recognize them in order according to gender parity.
- 2.2 The Chair will put a speaker on the list for a given question only twice.
- 2.3 If a speaker passes when recognized by the Chair, the speaker drops to the bottom of the speakers' list. The pass does not count as if the speaker had spoken.

## **3.0 Voting**

- 3.1 The results of all votes shall be recorded in the minutes by the Council Clerk.
- 3.2 Councillors, or their proxies, may vote "YES" or "NO" or "ABSTAIN".
- 3.3 On a substantive, non-procedural vote, there shall be a roll call vote in which the votes of individual Councillors or their proxies shall be recorded in the minutes. The fact that a Councillor is absent without a proxy, shall also be recorded in the minutes.
- 3.4 There shall be a roll call vote on any question at the request of any member of the Association.
- 3.5 There shall be a secret ballot:
  - a) Where required by the Constitution
  - b) In staff related matters
  - c) In any vote where members of the Association are candidates to any position appointed by Council.
  - d) Upon request by any member of the Association, subject to Council approval by 2/3 of those present and voting.
- 3.6 In a secret ballot, only the Chair and Council Clerk may count the ballots. Only whether the motion passes or fails, or the name (s) if the winner (s) shall be released to Council and recorded in the minutes, unless the Constitution provides otherwise, only the following results shall be released to Council and recorded in the minutes: the winner (s) of elections; the passage or failure of the motion.

## **4.0 Media Presence at Council Meetings**

- 4.1 Representatives of both campus and external media organizations shall identify themselves to the Chair of the meeting before the meeting is called to order.
- 4.2 Representatives of media shall not be granted speaking rights.
- 4.3 Any representative of media that does not respect the rules of council, or is disruptive in any way shall be immediately asked to leave before the meeting continues.

## **Policy II – The Executive**

### **1.0 Composition**

- 1.1 The Executive shall consist of the President, the Vice President Administration and the Vice President Programming.
- 1.2 The Executive also forms the Board of Trustees and Board of Directors of RRRRA Incorporated.
- 1.3 The Executive assumes all powers of Council when Council is not in session.
- 1.4 In accordance with Ontario corporate by-laws governing Non-profit organization, each member of the Executive must be 18 years of age or older upon taking office.

### **2.0 Authority**

The administrative authority of the Association shall be vested in the Executive.

**The Rideau River Residence Association President shall:**

1. Be the chief executive of RRRA and act on behalf of the Association and of Council during her or his term;
2. Be the chair of the Board of Directors of RRRA Inc.;
3. Be the chief spokesperson for the Association;
4. Represent the Association at official functions;
5. Act as a liaison between the Association and the University administration;
6. Act as the Chair of Executive meetings;
7. Oversee the financial operations of the Association and act as Chief Financial Officer;
8. Meet regularly with the President of the University;
9. Be responsible for the reporting of financial matters, the presentation of an annual budget and the presentation of monthly financial statements to the Executive and Council during the President's current term;
10. The President shall have signing authority, in conjunction with the Vice President Administration and the Vice President Programming, on all cheques and other instruments of indebtedness that may be issued by the Association.
11. Stay informed and meets regularly with the President of CUSA.
12. Ensure the appropriate training of all full-time and part-time staff as it relates to their terms of references, the RRRA Constitution, its by-laws and policies;
13. Shall work in conjunction with the Operations Manager to establish a working budget;
14. Oversee the Abstentions Manager.
15. Along with the Vice President Administration hire and supervise Council Chair and Council Clerk;
16. Act as a Representative for RRRA on the Orientation Supervisory Board.
17. In the event that the President ceases to be a member of the Association, becomes deceased, is impeached, or resigns, the Vice President Administration shall assume all Presidential responsibilities. A hiring board will be convened within one (1) month after the Vice President Administration assumes Presidential responsibility to select a new Vice President Administration.
18. The President ceases to be a member of the board of directors of RRRA Inc. in immediate conjunction with the end of his or her term; and before the end of their term as a member of the board of directors of RRRA Inc., the President shall complete a thorough and detailed final report, to be submitted to the incoming President.
19. The outgoing President shall also allocate a minimum of twenty (20) hours in order to transition the incoming President of his or her responsibilities.



**The Rideau River Residence Association Vice President Administration shall:**

1. Keep members of the Association informed of RRRR Council, any vacancies, and the inaugural meeting dates of Committees;
2. Represent the President and Association during the President's absence;
3. Sit as a Director of RRRR Incorporated;
4. Be responsible to the Executive and the Association for the Administration and coordination of all RRRR services;
5. Have signing authority, in conjunction with the President and the Vice President Programming, on all cheques and other instruments of indebtedness that may be issues by the Association;
6. Be responsible for all administrative requirements of Council:
  - a) Inform Councillors of all Council meetings, with at least forty-eight (48) hours notice;
  - b) Maintaining RRRR council records and files;
  - c) Organizing and distributing a Student Representative Manual to all Councillors by the beginning of the Fall term
  - d) Organizing a training session for the council-elect no later than three (3) Weeks after the Floor Representative elections;
7. Ensure that the decisions made by council affecting the constitution, bylaws, or policies are recorded, and the document updated appropriately;
8. Co-ordinate of all standing and ad-hoc Committees of Council:
  - a) Maintain an effective Standing Committee System
  - b) Ensure all Committees meet on a regular basis and report to Council on their progress and decisions
  - c) Ensure that each Committee of Council is aware of the dates of Council meetings, and is represented at these meetings
  - d) Coordinate the meeting times of committees to ensure that there are no conflicts
  - e) Ensure that at least one (1) Executive member is assigned as the primary contact for each committee;
9. Along with the President hire and supervise Council Chair and Council Clerk;
10. Shall oversee the Office Manager;
11. Coordinate the application for and promotion of for all work-study positions with RRRR;
12. Shall Administer Floor Representative election in the month of September;
13. Shall Oversee the CEO and DEO involved in conducting the executive elections;
14. Be Responsible for the operations of the RRRR newspaper and the RRRR yearbook;
15. Represent RRRR at CUSA council at the discretion of the exec;
16. In the event that the Vice President Administration ceases to be a member of the Association, becomes deceased, is impeached, or resigns, the President shall assume all Vice President Administrative responsibilities. A hiring board will be convened within one (1) month after the President assumes Vice President Administration responsibility to select a new Vice President Administration;
17. The Vice President Administration ceases to be a member of the Board of Directors of RRRR Inc. in immediate conjunction with the end of her or his term;
18. Before the end of their term as a member of the board of directors of RRRR Inc., the Vice President Administration shall complete a thorough and detailed final report, to be submitted to the incoming Vice President Administration.
19. The outgoing Vice President Administration shall also allocate a minimum of twenty (20) hours in order to transition the incoming Vice President Administration of his or her responsibilities.

**The Rideau River Residence Association Vice President Programming shall:**

1. be responsible for the coordination of all sponsorship agreements and any other external funding;
2. Be responsible for the development of promotional and advertising programs and student information materials and monitor their success;
3. Sit as a Director of RRRRA Incorporated;  
i) fill the position of RRRRA Executive Member on the OurTurn Committee
4. Work aggressively to improve awareness of RRRRA within the Residence community through public relations and advertising including, but not limited to:
  - a) advertising in the RRRRA newspaper
  - b) creation of a monthly events calendar, that would be posted on the bulletin board outside the RRRRA office
  - c) regularly publicize (i.e: e-mail, posters, etc.) to members of the Association, the activities of RRRRA
5. Make any relevant information to programming available to the RRRRA Webmaster;
6. Be the primary contact for all external advertising and advertisers;
7. Be responsible for running RRRRA's Bike Share Program.
8. Be responsible for maintaining a relationship with the Vice President Student Life from CUSA;
9. Have signing authority, in conjunction with the President and Vice President Administration, on all cheques and other instruments of indebtedness that may be issued by the Association;
10. In the event that the Vice President Programming ceases to be a member of the Association, becomes deceased, is impeached, or resigns, the President shall assume all Vice President Programming responsibilities. A hiring board will be convened within one (1) month after the President assumes Vice President Programming responsibility to select a new Vice President Programming; The Vice President Programming ceases to be a member of the Board of Directors of RRRRA Inc. in immediate conjunction with the end of her or his term;
11. Before the end of their term as a member of the board of directors of RRRRA Inc., the Vice President Programming shall complete a thorough and detailed final report, to be submitted to the incoming Vice President Programming.
12. The outgoing Vice President Programming shall also allocate a minimum of twenty (20) hours in order to transition the incoming Vice President Programming of his or her responsibilities.

**Policy III – Selection of Staff Procedures**

**1.0 Selection of Staff Procedures**

- 1.1 The incoming President, Vice President Administration, and Vice President Programming will determine the positions to be hired and will advise the current President and Vice President to advertise those positions in accordance with hiring regulations.
- 1.2 Should the same person be on the incoming and outgoing Executive, he or she may appoint another Executive member of the outgoing Executive or a Council member of the outgoing Council to sit in her or his place as outgoing executive member at the Hiring Board.
- 1.3 The staff shall be defined as any paid employee of the Association.
- 1.4 All staff shall be hired in accordance with the Hiring Board membership requirements.
- 1.5 No member of the Association may be denied the right to become staff on any grounds as defined by Article II, section 1.0e of the Constitution.

- 1.6 Responsibilities of the staff shall be determined by the Executive and enforced by the appropriate Executive member and/or appropriate area manager.
- 1.7 Dismissal of a member of staff, excluding Executive members, shall proceed in the following manner:
  1. A verbal warning,
  2. A written warning,
  3. Dismissal.Dismissals shall be made by the appropriate area manager in consultation with the Executive.
- 1.8 Notwithstanding anything in section e., flagrant and unacceptable behaviour on the part of a member of staff may result in immediate dismissal without warning.
- 1.9 Notwithstanding anything in section d. or Article II, section 1.0e, the RRRA Hiring Policy must be consistent with Canadian Immigration requirements.
- 1.10 The Executive will hear appeals in a closed Executive meeting, scheduled no later than twenty (20) days on which Carleton university classes are scheduled after the dismissal occurred.

## Policy IV – Referenda

### 1.0 Referenda Procedures

- 1.1 A Referendum shall be defined as the submission of an issue of RRRA Council to a direct vote by the entire membership of the Association.
- 1.2 Three hundred (300) eligible voters of the Association may petition, to RRRA Council, to call a referendum. The Council may not deny the request, but may word the question of the referendum in keeping with the topic of the request.
- 1.3 RRRA Council may call a referendum as they see fit.
- 1.4 The date of the referendum will be determined by Council and shall be announced and carried out by the CEO. The date of the referendum must be no less than thirty (30) days after the receipt of a request for the referendum.
- 1.5 The results of a referendum will be permanently binding on Council and on the Executive until such a time that it is overturned by another referendum.

## Policy V – Impeachment

### 1.0 Impeachment Procedures

- 1.1 Impeachment shall be defined as the process by which an Executive member is removed from her or his position.
- 1.2 The President may be removed from office by a two-thirds vote of eligible voters of the Association in an official plenary meeting. Quorum for such a meeting will be no less than two hundred (200) eligible voting members of the Association.
- 1.3 Notice for the plenary meeting in section 1.2 must be given in accordance with election regulation
- 1.4 Any Executive member, excluding the President, may be removed from office by a two-thirds majority vote of all eligible voting members of the Residence Council by means of an instruction to the President to remove the Executive member from office, or by a two-thirds vote of the Executive.
- 1.5 The President must execute the action in section 1.4 within three (3) days and may appoint a replacement.

- 1.6 Any appeals against actions in this section will be heard by the Executive, subject to appeal to the Constitutional Board.

## **Policy VI – The *Resin***

### **1.0 The *Resin***

- 1.1 The *Resin* is a service of the Rideau River Residence Association that exists in order to:
  - a) Provide quality unbiased coverage of events that effect the Residence Community, in accordance with proper journalistic ethics and practices.
  - b) Provide students living in Residence with the opportunity to gain experience in writing for a newspaper.
  - c) Inform students about RRRRA and the greater campus community.
- 1.2 The *Resin* shall refrain from making libellous and false statements about individuals and their actions and form engaging in slander.
- 1.3 The length of each issue of the *Resin* shall be no less than four (4) pages of which must contain at least \$300.00 of advertising revenue, with the exception of the “Welcoming” issue.
- 1.4 Additional pages may be added four (4) pages at a time contingent upon an additional \$300.00 of advertising per four (4) pages.
- 1.5 RRRRA shall be guaranteed one (1) one-eighth (1/8) page sized advertisement per four (4) pages per issue free of charge.
- 1.6 Any advertising under section 1.5 is not considered part of the required advertising revenue, as described in section 1.3 and 1.4, per issue of the *Resin*.
- 1.7 Any additional, unscheduled issues shall be subject to approval by RRRRA council.
- 1.8 The *Resin* shall include a specific section in the issue distributed after the close of nomination, but before the start of voting, to provide coverage of the election. The organization of said content is to be at the discretion of the editorial staff.
- 1.9 *Resin* editorial staff who are declared candidates or campaign workers shall declare conflict of interest before the publication of any issue during the election campaign.
- 1.10 The editorial content is under the sole discretion of the Managing Editor of the *Resin*, so long as they adhere to the mandate set out in this policy.
- 1.11 Continued non-compliance on the part of the Managing Editor with Policy XIV shall result in dismissal.
- 1.12 The managing editor of the *Resin* is responsible for ensuring a complete annual compilation of issues in a binding, at least one copy of which must be stored in the official university archives. The compilation must be submitted by April 30 of each year.

## **Policy VII – Contingency Fund**

### **1.0 Contingency Fund Procedures**

- 1.1 A contingency fund of at least 1% of the total expenses of the Association must be included in the annual budget to protect it from any unforeseen financial difficulties.
- 1.2 If the contingency fund is not used by the end of the fiscal year, it must be used to buy a long-term investment such as a GIC or pay off any outstanding debts of the Association.

## **Policy VIII – RRRRA Foundation Awards**

1. A RRRRA Foundation Award shall be defined as any one of three (3) scholarships of \$300.00.
2. The RRRRA Foundation Awards are as follows:
  - a) The Diane Laroque awards, presented to one (2) residence students who have exhibited exceptional leadership qualities on their floor throughout the academic year, active involvement in RRRRA, and/or have displayed a commitment to the improvement of residence life for students.
  - b) The Jim Watson award presented to one (1) residence student who, through volunteering time and energy, has been an active member of the greater Ottawa community throughout their residence career.
3. Most members of the Association shall be eligible for RRRRA Foundation Awards.
  - a) Members of the Association who are members of the RRRRA Foundation Awards Board are not eligible for any RRRRA Foundation Awards.
4. The nomination period for the RRRRA Foundation Awards shall be exactly one month from February 1 – February 28.
5. The deliberation period for the RRRRA Foundation Awards shall be exactly three weeks from March 1 – March 21.
6. All recipients of RRRRA Foundation Awards shall be chosen by the RRRRA Foundation Awards Board which will be comprised of:
  - a) The Vice President Administration, who shall act as chair of the board,
  - b) Three Members of Students' Council who are not applicants for a RRRRA Foundation Award,
  - c) Two members of the Association who are not members of students' council and are not applicants for a RRRRA Foundation Award.
7. Members of the RRRRA Foundation Awards Board must be selected no later than January 1 of the current academic year.
8. The RRRRA Foundation Awards Board is responsible for:
  - a) Formulating the application package,
  - b) Promoting and advertising the RRRRA Foundation Awards in council, in Residence and the official Carleton website and affiliated social medias via Housing and Residence services,
  - c) Selecting the winner(s) of each scholarship,
  - d) Organizing the awards presentation ceremony for award recipients.

9. Quorum for the Awards Board shall be three voting members, one of which must be the Vice President Administration.
10. Applicants for RRRR Foundation Awards may nominate themselves or be nominated by another member of the Association.
11. An application shall consist of;
  - a) A resume detailing the applicant's contributions to residence,
  - b) At least one letter of recommendation of no more than 500 words in length,
  - c) A letter of merit written by the applicant of no more than one page single spaced explaining why they are the best applicant for the award.
12. Recipients for the RRRR Foundation Awards must be chosen each year before April 1st by the RRRR Foundation Awards Board.
13. When choosing a recipient for a RRRR Foundation Award, the RRRR Foundation Awards Board must give fair and equal consideration to all applicants, without preference or disadvantage given on the basis of:
  - a. Relation to any member of the Awards Board
  - b. Any predisposition, including race, ethnicity, national origin, sex, gender, gender identity or expression, sexual orientation or economic status
  - c. Candidates with current or former paid positions with the Association
14. When choosing a recipient for a RRRR Foundation Award, the RRRR Foundation Awards Board shall choose recipients for each award based on their fulfillment of the criteria outlined in clause 11.
15. When choosing the final recipient(s) for a RRRR Foundation Award, the RRRR Foundation Awards Board must be unanimous in its decision.
16. The RRRR Foundation Awards Board retains the sole right to create terms of reference for any new RRRR Foundation Awards, pending the approval of funds for said award by council.
17. All decisions of the RRRR Foundation Awards Board regarding recipients of RRRR Awards are final and binding.

## Policy X - Electoral Code

### 1. Definitions

2. "CEO" refers to the position of the Chief Electoral Officer
3. "DEO" Refers to the position of the Deputy Electoral Officer
4. "Candidate" for the purpose of this policy, shall refer to an individual seeking the office of the President, Vice President Administration, Vice President Programming or Floor Representative
5. "Campaigning" refers to the process of distributing, exhibiting, presenting, broadcasting, soliciting or making public any sign of gesture so as to extort or convince any member of the Association to support by ballot or by any means, any candidate or team.
6. "Campaign Material" refers to any object of any size, made of any substance tht is clearly marked so as to suggest support for on or more candidate. This includes public internet communication.
7. "Public area" refers to any area that is not in any way the interior of any room, suite, or any door leading to the same
8. "Executive team" refers to the Presidential, Vice Presidential Administration, and Vice President Programming candidates as a ticket.

### 2.0 Chief Electoral Officer

- 2.1 The Chief Electoral Officer (CEO) shall be a non-member of the association selected by a RRRR Hiring Board before the beginning of the electoral process
- 2.2 The CEO shall be the senior administrative officer in respect to the elections, by-elections, recall or referenda
- 2.3 The CEO may not be a candidate in the election
- 2.4 The CEO shall be entrusted to
  - a) Conduct elections, by-elections, recall and referenda in an honourable, fair and thorough manner, and shall not exhibit or exercise any political or other bias in favour of, or against, any candidate and shall ensure compliance by any officer or employee of their office.
  - b) Follow all rules and regulations on elections as outlined in RRRR's governing documents and ensure all directives from Students' Council are incorporated in the electoral process.
  - c) Ensure the Residence community is aware of any election, by election, recall or referenda.
  - d) Declare a conflict of interest should one occur and relinquish any power or authority associated to that conflict to the DEO for the necessary time.
  - e) Ensure that all rulings of the Constitutional Board are made known to all candidates and the Residence community within a timely manner
  - f) Ensure that the locations and the amount of postering areas for candidates are made public before the closing of nominations.
  - g) The CEO along with the Executive will have exclusive jurisdiction in the scheduling of elections and nomination dates, ensuring they do not overlap with an election held by the Carleton University Students' Association (CUSA) to avoid confusion.
  - h) The CEO shall have all authority to disqualify any candidate or candidates deemed to violate any policy of the Association during the election campaign

### **3.0 Deputy Electoral Officer**

- 3.1 The Deputy Electoral Officer (DEO) shall be a neutral member of the association selected by a RRRR Hiring Board before the beginning of the electoral process
- 3.2 The DEO may not be a candidate in the election
- 3.3 The DEO will be entrusted to:
  - a) Perform any duties of the CEO in the event of absence or incapacity of the latter
  - b) Assist the CEO in facilitating the day-to-day operations of any election, by-election, recall or referenda

### **4.0 General Elections**

- 4.1 It shall be the duty of the CEO to schedule the RRRR General Elections before the 31<sup>st</sup> of March each year.
- 4.2 Should a second election be required, it shall be held no later than two (2) school weeks after the nullification of the first election.
- 4.3 In the event that no candidate(s) come forward during the scheduled General Election than the CEO must select new dates and re-run the election.
- 4.4 In the event of a joint election between RRRR and the Carleton University Students' Association (in any polling booth in the Residence complex at which voters may vote for both RRRR and CUSA candidates, where poll clerks are present from both RRRR and CUSA), the RRRR Constitution and Policies shall be interpreted as the pre-eminent Constitution and set of regulations.
- 4.5 Should the CEO cease to perform his or her duties during the course of an election, the DEO will become CEO automatically. Should both the CEO and DEO cease their duties, the Vice President Administration or President not seeking election will become directly responsible for execution of the elections.
- 4.6 Any member seeking nomination who work in RRRR businesses/offices must take a temporary leave of absence during nomination and campaign periods
- 4.7 Any member seeking nomination, running as a candidate, or involved in the position of campaign manager who work in RRRR businesses/ offices must take a temporary leave of absence

### **5.0 Nominations**

- 5.1 The CEO will make official Nomination Forms available to all eligible candidates at the beginning and throughout the Nomination Period.
- 5.2 Only those members of the Association who are currently undergraduate students, living in residence, and members in good standing may run in an election.
- 5.3 The executive election nomination forms shall require the names of the candidates and at least fifty (50) signatures of eligible voters of the Association.
- 5.4 Floor Representative Nomination forms shall require the names of the candidate and at least two (2) signatures of the Association living on the floor on which the candidate seeks election.
- 5.5 The nomination period shall last no less than two (2) days
- 5.6 All nomination forms shall be submitted in person by the candidate(s) to the CEO by the deadline set.
- 5.7 At the time of the submission of the nomination form, the time and date shall be recorded on the form and the CEO shall initial in verification of the receipt of the nomination paper.
- 5.8 The CEO shall be present in the appropriate election office to receive the nomination forms during the final three (3) hours of the nomination period.



5.9 Before the commencement of campaign period, there will be a one day validation period beginning at the closing of nomination period.

## **6.0 Campaigning**

### **6.1 The Campaign Period**

- a) The Campaign period shall be selected by the CEO and Executive and shall last a minimum of five (5) days and shall not exceed seven (7) days
- b) The campaign period shall commence on the day immediately following the close of the validation period and shall end at the close of polls
- c) There must be at least one (1) public forum where all candidates are invited to speak and answer questions.
- d) The CEO shall arrange a public meeting involving all Presidential, Vice Presidential Administration, and Vice President Programming candidates.
- e) The CEO will be required to post a list of all validated candidates at the commencement of campaign period

### **6.2 Campaign Material**

- a) No campaigning or campaign material may appear in public or private areas before the campaign period
- b) During the nomination period, any candidate or team may register one (1) nonexistent internet domain name with the campaign CEO and DEO, which cannot publicize any campaign material until the beginning of campaign period as designated by the CEO.
- c) The CEO may declare, prior to the campaigning period, any area to be either public or non-public.
- d) Floor Representative Candidates shall be limited to five (5) campaign posters in public areas.
- e) The five (5) campaign posters each Floor Representative is permitted must no exceed the dimensions of 50cm X 1m.
- f) Campaign expenditures shall be limited to twenty-five Canadian dollars (C\$25) for each floor representative candidate.
- g) The use of RRRRA and/or floor representative resources for the purpose of campaigning is strictly prohibited.
- h) Contents of the campaign material must not convey any message of prejudice, exploitation or abuse on the basis of sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation, religious belief, disability, or marital status.
- i) Websites are considered campaign material and as such are subject to the same rules and restrictions as posters/signs. Furthermore, previously non-existent domain names must comply with the RRRRA constitution.
- j) As of the beginning of campaign period each team may host one (1) page or group on a social networking site with a pre-existing domain name (i.e Facebook or Myspace, etc.). In this case electoral officials must be given administrative access to the area before any student or campaign team member is given access to the group.
- k) Posters must be stamped by the CEO or DEO prior to being posted.
- l) No campaign materials may be distributed or put up after the opening of the polls. Candidates may actively campaign during this time without the use of election materials.

### 6.3 Campaign Locations

- a) Rooms are considered private areas. No campaign materials or materials related to the voting process or elections may be placed on or under doors without the express permission or invitation of the resident (signatures of all occupants of the room/suite are necessary and must be visible on all material). Signs/posters may be displayed in residence room windows at the discretion of the resident (s).
- b) Active campaigning is acceptable on individual residence floors, as long as the campaigning activity does not infringe upon the Housing Department's rules regarding quiet hours and noise as stipulated in the Residence Agreement.
- c) All forms of campaigning are strictly prohibited in Abstentions, RRRR Office, Oasis, Residence Cafeteria, and Raven's Roost.
- d) Campaigning with tables is acceptable in both the main floor and bottom floor (Mail Room of the Residence Commons building). Tables must be booked through the Carleton University Tour and Conference Services privately. Campaigning with tables shall be limited to a maximum of twelve (12) hours and shall not continue later than 20:00 hours on any given day during campaign period.
- e) Campaign material shall not be affixed to any glass surface within a public area, as per the policies of the Department of University/Residence Maintenance.
- f) Each executive team may display a maximum of three (3) banners with a maximum dimension 3.6 ft x 5.6 ft in 2 public areas and may, in addition, display five (5) posters not exceeding 14 inches x 18 inches on each of the floors in residence including the stairwells, with the exception of Leeds house, where one poster not exceeding 14 inches x 18 inches will be allowed per wing on each floor.
- g) Any candidate may campaign in a non-public area provided they have the permission of the person or party of whom or of which the non-public area is the primary concern.
- h) The CEO will designate poster zones in Residence Commons. Each designated Zone will be allotted a maximum of one poster.

### 6.4 Campaign Teams

- a) Executive teams must provide the CEO with the name of one (1) individual acting as their campaign manager or official agent
- b) The official agent/campaign manager must be copied on all communications to their respective team from the Elections office in order for them to be valid.
- c) In cases where candidates cannot be reached the CEO and DEO must contact the official agent/campaign manager.
- d) The campaign manager/official agent are empowered to speak for and on the behalf of their respective team
- e) Campaign managers/official agents are subject to the same policies as candidates and any violation will incur the appropriate penalty for the executive team responsible for said campaign manager/official agent
- f) All volunteers contributing to a campaign must be on campus students. The use of off campus volunteers may be considered an offense and result in disciplinary action from the CEO

## **7.0 Infractions**

- 7.1 Any questions requiring a ruling by the CEO/DEO must be submitted **on paper** to the CEO and the response will be sent back to **all** candidates via email. The current RRRR Vice President Administration and/or President will also receive the response as a representative of the Constitutional Board.
- 7.2 The procedure to file complaints is as follows:
- a) The complaint must be submitted to the CEO in writing.
  - b) The CEO and DEO will jointly investigate the complaint. Once a decision has been reached, and if a violation has been issued, the Elections office will publish a memo explaining the nature of the offence and circulate it to the teams and their respective members. The memo will also be made available publicly
  - c) If the team being penalized would like to appeal they may do so through the RRRR Constitutional Board.
  - d) Actions taken by the board will be subject to appeal to the RRRR Council.
  - e) Any grievances must be reported to the CEO within 24 hours from the discovery of the infraction. A challenge to the election results must be submitted within 48 hours of the announcement of election results.

## **8.0 Penalties**

- 8.1 In the event that a complaint is validated by the CEO/DEO a team shall receive:
- 1) a verbal warning from the elections office.
  - 2) A second offence shall incur a written warning from the elections office.
  - 3) Three (3) or more offences shall warrant serious disciplinary action, including but not limited to suspension of resources and/or disqualification.
- 8.2 Consequences for policy violations will be outlined as specifically as possible but should an unforeseen violation occur, suitable penalties will be created and enforced by the CEO in conjunction with the DEO.
- 8.3 The CEO/DEO will examine the context of a specific situation in order to ensure the passing of an appropriate, fair, and equitable ruling.
- 8.4 Soliciting votes by means of bribery, threats, or other means deemed inappropriate by the CEO and DEO shall result in more serious disciplinary action.
- 8.5 Failure to follow the rules outlined in "Campaign Materials" Policy 6.2 will result in a verbal warning. The repetition of the same infraction will result in a written warning. Failure to abide by the rules after speaking with the CEO and DEO may result in a possible disqualification. The same procedure will follow for policy 6.3, "Campaign Locations".
- 8.6 Failure to hand in a report of expenditures, or exceeding the maximum allowable expenditures shall be grounds for disqualification.
- 8.9 Campaign team members are subject to the same Campaign Procedures as candidates and any violation will incur the appropriate penalty for the executive team responsible for said campaign team member(s).

## **9.0 Polling Stations**

- 9.1 The polling stations for General Elections, Recall, or Referenda shall total no less than eight (8) in number and shall include at least the following locations:
- a) One (1) in Residence Commons for the residents of Glengarry house
  - b) One (1) in the main lobby of Russell and Grenville for the residents of Russell and Grenville house.
  - c) One (1) in the tunnel level Dundas for the Residents of Dundas and Stormont house.
  - d) One (1) in the main lobby of Leeds for the residents of Leeds house.
  - e) One (1) in the main lobby of Prescott for the residents of Prescott house
  - f) One (1) in the main lobby of Renfrew for the residents of Renfrew house
  - g) One (1) in the main entrance stairwell of Lanark for the residents of Lanark house
  - h) One (1) in the main entrance of Frontenac for the residents of Frontenac house
  - i) One (1) in the main lobby of Lennox and Addington house.
- 9.2 Should additional Residence buildings be constructed, those buildings will be entitled to a voting location in their main entrance.
- 9.3 The polling station shall remain open for no less than eight (8) hours and no more than twelve (12) hours as the CEO sees fit. Polling stations must be open during both lunch and dinner times as served in the Residence Cafeteria.
- 9.4 Each polling station shall be equipped with a current list of eligible voters for that building and two poll clerks responsible for this list as well as the ballot boxes associated with them.
- 9.5 At no time during the voting procedure shall the poll clerk influence or attempt to influence the voter in any way. If the poll clerk is found to have committed the infraction they will be dismissed immediately.
- 9.6 A large and legible sign shall be placed at each polling station informing voters that they must ensure the poll clerk initials the ballot before giving it to the voter.
- 9.7 Any and all posters located within the voting area designated by the CEO will be removed prior to the opening of the voting period.
- 9.8 The voting area will be 20 metres from the ballot box and will be indicated by either string or tape on the floor. No campaigning of any sort shall occur within these boundaries. Candidates should not be located within these boundaries other than to cast their vote in the election.
- 9.9 A majority vote of RRRA Council for that particular year will determine whether the Association will opt for online or paper ballot voting. Choosing the online option would supersede and eliminate the Poll Station, Voting Procedure and Tabulation requirements outlined in the following Sections:
- Section 9.1 through to and including Section 9.8;
  - Section 10.1 through to and including Section 10.3, and;
  - Section 11.1 through to and including 11.9.
- 9.10 At no time during the voting procedure shall anyone influence or attempt to influence the voter in any way. If someone has influenced or attempted to influence the voter during the voting procedure, this infraction shall be immediately reported to the CEO or DEO. "Influence" shall refer to a situation where a voter is subjected to: blackmail, bribery, coercion, threats, or forceful actions by a candidate or a member of the candidate's campaign, in order to alter their vote during the designated voting period.

## **10.0 Voting Procedure**

- 10.1 When a resident wishes to vote, they shall present their Carleton University identification card to allow the poll clerk to determine the person wishing to vote is an eligible voter and is at the correct polling station associated with their house of residence.
- 10.2 The voter shall affix his or her initials beside their name on the voter's list to acknowledge their vote has been cast.
- 10.3 The poll clerk shall initial the back of each ballot in front of the voter (except upon request) at which point the voter may vote and place it in the ballot box unaided.
- 10.4 All voting shall be done by secret ballot. Each member of the Association is entitled to vote only once for one (1) Executive Slate (composed of a Presidential candidate, a Vice-Presidential Administration candidate, and a Vice-Presidential Programming) and once for Floor Representative for the floor on which they live.
- 10.5
- 10.6 Should an electoral dispute occur prior to voting, the Chief Electoral Officer shall have the authority to suspend voting for no more than one (1) day to deal with the dispute.

## **11.0 Tabulation**

- 11.1 Upon the closing of the voting period, the ballot boxes shall be taken immediately by the poll clerks and the CEO or DEO to a sealed room for counting. At no time is anyone other than the CEO, DEO or poll clerk to touch the boxes.
- 11.2 The poll clerks on duty at the end of the voting period will be responsible for counting the ballots contained in these boxes.
- 11.3 Each executive team is entitled to one scrutineer for each box being counted in the counting room.
- 11.4 A valid vote shall be a vote indicating a clear preference for any single candidate, preferably, but not necessarily, taking the form of an 'X'. All clear preferences, however, are valid votes.
- 11.5 The poll clerk shall record the number of votes received by each candidate, the CEO will publicize these results and keep all ballots in RRRRA files until the new Executive takes office.
- 11.6 Any ballot identifying the voter is void.
- 11.7 Any ballot on which the voter has marked more than one candidate's circle is void
- 11.8 A general election or by-election shall be declared final subsequent to three (3) days following the declaration of results.
- 11.9 In the event that two or more candidates tie for the most number of votes, the CEO shall call another election to be held between or among the tied candidates. This election must be held no later than two (2) school weeks after the end of voting of the first election. No new candidates and no candidates no tied may run in this election.

## **12.0 Ballots**

- 12.1 Ballots will be written in such a manner so the names of the Executive Team are, top to bottom, in alphabetical order according to team names. Names of President, Vice President Administration, and Vice President Programming candidates will appear under the name of the corresponding team names. The Presidential candidate's name will appear surname first, chosen name last; the Vice President Administration candidate's name will appear surname first, chosen name last; the Vice President Programming candidate's name will appear surname first, chosen name last.
- 12.2 Only the names of candidates, the position for which they are running for and their team name may appear on ballots.

### **13.0 Campaign Expenses**

- 13.1 Campaign expenditures shall be limited to five hundred (500) Canadian dollars for each executive team.
- 13.2 Campaign expenditures shall be limited to twenty-five Canadian dollars (C\$25) for each floor representative candidate. To verify compliance with the campaign expense limit, candidates must provide receipts for all campaign related expenditures, if requested to do so by the elections office.
- 13.3 A final report of all expenditures made, along with all receipts, must be submitted to the CEO within 24 hours of the close of the polls. If the candidate or Electoral Group has incurred no expenses, the report shall indicate as such.
- 13.4 Executive teams receiving more than ten percent (10%) of the total votes will be reimbursed for fifty percent (50%) of their campaign expenditures as long as all receipts are submitted to the CEO.
- 13.5 No campaigning costs of Floor Representative Candidates shall be borne by the Association.
- 13.6 Campaign expenditures on all campaign material will be subjected to Fair Market Value at the discretion of the Chief Electoral Officer

### **14.0 Interpretation Procedures**

- 14.1 The CEO will be the interpreter of all clauses dealing with the conduct of elections. Subject to appeal to the Constitutional Board
- 14.2 In all matters of electoral importance, the CEO shall judge a situation with not only the wording of the constitution in mind, but also the context of a situation. In circumstances where the choice is made to appeal the decisions of the electoral officials to the constitutional board, the board shall also be required to examine only the constitutionality of CEO's use of contextual judgment in the situation