



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

(INTERHALL COUNCIL 2023-2024 BYLAW INDEX)

Contents

DUTIES OF MEMBERS.....	4
Article One: Duties of Members.....	4
Article Two: Duties of the Interhall Executive Board.....	5
Hall Buddy Program.....	6
Duties of the IHC President Elect.....	7
Duties of the President.....	8
Duties of the Vice-President – Experience (VP-X).....	10
Duties of the Vice-President - Internal (VP-I).....	12
Duties of the Vice President – Finance (VP-F).....	14
Duties of the Vice President – Activities (VP-A).....	15
Duties of the Vice President – External (VP – E).....	16
Duties of the Vice President – Communications (VP-C).....	18
Article Three: Duties of the Hall Presidents.....	19
Article Four: Duties of Hall Vice-Presidents.....	20
Article Five: Duties of Hall Social Coordinators.....	21
Article Six: Duties of Hall Public Relations Officers.....	21
Article Eight: Duties of the IHC Advisor.....	22
Article Nine: One-On-Ones.....	22
Article Ten: Duties of Community Representatives.....	23
OPERATING BYLAWS.....	24
Article One: IHC Executive Board Meetings.....	24
Article Two: Use of Interhall Council Office.....	24
Article Three: Use of Interhall Council Computers and Peripherals.....	24
Article Four: Supplies.....	25
Article Five: Use of the Telephones and Photocopier.....	25



Interhall Council
 Prairie Hall Underpass
 University of Guelph
 Guelph, ON, N1G 2W1
 www.interhall.ca
 519-824-4120 x58304

Article Six: Interhall Executive Board Electoral Rules 25

Article Seven: Hall Council Electoral Rules 27

Article Eight: Selection of Non-voting Members 29

Article Nine: IHC Ex-Officio And Non-voting Members 29

 IHC Chairperson 29

 IHC Scribe 31

 West Representative..... 34

Article Ten: Resignations from IHC..... 36

Article Eleven: Amendments 39

Article Twelve: Amendments to Hall Constitutions..... 40

Article Thirteen: Referenda 40

Article Fourteen: Student Concerns..... 40

FINANCIAL BY-LAWS 41

 Article One: Deposits and Events Summary 41

 Article Two: Purchasing Policy 41

 Article Three: Financial Advancements 41

 Article Three: Reimbursements 43

 Article Four: Approval of Hall Funds by the Hall Presidents 43

 Article Five: Event Proposals 45

 Article Six: Responsibilities of Vice President – Finance 45

 Article Seven: Financial Motions 45

 Article Eight: Honorarium (Effective Winter 2022)..... 46

 Article Nine: Funding Allocation and Limitations 48

 Article Ten: Hall Selling Practices 49

 Article Eleven: Cash Handling Practices 49

COMMITTEE BYLAWS 51

 Article One: Attendance 51

 Article Two: AD-HOC Committees 51

 Article Three: Forming a Committee..... 51



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Four: Interhall Function, Operations, Planning and Analysis Committee (IFOPAC).. 52
Article Five: Interhall Evaluations Committee (IEC)..... 55
Article Six: Residence Recognition Committee (RRC) 58
Article One: Interhall Review Committee (IRC)..... 60
Article Two: Interhall Council Appeals Committee (IHAC) 64



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Interhall Council Bylaws 2020-2021

DUTIES OF MEMBERS

Article One: Duties of Members

- (a) Interhall Council (IHC) members shall be required to sit on a minimum of one committee as deemed by the council, the organization and/or IHC that require IHC representation. Committees will be assigned by the VP-I. All members must adhere to the IHC Committee Policy.
- (b) All members must attend a minimum of one board meeting in their first term on Interhall Council, not including mandatory IHC functions such as elections, constitutional review and budget review.
- (c) All IHC members shall strive to uphold IHC and University of Guelph Bylaws and Policies. (Refer to Discipline Bylaws Article One.)
- (d) All IHC members shall strive to uphold the goals of the council.
- (e) Any member of IHC may suggest that IHC support an issue. Support of said issue will be subject to the passage of a motion at an IHC Board meeting.
- (f) All members must complete an Orientation report and a transition report for the end of their term. This report will include an evaluation of events and suggestions for future hall councils. The report will be handed in to the IHC President at a reasonable time set in conjunction with the Internal Evaluations Committee (IEC) evaluations. This report will be available for others' use in subsequent years. (Refer to Discipline Bylaws).
 - I. In the event of a resignation or a conditional resignation, a transition report must still be submitted.
 - II. In the event of a dismissal a transition report will not be required.
- (g) IHC members will sign and abide by the IHC Code of Ethical Standards (see Appendix II). Incoming IHC members will sign this document at Old-New Training during the Second Semester, or at the earliest possible date.
- (h) All members will sign a Student Organization Policy form to ensure that they are recognized under IHC.
- (i) All members are responsible for completing all Interhall Council Evaluation Committee (IEC) evaluations under the discretion of the VP-X. Failure to do so will result in disciplinary action under the Discipline Bylaws of IHC.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (j) All members are responsible for attending all pertinent IHC training.
- (k) All members must assist in Executive Board events at the request of the VP-A.
- (l) All members are responsible for assisting in the planning and implementation of events in their respective Halls, at the discretion of the Primary organizer.
- (m) All members must fulfill their respective duties as outlined in the IHC Bylaws and in their respective Hall Constitutions.
- (n) When creating room assignments, members of the same executive may only live together if a roommate contract is created and signed by each party and witnessed by the VP-X. A member of the IHC Executive Board may live with a Hall executive at the discretion of the IHC Executive Board and the Hall executive.
- (o) All members are required to collaborate with Residence Life Staff to offer alternative programming for Homecoming, Halloween, and St. Patrick's Day.
- (p) All members are responsible for familiarizing themselves with Robert's Rules of Order.
- (q) All members are responsible for providing input to IFOPAC at sectional meetings, or as requested by the sectional representative on IFOPAC.

Article Two: Duties of the Interhall Executive Board

- (a) The IHC Executive will provide support to all IHC members.
- (b) All IHC Executive shall promote communication, cooperation and interaction between Executive Board, Hall Executives, and Hall Council Members.
- (c) All IHC Executives are responsible for maintaining open lines of communication between themselves and their hall buddy executives.
- (d) The IHC Executive Board will conduct an assessment of IHC as an organization in hopes of developing sustainable goals to further the expansion and effectiveness of the organization.
- (e) All IHC Executive Board are responsible for maintaining the IHC office, all pertinent files, and equipment.
- (f) All IHC Executive Board are required to fulfill a minimum of two IHC office hours a week at the discretion of the VP-I.
- (g) All IHC Executive Board are responsible for completing their allotted office-cleaning schedule.
- (h) All IHC Executive Board have an obligation to attend IHC Board meetings, IHC Executive meetings, and allocated committee meetings.
- (i) All Executive Board are required to submit an Executive Report, outlining pertinent information for the upcoming board meeting, the Friday prior to the Board Meeting.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (j) All IHC Executive Board are obligated to assist in Orientation and Executive Board IHC events.
- (k) All incoming Executive Board IHC Executive must attend the two IHC Board meetings prior to the conclusion of the current term of the council.
- (l) All Executive Board members are responsible for submitting, at the end of the winter semester, their IHC office keys, positional keys, final receipts prior to the receipt of their honorarium cheque.
- (m) The IHC Executive Board will be responsible for conducting One on One meetings with their Hall Buddies, or sectional members when appropriate.
- (n) Any information discussed in an Executive Board meeting that can be released at a Monday Night Board meeting must be released in the form of a written report given to the scribe at the end of the Monday night Board meeting, if not delivered in the regular executive update at Monday night Board.
- (o) The Executive Board will construct and maintain an IHC and Hall Executive phone number and e-mail list. This shall be completed no later than the start of the fall semester, and shall be consistently updated as necessary.
- (p) The Executive Board shall ensure that IHC members staff the IHC office during the established office hours. The Executive Board is also required to facilitate the management of the IHC Office.
- (q) The Executive Board shall purchase office supplies when needed (Refer to Operating Bylaws).
- (r) The Executive Board shall ensure that all IHC members receive appropriate office training.
- (s) The Executive Board shall be responsible for the maintenance of the office during Orientation Week, and to ensure it is staffed during regular business hours.

Hall Buddy Program

- (a) The incoming Executive Board, prior to Old New Day, shall coordinate the hall buddy program for the following year.
- (b) Executive Board members (with the exception of the Vice President Finance, Vice President Experience and the IHC President) shall be paired with halls based on the guidelines outlined by the Incoming Interhall Council President. These should include, but are not limited to, compatibility, approachability, location, and any conflicts of interest (if applicable).
- (c) These pairings are to be created at the discretion of the IHC President and Executive Board. Also, when and if the program fails to meet its objectives, changes will be made to accommodate the appropriate complications.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (d) The member has the following minimum requirements each semester:
 - I. Attend 1 event per buddy halls.
 - II. Attend 1 council meeting per buddy halls.
 - III. Aid in initiatives at request of the Hall executives.
- (e) The member is required to conduct One on One meetings with each Hall Executive in accordance to the timeline outlined in Duties of Members Article 11 (i).
- (f) The member should be utilized for any issues that arise throughout the year through conflict resolution, mediation, and support.
- (g) The member should act as a resource and liaison for Interhall Council's affiliated Organizations. (See Article Five: Responsibilities of IHC Affiliate ASOs)
- (h) The member should encourage and aid in the collaboration between hall executives paired within the program.
- (i) The member is required to give updates on their Hall Buddies to the Executive Board as well as submit end of semester progress reports to the IEC.
- (j) The program is to be used at the disposal of the executive(s), and all happenings within the program shall be kept confidential when and if appropriate.
- (k) The program shall foster development, encouragement, and support.
- (l) The program is meant to be a resource, and the success of the program depends upon the involvement of all members.

Duties of the IHC President Elect

- (a) Creation of the IHC President – Elect Position, to run from seven (7) days post the conclusion of the ratification of the IHC President for the upcoming academic year, until April 30th at 11:59pm.
- (b) Set a meeting within five (5) days of assuming their role with the appropriate professional staff of the Student Transition Office (STO) to outline each other's roles in an effort to create understanding between the two roles, particularly with regards to Orientation Week.
- (c) Coordinate with the appropriate member(s) of the Orientation Team to run event planner sessions suited/adapted to the needs of incoming Interhall Council members to be executed prior to the commencement of the April examination period. Shall work in collaboration with the STO to produce and execute a timeline and an active campaign for Orientation Volunteer recruitment and selection, with emphasis on recruiting among current residence students.
- (d) Prior to the last day of classes in the winter semester, establish a written agreement with the STO regarding:



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- I. OV T-shirts for elected IHC members
 - II. Shared costs pertaining to Orientation Week, including radios, BBQ's, Golf Carts, etc.
 - III. Various training needs through to the end of Orientation Week
 - IV. Both formal and informal work arrangements during the summer time
 - V. Begin the planning process for the Summer Training to be held for a length of time determined at the discretion of the Executive Board
- (e) Shall seek to have one on one meetings with the outgoing Executive Board as a form of 'exit interview' to reflect on the past year, areas of improvement, etc. This will be at the discretion of the incoming IHC President.
- (f) Shall seek to have one on one meetings with the incoming Executive Board and if possible all of the incoming Hall Presidents.
- (g) Host weekly (minimum bi-weekly) meetings with the incoming Executive Board and shall seek an audience with the outgoing Executive Board to plan incoming/outgoing Executive Board meeting times; the agenda for which will be set by the incoming and outgoing IHC Presidents.

Duties of the President

- (a) The President will act as the representative of IHC and will speak to the university administration and all other bodies on behalf of IHC for its actions and policies.
- (b) The President will chair the meetings of IHC (or find a suitable alternate) in the case of the Chairperson's absence.
- (c) The President is required to sit on the Student Housing Services Single Student Budget Committee.
- (d) The President is responsible for chairing the Residence Advisory Board and the coordination of taking minutes at the meeting; they will also compile a full report outlining RAB proceedings at the end of their term for transition purposes.
- (e) The President shall have signing authority for the issuing of funds and must be implicitly familiar with all allocations of such funds.
- (f) The President has conditional veto power over financial matters as outlined in the IHC Financial Bylaws. This veto power may be used when:
 - I. The reputation and integrity of any hall council or IHC is endangered by the suggested use of funds.
 - II. The proper financial procedures have not been followed in accordance to the IHC Financial Bylaws.
- (g) The President shall collect appeals to the Interhall Appeals Committee's decisions and shall form a committee to consider all appeals in accordance to the Discipline Bylaws Article Four.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (h) The President will collect and file Orientation and end-of-semester reports from IHC members, non-voting staff, and non-voting members.
- (i) The President shall manage the IHC email account. (ihc@uoguelph.ca) An appropriate response time, at the discretion of the IHC President, should be maintained.
- (j) The President, in conjunction with the VP-X, shall address internal concerns of Interhall Council to maintain the quality and integrity of the organization.
- (k) The President will hold Interhall Council Executive Board Meetings.
- (l) The President shall meet regularly with the IHC advisor.
- (m) The President shall meet regularly with the Student Housing Services (SHS) director. The IHC President shall ensure that the Student Housing Services Consultation Document is signed by SHS Director and incoming IHC President.
- (n) The President shall hold one on ones with each IHC Executive Board and hall presidents during the fall semester, and winter semester.
- (o) The President shall coordinate new members training, in accordance to the fall election timeline.
- (p) The President shall coordinate training for members in January as well as training other new members elected at other times and familiarize them with the organization.
- (q) The President shall coordinate Old/New Day in accordance with the winter election timeline with the incoming Executive Board.
- (r) The Interhall Council President will act as the Summer Training Director for the summer semester, and will secure this position upon their election in the winter semester. This salary shall be covered in accordance with a contractual agreement between Interhall Council (IHC) and Student Housing Services (SHS).
- (s) The Summer Training Director's contract shall include, but is not limited to the following:
 - I. To actively pursue integrated training programs in the forms of August Training and deliver them in a timely fashion and on budget.
 - II. The President shall send bi-weekly reports of activities, committee reports and training updates to Associate VP-Student Affairs, Director of Student Housing Services, IHC Advisor(s) and all IHC members.
 - III. The President shall sit on mandatory IHC, SHS and Student Affairs Committees.
 - IV. The President shall ensure representation for summer residence students.
 - V. The President shall act as the Orientations Week Director for Interhall Council. This will include but is not limited to:
 - a. The distribution of tasks to Interhall Council Members.
 - b. The organization of an O-Week calendar.
 - c. Ensuring adequate support is provided to event planners.
 - VI. The President shall, in partnership with Student Experience and the Orientation Programs Coordinator, work to ensure Interhall Council is



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

represented throughout O-Week and continues to take an active role in the planning of Pep-Rally.

- VII. The President shall hold a minimum of 5 office hours a week
- VIII. The President shall arrange the cleaning the IHC office before the commencement of August Training.

IX. Will be responsible for all finances as acting financial officer.

- (t) The President shall act as a liaison between all student groups, on and off campus.
- (u) The President shall relay all pertinent information from Student Executive Council (SEC) to IHC; which includes promoting collaborative SEC events and initiatives in residence.
- (v) The President shall chair the Ad-hoc Audit Committee when struck by the VP-F.
- (w) The President shall obtain and distribute all IHC mail accordingly.
- (x) The President shall manage the IHC email account (ihc@uoguelph.ca). An appropriate response time, at the discretion of the IHC President, should be maintained.
- (y) The President will sit on IFOPAC to will relay information to the Executive Board, and obtain feedback wherever necessary.
- (z) The IHC President will ensure that all Interhall Council members shall receive a virtual copy of a previous transition report for their respective role.
 - 1) Those elected prior to August training shall receive a previous transition report before August training.
 - 2) Those elected afterward shall receive a previous transition report within a week of their ratification.
- (aa) The President is responsible for the creation and the distribution of an IHC newsletter to be sent to IHC members once a week over the summer semester.
- (bb) The IHC President shall be responsible for the creation and maintenance of the IHC Master Calendar.

Duties of the Vice-President – Experience (VP-X)

- (a) The VP-X should be prepared to succeed the President in the event that the President is unable to continue in that position.
 - I. Upon succession, the VP-X may hold the position of President until a by-election process to fill the President position, in accordance with the IHC constitution, is completed.
 - II. In the event that an appropriate candidate is not elected in the second round of eligibility, then the VP-X will assume the position of President.
 - III. Any vacant positions across IHC as a result of these proceedings will be filled in accordance with the IHC constitution or that of the hall involved.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (b) The VP-X must be implicitly familiar with the duties of the President and assist him/her to the best of their abilities.
- (c) The VP-X must be knowledgeable of IHC business and be prepared to support the President and the organization in discussions with both students and the University Administration.
- (d) The VP-X shall chair the Interhall Evaluations Committee (IEC) in accordance with the Committee Bylaws Article Five
- (e) The VP-X shall chair the IRC and IHAC in accordance with the Disciplinary Bylaws.
- (f) The VP-X has signing authority to be used when needed (See Financial Bylaws).
- (g) The VP-X will act as the Executive Board CEO of Hall elections, acting as a primary resource to all hall CEO's.
- (h) A CEO Sectional can meet to address concerns or issues as they arise.
- (i) The VP-X is required to hold all CEO's of hall elections accountable within their roles. When and if a member cannot fulfill this role, an appropriate substitute will be appointed.
- (j) The VP-X will sit on IFOPAC to will relay information to the Executive Board, and obtain feedback wherever necessary.
- (k) The VP-X shall manage the VP-X email account. (ihcexp@uoguelph.ca) an appropriate response time, at the discretion of the VP-X, should be maintained.
- (l) The VP-X must plan and coordinate at least one team-building event, per term of office, outside of training and old/new transition day.
- (m) The VP-X shall chair the RRC.
- (n) The VP-X shall be responsible for coordinating recognition within residence.
 - I. The VP-X shall be responsible for confirming the award criteria for all eligible three- and four- year service award winners.
 - II. The VP-X shall be responsible for organizing a special piece of recognition for individuals who have committed four or more years on Interhall Council.
 - III. The VP-X shall lead 'Of the Year' (OTY) award meetings during the winter semester with the assistance of the RRC Committee.
 - IV. The VP-X shall lead 'Of the Month' (OTM) evaluations with the assistance of the RRC Committee.
 - V. The VP-X shall solicit nominations from various members of campus for both the OTM and OTY awards.
 - VI. The VP-X shall be responsible for advertising RRC in residence halls by all means available.
 - VII. The VP-X will be responsible for reviewing all 'Of the Month' nominations prior to the meeting where they are reviewed.
 - VIII. The VP-X shall be responsible for determining OTM deadlines.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- IX. The VP-X shall prepare the OTM certificates with appropriate names for each of the halls to distribute.
- X. The VP-X shall oversee ordering plaques and awards for 'Of the Year' (OTY) awards.

Duties of the Vice-President - Internal (VP-I)

- (a) The VP-I will be responsible in ensuring that all IHC members are being held accountable and abiding by the IHC constitution.
- (b) The VP-I shall have the IHC Constitution, Bylaws, and Policies in their possession during IHC meetings for referral and/or clarification if necessary.
- (c) The VP-I shall sit on the Interhall Evaluations Committee (IEC) in accordance with the Committee Bylaws Article Five
- (d) The VP-I shall sit on the IRC and IHAC in accordance with the Disciplinary Bylaws.
- (e) The VP-I shall be responsible for Orientation Week supply run with the assistance of the Vice President – Communications (see Operating Bylaws).
- (f) The VP-I is responsible for ensuring that all amendments to the Constitution, Bylaws and Policies have been recorded and that an up-to-date copy is made at the conclusion of each term of office.
- (g) The VP-I coordinate the Semi-Annual Townhall meetings in accordance to the Operational Bylaws Article Eleven.
- (h) The VP-I shall ensure that all constitutions, both organization and hall specific, are made readily available.
- (i) The VP-I has signing authority to be used when needed (See Financial Bylaws).
- (j) The VP-I is responsible for running Hall Constitutional review training in the winter semester.
- (k) The VP-I will act as the Executive Board AEO of Hall elections, acting as a primary resource to the Executive Board AEO and a secondary resource to all hall CEO's.
- (l) The VP-I shall act as the CEO Executive Board elections, if the VP-X is unable to.
- (m) The VP-I shall manage the VP-I email account. (ihcinter@uoguelph.ca) an appropriate response time, at the discretion of the VP-I, should be maintained.
- (n) The VP-I will act as the bookkeeper of:
 - I. All motion forms
 - II. IEC Documents
 - III. Internal concerns
 - IV. Election nomination Packages



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- V. CEO Paperwork
 - VI. All membership statements of shared values
 - VII. Committee Pertinent documents
 - VIII. Constitutions
- (o) The VP-I will sit on IFOPAC to will relay information to the Executive Board, and obtain feedback wherever necessary.
 - (p) The VP – I must ensure minutes and attendance are taken and recorded at every IHC meeting, certifying that quorum is present.
 - (q) The VP-I is responsible for ensuring that the IHC Board minutes are posted in the IHC Teams at least forty-eight (48) hours prior to the next meeting.
 - (r) The VP – I shall be responsible for taking minutes at the Executive Board Meetings. These minutes must be sent out to the Executive Board within 48 hours after the meeting.
 - (s) The VP – I will be responsible for the distribution of keys to hall presidents during President’s Training.
 - (t) The VP – I will be responsible for the coordination of the changing of the lock in the event of missing keys.
 - (u) The VP – I shall be required to coordinate all Audio/Visual rentals, during Orientation Week.
 - (v) The VP-I shall sit on the University Judicial Committee as the main IHC representative.
 - (w) The VP-I sectional will be the Hall Vice Presidents.
 - (x) The VP-I shall take a Hall Buddy.
 - (y) The VP – I will be responsible for coordinating IHC wide clothing and merchandise, at the discretion of the Executive Board and IHC Board. The process shall be completed no later than the sixth week of the winter semester.
 - (z) The VP-I shall be responsible for the coordination of Move-In SWAG, IHC Socks, IHC Uniform, and the IHC Events SWAG.
- (aa) The VP-I Shall be responsible for the submission of IHC and Hall Accreditation.
 - (bb) The VP-I will be responsible for ensuring that all official meetings and committees have IHC representation wherever possible. (See Interhall Committee Policy).
 - (cc) The VP-I will be responsible for ensuring that all Ad-hoc committees being formed are following the appropriate process outlined by the constitution. (See Article 2: Committee By Laws).



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (dd) The VP-I shall ensure that pertinent committee and other meeting information is reported to the board and that all committee reports are recorded and or filed if appropriate.

Duties of the Vice President – Finance (VP-F)

- (a) The VP-F is responsible for maintaining a bank account and financial records under the name of Interhall Council. The preparation of the financial statements and the year-end report shall be done at the end of the fiscal year, which shall run from May 1 to April 30. These statements shall be submitted to the incoming IHC President and VP-F.
- (b) The VP-F is responsible for reconciliations of the IHC financial records with the statements from IHC's banking institution on an ongoing basis. Reconciliations are to be kept and stored, in a Executive Board location, for future financial obligations for seven (7) years.
- (c) The VP-F is responsible for assisting the hall presidents in reconciling any discrepancies between hall and Executive Board records.
- (d) The VP-F must follow all procedures outlined in the IHC Financial Bylaws.
- (e) The VP-F shall sit on the Student Housing Service Single Student Budget Committee.
- (f) The VP-F is authorized to make payments for all bills incurred by IHC operations and is accountable to IHC members and IHC constituents.
- (g) The VP-F will provide strong recommendations to the President to veto funds should it be necessary, based on considerations provided under the Financial Bylaws.
- I. The VP-F shall prepare and present financial documentation to IHC using the following schedule. Each shall be no later than:
- 1) The 10th week of the Fall Semester – Current Fiscal Year Forecast
 - 2) The 7th week of the Winter Semester – Current Fiscal Year Forecast.
 - 3) The 11th week of the Winter Semester – Budget for the Next Fiscal Year.
- (h) The VP-F will assist IHC members in planning and implementing budgets.
- I. The VP-F will be specifically responsible for managing the West Residence budget in communication with the West Representative.
- (i) The VP-F will be responsible for providing a ledger of all spending for the financial form binder in the office to be updated on a minimum of a bi-weekly and monthly basis.
- (j) The VP-F will be responsible for initiating the annual audit at the end of the fiscal year in accordance to the SOP Policy.
- (k) The VP-F will be responsible for creating and sitting on the Ad-hoc Audit Committee, which includes the IHC President.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (l) The VP-F is required to assist the VP-A in the maintenance of the storage rooms and all appropriate inventories.
- (m) The outgoing VP-F will be responsible for assisting the incoming VP-F with creating the opening budgets for halls.
- (n) If the VP-F is hired, the successful candidate will fulfill duties a – d and f – l and n. They may be required to fulfill duties e and m at the discretion of the IHC President and Vice President Experience
 - I. The IHC President and Vice President Experience will be responsible for ensuring delegation of tasks determined that the VP-F does not have to complete and are responsible for informing IHC members who these tasks will be split up to.
- (o) The VP-F shall manage the VP-F email account. (ihcfin@uoguelph.ca) an appropriate response time, at the discretion of the VP-F, should be maintained.
- (p) The VP-F will sit on IFOPAC to will relay information to the Executive Board, and obtain feedback wherever necessary.

Duties of the Vice President – Activities (VP-A)

- (a) The VP-A shall be available for the coordination of and/or assistance with IHC and Hall Council events.
- (b) The VP-A is responsible for aiding in the planning of hall stress busters during the exam period under the discretion of the hall executive.
- (c) The VP-A will ensure that all members are aware of the event proposal process, and will make all relevant forms available, as necessary.
- (d) The VP-A shall be responsible for ensuring that all SERM forms are transferred to the SERM Coordinator.
- (e) The VP-A is responsible for coordinating a minimum of two (2) Executive Board IHC events during Orientation Week.
- (f) The VP-A will be responsible for the coordination of at least two (2) programs per term, outside of Orientation Week, in accordance with the budget events line items.
- (g) The VP-A will work in conjunction with all other IHC Executive Members on IHC sponsored events.
- (h) The VP-A will be responsible for the formation of an Activities Committee composed of Social Coordinators from each hall. This committee will be responsible for the development and coordination of hall and cross-campus events.
- (i) The VP-A will sit on the Student Event Risk Management committee.
- (j) The VP-A shall be responsible for revising the IHC Bus Policy and Terms of Reference.
- (k) The VP-A must coordinate in collaboration with the SERM coordinator, training sessions throughout the year to be attended by IHC Members. (Refer to SRMOR policy).



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (l) The VP-A will be responsible for establishing contact with local bus companies and ensuring that they have a copy of the IHC Bus Policy and Terms of Reference.
- (m) The VP-A will be responsible for ordering all buses on behalf of Interhall Council, with timelines in accordance to the Interhall Council Bus Policy and Terms of Reference.
- (n) The VP-A will assist the VP-X in the planning of the End of the Year Banquet.
 - a. They will manage room booking and event organization details, while the VP-X will lead on recognition.
- (o) The VP-A shall manage the VP-A email account. (ihcact@uoguelph.ca) an appropriate response time, at the discretion of the VP-A, should be maintained.
- (p) The VP-A is encouraged to attend any Hall events as a support and/or resource to the Social Coordinators and Hall Executive planning the event, at the discretion of the Hall Executive.
- (q) The VP-A will be responsible for creating a google document containing an archive of Interhall Council events. This document will be shared with the IHC President and IHC Advisor.
- (r) The VP – A shall take a Hall Buddy.
- (s) The VP-A will be responsible for coordinating the sign out procedures for A/V equipment.
- (t) The VP-A will be responsible for developing the sign out procedures for A/V equipment.
- (u) The VP-A will be responsible for the Interhall Council A/V equipment inventory.
 - a. The VP-A will be responsible for coordinating A/V equipment sign out.

Duties of the Vice President – External (VP – E)

- (a) The VP-E shall facilitate IHC membership to the Canadian Organization of Campus Activities (COCA)
- (b) Duties of the VP-E with respect to the aforementioned organization will involve the following:
 - I. To maintain regular and necessary correspondence on a provincial, national and international level with the affiliated organizations.
 - II. To inform IHC members of all updated and pertinent information obtained from such correspondence.
 - III. To attend corporate business meetings at the provincial, national and international levels as the IHC/University of Guelph official representative when possible. (IHC shall attempt to cover the costs of transportation and registration for all corporate business meetings that the VP-E is required to attend.)
 - a. Including but not limited to:
 - i. Monthly COCA Roundtables
 - ii. Bi-weekly COCA Collaborative Events Meetings



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- iii. Sit on a minimum of one COCA Conference Planning Committee
 - IV. To form a delegation, coordinate registration, and transportation of delegates to ensure attendance at applicable provincial, national and international conferences.
 - V. This delegation will be composed according to the IHC Policy on Conferences. The delegation list will be compiled by the VP-E and then announced at an Interhall Council meeting. IHC will provide a financial subsidy to the conference delegates, providing it is feasible.
 - VI. To oversee the organization and creation of spirit materials and initiatives based upon guidelines set out by the conference. The spirit materials and initiatives will be presented at conferences where applicable and will reflect IHC, the University and the theme of the conference.
 - VII. To review IHC activities in considering application for external awards along with the Conference Vice Chair.
 - VIII. To make sure that all membership dues are paid and registration forms are sent in on time.
 - IX. To organize and submit current school activities or policies to the COCA directory that is shared by all COCA affiliate members.
 - X. To oversee and assist in fundraising conducted by delegates. In the event of fundraising all monies raised will go towards the costs of the entire delegation. Any PDRs requested will be done so on behalf of the entire delegation.
 - XI. The VP-E will work in partnership with the VP-A to plan a minimum of one (1) event in collaboration with COCA Student Associations.
- (c) The VP-E will be responsible for the organization of the Fall Leadership Conference in consultation with the Executive Board and the ILPC that addresses involvement opportunities on campus and in the community (including, but not limited to the Fall Leadership Conference)
 - (d) The VP-E will obtain all information pertaining to any relevant conference (other than COCA) prior to its commencement so that IHC may decide whether representation is of significant importance and/or financially feasible.
 - (e) The VP-E shall manage the conference section of the IHC budget in conjunction with the VP-F. Reallocation of the conference section line item amount may be granted upon approval from both the IHC President and the VP-F.
 - (f) The VP-E will coordinate a winter leadership opportunity. This leadership opportunity may be, but is not limited to being, a Winter Leadership Conference (WLC).



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (g) The VP-E will be responsible for acting as a support for IHC Members during Orientation Week
- (h) The VP-E will be responsible for sending a list of IHC members to Alumni Affairs to act as the record keeper of the IHC Alumni contact list.
- (i) The VP – E shall take a Hall Buddy.
- (j) The VP-E will act as a student advisor to the ILPC.
 - a. The VP-E will attend all ILPC meetings.
 - b. The VP-E will hold one on ones with the Conference Vice Chair minimum of bi-weekly.
- (k) The VP-E will be responsible for coordinating all A/V equipment rental and distribution during Orientation Week, in conjunction with the VP-I
- (l) The VP-E shall act as the Ex-Officio sectional leader.
The VP-E will hold a Ex-Officio sectional meeting a minimum of once a month.

Duties of the Vice President – Communications (VP-C)

- (a) The VP-C will monitor campus media for articles relating to IHC and bring them to the attention of IHC.
- (b) The VP-C will be responsible for the formation of an Advertising Committee. This committee will be responsible for the promotion of IHC, Executive Board events, and public relations support within their respective halls, and shall strive to meet biweekly throughout the semester. At minimum, the Advertising Committee shall meet three times a semester.
- (c) The VP-C shall establish and maintain contacts with Student Life and Career Services and Student Volunteer Connections in order to inform IHC of volunteer and charity opportunities and shall coordinate IHC's involvement in such programs. Brief summary and contact information for the aforementioned programs shall be filed by the VP-C for future reference.
- (d) The VP-C is required to represent IHC on the CSA Board of Directors
- (e) The VP-C is required to work with the CSA commissioners to promote communication between the two organizations.
- (f) The VP-C will also coordinate advertising for across campus initiatives.
- (g) The VP-C shall be responsible for assisting the VP-I with Orientation Week Supply Run.
- (h) The VP-C shall manage the VP-C email account. (ihccomm@uoguelph.ca) An appropriate response time, at the discretion of the VP-C, should be maintained.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (i) The VP-C shall be responsible for coordinating any potential campaigns that represent the needs of residence students with consultation with approval from Board.
- (j) The VP-C shall send an email on the first of every month with pertinent updates to the residence student listserv with the assistance of the IHC President.
 - i. The formatting of the updates will be at the discretions of the VP-C.
- (k) The VP-C is responsible for creating the End of Year Slide Show.
- (l) The VP-C will update and maintain the IHC Website.

Article Three: Duties of the Hall Presidents

- (a) All Hall Presidents are responsible for coordinating weekly hall council meetings, the creation of an agenda for the weekly hall council meetings and ensuring that a chair is present.
- (b) All hall presidents are responsible for collecting and tabulating all business pertinent to discussion at hall council meetings as well as coordinating the attendance of any/all desired speakers.
- (c) All Hall Presidents are financially responsible to their hall in the following ways:
 - I. Will act as hall treasurer; keeping detailed ledgers of hall financial transactions, which are to be available upon request to those who wish to view them and holds internal signing authority for their halls funds.
 - II. Must update hall budgets as changes are made
 - III. Must present a reconciliation of Orientation Week, and semester budgets.
 - IV. Must provide each hall executive member, hall council member and the VP-F with a copy of the hall budget. The budget is to be kept with the financial records of the hall.
 - V. Must hand in a financial tracking sheet at the discretion of the VP-F, for verification with the VP-F's records. Should discrepancies exist between the VP-F and hall presidents, it is the duty of the hall presidents and the VP-F to reconcile said discrepancies.
- (d) All hall presidents have an obligation to attend IHC Board meetings. In the event that another member of their executive is unable to attend, a designated non-IHC member alternate may attend on their behalf. Non-IHC Member Alternates will contribute to quorum but will not be given a vote in meetings.
- (e) All Hall Presidents are responsible for ensuring a liaison exists between Resident Life Staff and Hall Council as deemed appropriate by the Residence Manager and Executive.
- (f) All Hall Presidents shall meet at least once a month with their Residence Manager to discuss hall issues. Further meetings can be arranged at the discretion of the President and Residence Manager.
 - I. With the exception of Artz Haus and Watson at the discretion of their executives and Residence Manager.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (g) All Hall Presidents are responsible for bringing forth all committee information pertinent to IHC from the Hall and Hall Council Executive.
- (h) All Hall Presidents are required to fulfill a minimum of two (2) IHC office hours per week at the discretion of the VP-I.
- (i) All Hall Presidents are responsible for completing their allotted office-cleaning schedule.
- (j) All Hall Presidents are responsible for submitting, at the end of the winter semester, their hall cashbox, IHC office keys, storage room key(s), hall stamp, hall actuals, and storeroom inventory list prior to the receipt of their honorarium cheque.
- (k) Each incoming hall president must attend two (2) IHC Board meetings after their election.
- (l) All Presidents must attempt to be responsible for some of the duties of the Social Coordinator in halls that do not have a Social Coordinator, unless otherwise specified in their individual Hall Constitution.
- (m) All presidents are required to have one on ones with their executive's minimum of once a semester.

Article Four: Duties of Hall Vice-Presidents

- (a) All Vice Presidents must be implicitly familiar with the duties of the hall president and assist him/her to the best of their abilities. This includes:
 - I. Attending a minimum of (1) Board Meeting each month, and
 - II. Attending a minimum of (1) Monday Night Meeting with RLS each month.
- (b) All Vice Presidents will be responsible for fulfilling the duties of the hall president in their absence.
- (c) All the Vice Presidents are responsible for the coordination of hall clothing and attending all pertinent training sessions.
- (d) All Vice Presidents shall have the Hall Constitution in their possession during Hall Council meetings for referral and/or clarification if necessary.
- (e) All Vice Presidents shall be knowledgeable of their Hall Constitutions and ensure that it is being adhered to.
- (f) All Vice Presidents are responsible for chairing their hall's Constitutional Review and attending Constitutional Review Training.
- (g) All Vice Presidents are responsible for ensuring that all amendments to the Hall Constitutions have been recorded and that an up-to-date version is made and submitted to the incoming VP-I at the conclusion of each term of office.
- (h) All Vice Presidents are responsible for ensuring that proper selling table ledgers as outlined by VP-F are being used at selling table.
- (i) All Vice Presidents are members of the VP-I Sectional.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (j) All Vice Presidents are responsible for creating a schedule for they hall’s selling table runs smoothly

Article Five: Duties of Hall Social Coordinators

- (a) All Social Coordinators must attend Activities Committee meetings to be called by the VP-A.
- (b) All Social Coordinators must submit all forms as required to run an event, by the appropriate deadlines outlined by the VP-A.
- (c) All Social Coordinators are required to plan a minimum of three (3) events per semester.
 - I. With the exception of formal, stress busters, and the alternative programming for Homecoming, Halloween and St. Patrick’s Day.
 - 1. Formals are an optional event that is at the discretion of all Social Coordinators and the Executive Board.
 - II. With the exception of Social Coordinators elected in the Fall Semester, who will be required to run a minimum of two (2) events in the Fall Semester.
- (d) All Social Coordinators must ensure that the Interhall Council Bus Policy/Terms of Reference and Student Organization Policy are being followed when running an event or activity.
- (e) All Social Coordinators are responsible for coordination of advertising for events in the absence of a Public Relations Officer.
- (f) All Social Coordinators shall be responsible for the duties of the Public Relations Officer in halls that do not have a Public Relations Officer, unless otherwise specified in their individual Hall Constitution.
- (g) All Social Coordinators, in consultation with the Hall President, must submit a budget for events where the budget is over \$200 to the VP-F in accordance with the same time line as SERM deadlines.

Article Six: Duties of Hall Public Relations Officers

- (a) All hall executives responsible for public relations within their respective halls must attend Advertising committee meetings to be called by the VP-C.
- (b) All Public Relations Officers will be responsible for advertisement within their hall.
- (c) All Public Relations Officers are responsible for taking down any posters found in residence that do not adhere to the Student Housing Postering Policy.
- (d) All Public Relations Officers are responsible for the coordination and maintenance of all halls social media under the discretion of the executive.
- (e) All Public Relations Officers are responsible for aiding the VP-C in creating the End of the Year Slide show.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (f) The Public Relations Officers are responsible for maintaining and posting on the hall social media.
 - I. Posts content will include but are not limited to:
 - 1) Event updates in the Hall
 - 2) Hall merchandise forms
 - 3) Anything else will be at discretion of the VP – C

Article Eight: Duties of the IHC Advisor

- (a) The IHC Advisor shall attend IHC meetings in order to provide an external perspective to the organization. In the event that the Advisor cannot attend, they will find a suitable alternate from the Resident Life Management Team. (RLMT).
- (b) The IHC Advisor shall regularly update the RLMT on current IHC events, news, and issues.
- (c) The IHC Advisor shall meet with the IHC President at least once a month. It is encouraged they meet more frequently, to address any concerns and build further collaborative efforts between RLS and IHC.
- (d) The IHC Advisor shall meet with the incoming IHC President at least once a month during the Winter and Summer Semesters to discuss relevant issues pertaining to SHS, RLS and IHC such as, but not limited to, O-Week events, move-in day and August Training.
- (e) The IHC Advisor shall sit on Residence Advisory Board as the RLMT member.
- (f) The IHC Advisor will attend provincial, national, and international residence hall conferences, when requested by the VP-E. In the event that the Advisor cannot attend, they will find a suitable alternative.
- (g) The IHC Advisor shall, where possible, act as a resource to all IHC members, regarding matters such as promoting positive RLS/IHC relationships within halls and between Residence Life Managers (RLMs) and Hall Presidents, event planning, intentional programming, and conflict management.

Article Nine: One-On-Ones

- (a) The intents of the one-on-one discussion is to provide insight and discuss any concerns with the Hall Buddy Executives. These meetings will also provide continual feedback, support, and action planning to encourage growth.
- (b) One-on-Ones will take place between the Hall Mentor and each hall executive, and each sectional leader and their sectional
- (c) One-on-Ones will be held 3 times in a term of membership
 - a. One week after Orientation week,



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- i. in the case of fall elected members one week after elected
 - b. Before IEC week 12 of the fall semester
 - c. Before IEC Week 12 of the winter Semester
 - d. More meetings may take place as needed.
- (d) The Hall Mentor will take detailed notes throughout the meetings. A summary of what was discussed, and any necessary action items will be sent to the member via email within 48 hours.
- (e) The Executive Board will have their personal One-on-Ones with the IHC President. The timeline for these meetings may differ than that of Hall Executives at the discretion of Executive Board.

Article Ten: Duties of Community Representatives

- (a) Community representatives shall be voting members of their hall councils.
- (b) All community representatives shall attend each hall council meeting.
- (c) Community representatives will act as a voice by collecting feedback and input from their respective communities. Business will be reported to the hall council and back to their Residence Assistant.
- (d) Community representatives shall propose ideas for events and activities to the hall council.
- (e) Community representatives shall be responsible for promoting all hall council and Interhall Council events of which they are informed.
- (f) Community representatives may assist the hall executives with organization, implementation and/or promotion of Stressbusters.
- (g) Community representatives have the option to run one section wide event per semester, to improve spirit and bonding within their respective section in communication with the designated RLS or IHC member. These events will be run using hall funds, as approved by the Hall President.
- (h) Community representatives can assist with selling tables when working alongside an elected hall executive member, with the exception of handling the cash box.
- (i) The Community Representative Committee (CRC) may be formed if there is interest from community representatives. The structure and function of this committee is the be determined by the individual halls and includes by is not limited to events, advertising and merchandise subcommittee.
- (j) Community reps have the option to sit on an external or internal committee. Delegation of committees is at the discretion of the VPI.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (k) The Community Representatives position may not be filled by an IHC hall executive

OPERATING BYLAWS

Article One: IHC Executive Board Meetings

- (a) Every Executive Board member will be required to attend a weekly executive meeting.
- (b) The purpose of the Executive Board meetings will be discussion of items of interest to each position and to IHC in general.
- (c) Minutes of the IHC Executive Board should be taken by the VP-I and made available at the request of any IHC member. These minutes will include business related occurrences during the executive meeting.

Article Two: Use of Interhall Council Office

- (a) Office hours shall be assigned by the Vice President - Internal in accordance with the IHC Duties of Members Bylaws.
- (b) IHC members shall take turns cleaning the office. The schedule will be determined by the VP-I and made available prior to the commencement of regular office hours each week.
- (c) The office includes the upstairs balcony.
- (d) Neither smoking nor alcohol is allowed in the office at any time.
- (e) IHC members must be considerate and clean up any mess that they make.
- (f) Keys to the Interhall office may only be loaned to any IHC members for the use of the office for Hall or Interhall related business. The IHC member who loans out their key is fully responsible for the actions of the member while they utilize the office. The loss of an IHC office key must be immediately reported to the IHC Vice-President Internal. The cost of changing the lock will be the responsibility of the IHC member who lost the key.
- (g) Hall stamps, cash boxes and keys to the IHC office and hall storage room will be assigned at the beginning of August training and must be returned to the IHC President, no later than the last day of final exams in the winter semester.

Article Three: Use of Interhall Council Computers and Peripherals

- (a) Use of the computers shall be prioritized as follows:
 - I. First priority is given to any IHC member during their regularly scheduled office hours, provided it is IHC related business.
 - II. Barring priority will be given to any IHC member who has IHC related work which requires a computer.
 - III. Computers may be used for any other reason by any IHC member. (It is recommended that notification be given to other members in the event



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

that an IHC member plans to use a computer for a prolonged period of time outside of regularly scheduled office hours).

- (b) Care should be taken when eating while working on a computer.
- (c) No programs shall be installed on the computers without permission from the VP-C.
- (d) Programs that are password protected are only to be accessed by those designated by the IHC President. Any violations will be taken to the University Police, who may be notified by any member of IHC.
- (e) All personal printing will be billed at the discretion of the VP-F.

Article Four: Supplies

- (a) The Executive Board is responsible for the maintenance of office supplies. They shall strive to meet the budget line item as set out by the Interhall Budget Advisory Committee (IBAG).
- (b) Supplies in the Interhall Office are for the general use of the office. If supplies are running low, one must notify the Executive Board.
- (c) If an IHC member has been found guilty of stealing office supplies for personal use, the IHC member may be disciplined through the IHC Evaluation Committee.
- (d) The VP-I and VP-C will coordinate supply runs for Orientation Week. All reasonable requests for supplies must be submitted to the VP-I.

Article Five: Use of the Telephones and Photocopier

- (a) The telephones, fax machine and photocopier in the IHC office are for business use only. Billing for personal usage will be at the discretion of the VP-F.
- (b) Prices for student use of the printer will be set by the VP-F at the beginning of their terms of office.

Article Six: Interhall Executive Board Electoral Rules

- (a) A Chief Electoral Officer (CEO) shall be appointed by IHC to supervise the elections and shall be assisted by at least one appointed scrutineer. The CEO shall be the IHC Chair and the scrutineer will be the IHC Scribe. If either the IHC Chair or Scribe is running, the IHC President will take the role of CEO and the non-running person will be the scrutineer. Neither scrutineer nor CEO shall hold voting rights in said election.
- (b) Candidates for all executive positions must be present at the IHC meeting in which elections for that position occur. All current members of IHC will elect them. All candidates must be prepared to deliver a short presentation and answer questions.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (c) Nominations for each executive position must be open for a minimum of one week prior to the election.
- (d) Voting shall be by secret ballot, presided over by the CEO. In the event that there is only one candidate for a position, that election shall be done on a yes/no basis.
- (e) The President will label their ballot, which will only be counted in the case of a tie.
- (f) If the candidate standing for election is currently a member of IHC, they will forfeit their vote for that position.
- (g) Quorum for IHC Executive Board elections shall be 2.5% of the residence student body population.
- (h) In the case of two candidates the vote will require a simple 50% plus one majority of the voting member in attendance.
- (i) The candidates shall be required to remain outside the meeting room while other candidates for the same position are presenting and while votes are being cast.
- (j) Each candidate may spend no more than \$100 per election campaign.
- (k) Each candidate shall be permitted a handout during Executive Board elections which is a maximum 8.5"x11" in size.
- (l) All emails that may pertain to an election, must be approved by the CEO before distribution.
- (m) Any material to be used in a presentation during Executive Board Elections, must be approved by the CEO. This includes, but is not limited to, anything such as a Powerpoint, a diagram, pictures, or models.
- (n) Elections will be conducted in the following manner; seven-minute oral presentation, five minute question and answer.
 - I. If time has exhausted in the Q and A and Discussion periods, they are extendable by a simple majority of the voting members..



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Seven: Hall Council Electoral Rules

- (a) A Hall Chief Electoral Officer (CEO) shall be appointed to oversee each hall election process by the VP-I. If the CEO has a conflict of interest with any of the candidates, they should resign from the position.
- (b) The VP-X shall set an elections timeline, which should include a week of nominations, a candidates meeting, a week of campaigning, speeches, polling, counting ballots and appeals.
- (c) The CEO forfeits the right to nominate a candidate and vote in the election.
- (d) A candidate may not nominate another candidate that is running for the same position.
- (e) The CEO shall hold an all candidates meeting prior to beginning of campaigning.
 - I. All candidates should receive the same information at the same time.
 - II. This should include an introduction of the CEO role, the election timeline, campaigning guidelines, budget restrictions, speech lengths and expectations around department during polling.
 - III. Candidates should be informed that ejection from candidacy is a possible result from any transgressions of the electoral rules.
 - IV. Candidates should be informed that they are entitled to appeal rule infractions to the CEO and the IHC Executive Board.
- (f) Hall Councils may not subsidize any election campaigns.
- (g) Each candidate may spend no more than \$50 per election campaign.
- (h) The CEO is responsible for checking the validity of the nominators at the all-candidates meeting.
- (i) The CEO must approve campaign literature from candidates, and ensure adherence to the SHS postering policy as well as pertinent University policies.
- (j) Candidates may be permitted one mail-out with the consent of the desk staff.
- (k) Posters may be put on room doors with the consent of the resident(s).
- (l) All banners must be approved by the CEO and Residence Manager of the specific hall.
- (m) All candidates must be prepared and present to deliver a short presentation not exceeding 5 minutes, followed by a question period.
- (n) No candidate shall be present while their opposition is presenting their speech.
- (o) Questions must be posed to all candidates for the same position, and should be approved by the CEO for suitability.
- (p) It is the CEO's duty to notify the candidates that the election has closed within forty-eight (48) hours of the election closing.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (q) All forms of campaigning made by the election candidates will be allowed during the polling period, but must conclude within forty-eight (48) hours of the CEO closing the election or at the discretion of the VP-I.
- (r) The CEO shall obtain a secure and respectable (locked) ballot box for voting.
- (s) Polling should take place over a minimum of a three-day period for a minimum of six (6) hours, with the exception of polling in Artz Haus and Watson Hall. Voting can begin following the Hall Executive election presentation(s).
- (t) Quorum must be met for polling to close.
- (u) Quorum shall be defined below.
 - I. Quorum in Artz Haus shall be 25 ballots
 - II. Quorum in East Hall shall be 75 ballots
 - III. Quorum in Johnston Hall shall be 90 ballots
 - IV. Quorum in Lambton Hall shall be 90 ballots
 - V. Quorum in Lennox Addington Hall shall be 120 ballots
 - VI. Quorum in Maritime Hall shall be 120 ballots
 - VII. Quorum in Mills Hall shall be 75 ballots
 - VIII. Quorum in Mountain Hall shall be 120 ballots
 - IX. Quorum in Prairie Hall shall be 120 ballots
 - X. Quorum in Watson Hall shall be 25 ballots
- (v) Ballots for each individual position must be on a separate ballot.
- (w) Ballots should be numbered and/or signed by the CEO.
- (x) The Hall president vote will be labeled, withheld and only counted in the case of a tie.
- (y) A spoiled ballot may not be counted. There should be signage up at the polling station designating what is an acceptable ballot.
- (z) Polling stations must be in established spots for the duration of each day of balloting.
 - (aa) The CEO shall appoint a one scrutineer for ballot counting.
 - (bb) The winner of the election will be determined by a simple plurality system, meaning the candidate with the greatest number of votes will be declared the winner.
 - (cc) Candidates have the right to know the final count. They are entitled to one recount as long as it is requested within three days of the announcement or the required time according to each Hall Constitution. If the difference is within 15 votes, there should be an automatic recount.
 - (dd) Appeals should be submitted in writing within three days or the required time according to each Hall Constitution. Ballots must be destroyed after the designated appeal time is over, unless an appeal is pending.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (ee) In the event that the position still remains unfilled, the position will then be filled through an interview process that will be open to students campus-wide. The interview panel will include all outgoing and incoming executives and one (1) of the IHC Executive Board.

Article Eight: Selection of Non-voting Members

- (a) Non-voting members of IHC include the Chair, the Scribe, and the Conference Vice Chair.
- (b) Non-voting members shall be selected through an interview process.
- (c) The panel of interviewers can include, but is not limited to the incoming IHC Executive Board and current non-voting members.
- (d) Any person wishing to be considered for one of these positions must submit a resume and cover letter.
- (e) These positions will be advertised by all means available.
- (f) The non-voting member term of office shall be May 1 to April 30 of the following year.

Article Nine: IHC Ex-Officio And Non-voting Members

IHC Chairperson

- (a) Term: May 1 –April 30
- (b) Honorarium: \$300.00 (per semester)
- (c) Supervisor: Vice President – External
- (d) Training: Required to receive training from outgoing chair
- (e) Job Description:
 - I. The IHC Chairperson will be responsible for chairing all official IHC meetings under Robert's Rules of Order.
 - II. The IHC Chairperson shall be responsible for completing office hours at the discretion of the VP-I.
 - III. The Chairperson shall collect IEC appeals in the event that the President is unable to do so.
 - IV. The Chairperson shall sit on the Interhall Appeals Committee (IHAC) (see Discipline Bylaws).
 - V. The Chairperson shall attend Executive meetings and events at the discretion of the IHC Executive.
 - VI. The Chairperson must submit ONE transition report at the end of the winter semester.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- VII. The Chairperson must be flexible on Monday evenings for Board meetings since the ending times vary.
- VIII. The Chairperson must be the CEO for Executive Board elections in the Winter Semester and any other election process regarding Executive Board if need be throughout the year.
- IX. The Chairperson must provide all members of the board with a copy of Robert Rules before the first board meeting at May Conference.
- X. Chairperson must be available for IHC training in May and August at the discretion of Executive Board.
- XI. The Chairperson must complete IEC at the end of each semester evaluating Executive Board and other non-voting members.
- XII. The IHC Chairperson shall be responsible for running a session during August Training for all of IHC and at New Member's Training explaining proper board etiquette and Robert's Rules of Order.
- XIII. The Chair is responsible for ensuring that motion forms are available at all IHC Board Meetings.
- XIV. The Chair shall be responsible for compiling the Board package; consisting of the agenda, PDR information, and Executive Reports for each IHC Board meeting. This Board Package must be sent out no later than noon on the same Monday as the Board Meeting.
- XV. The Chair is responsible for coordinating and talking to PDR presenters for IHC Board meetings. See the PDR Policy.
- XVI. The Chair is responsible for collecting and tabulating all business pertinent to discussion at IHC meetings, as well as coordinating the attendance of any desired guest speakers in collaboration with the IHC President.

(f) Qualifications and experience:

- I. Candidates should be a student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.
- II. Prior experience in IHC Board Meetings and/or past experience in chairing meetings, doesn't have to be IHC related.
- III. Past experiences with student groups at the University of Guelph, or other institutions, is an asset.
- IV. Ability to work flexible hours, including some situations that may require short notice.
- V. A strong understanding of, and belief in, the creation of a safe space and areas of accessibility.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- VI. Excellent communication.
- VII. Proven successful experiences working as a member of a team.

IHC Scribe

- (a) Term: May 1 –April 30
 - (b) Honorarium: \$300 (per semester)
 - (c) Supervisor: Vice President - External
 - (d) Training: Required to receive training from outgoing scribe
 - (e) Job Description:
 - I. The IHC Scribe shall attend all IHC Board Meetings.
 - II. The Scribe shall take minutes and attendance at each Board Meeting.
 - III. The scribe shall ensure that all motion forms are signed and collected to allow them to be input into the minutes.
 - IV. The Scribe shall send out IHC Meeting Minutes to all IHC Members, Employees and non-voting members within 24 hours of the board meeting adjournment.
 - V. The IHC Scribe shall report to the VP-Internal, in matters relating to job performance, performance evaluations, completing assigned duties and logging of hours worked.
 - VI. The Scribe must be present at all Executive Board Election meetings.
 - (f) Qualifications and Experience:
 - I. Successful candidate should be able to work flexible hours, including evenings.
 - II. An understanding of Robert's Rules of Order for meetings is an asset, but not a requirement.
 - III. Timely, reliable and prompt.
 - IV. Previous experience working with student groups at the University of Guelph or other institutions should be highlighted in the application and/or cover letter.
 - V. A strong understanding of, and belief in, the creation of a safe space and areas of accessibility.
 - VI. Candidates should be a student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.
-
- (a) Conference Vice Chair (CVC)Term: May 1 – April 30
 - (b) Honourarium: \$400 (per semester)
 - (c) Supervisor: Vice President – External



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (d) Training: Required to receive training from the outgoing CVC before the beginning of their term.
- (e) Job Description:
- I. The Conference Vice Chair shall be financially responsible in the following ways:
 - a. Will keep detailed ledgers of financial transactions, which are to be available upon request to those who wish to view them of all conference and philanthropy related funds.
 - b. Must continue to update the conference and philanthropy budgets as changes are made.
 - c. Must present a reconciliation of Orientation Week and semester budgets.
 - d. Must provide the ILPC committee, VP-E and the VP-F with a copy of the budget. The budget is to be kept with the financial records of ILPC.
 - e. Must hand in a financial tracking sheet at the discretion of the VP-F, for verification with the VP-F's records. Should discrepancies exist between the VP-F, the VP-E, and Conference Vice Chair, it is the duty of the VP-E and VP-F to reconcile said discrepancies.
 - II. The Conference Vice Chair shall meet with the VP-F to be trained on financial security before Orientation Week.
 - III. The Conference Vice Chair shall be responsible for submitting a transition report at the end of their term.
 - IV. The Conference Vice Chair shall chair and scribe the Interhall Leadership Planning Committee.
 - a. This will include booking rooms, organizing the membership, and communication regarding the meetings.
 - V. The Conference Vice Chair shall attend all IHC Board Meetings.
 - VI. The Conference Vice Chair is required to fulfill a minimum of two (2) IHC office hours a week at the discretion of the Vice President - Internal.
 - VII. The Conference Vice Chair is responsible for submitting their office keys and the RRC budget actuals at the end of the winter semester, prior to receiving their honorarium cheque.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- VIII. The incoming Conference Vice Chair must attend two (2) IHC board meeting after getting the job.
- IX. The Conference Vice Chair will maintain a strong working relationship with COCA
- X. The Conference Vice Chair will attend regional and provincial conferences from COCA if IHC is financially sound.
- XI. The Conference Vice Chair will run one philanthropy or charity event per semester as well as one event during Orientation Week.
 - a. These philanthropies will include partnerships with VP-E to ensure philanthropic goals are met.
- XII. The Conference Vice Chair shall be responsible for managing the recognition aspect of internal conferences including, but not limited to, the Fall and Winter Leadership Conference(s) in collaboration with the VP-E. The Conference Vice Chair will meet a minimum of one (1) time per semester with the IHC Advisor.
- XIII. The Conference Vice Chair will meet with the VP-External for bi-weekly one-on-ones.
- XIV. The Conference Vice Chair will provide support to the VP-External in the planning of all leadership initiatives, including but not limited to:
 - a. The Fall and Winter Leadership Conferences.
 - b. Fundraising Opportunities
 - c. Conference Delegations

(g) Qualifications and Experience:

- I. VIII. Candidates should be an undergraduate student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.
- II. IX. Past experiences with student groups at the University of Guelph, or other institutions, is an asset.
- III. X. Ability to work flexible hours, including some situations that may require short notice.
- IV. XI. A strong understanding of, and belief in, the creation of a safe space and areas of accessibility.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- V. XII. Excellent communication and organizational skills. Proven successful experiences working as a member of a team.

West Representative

- (a) Term: May 1 - April 30
- (b) Honourarium: \$300.00 (per semester)
- (c) Supervisor: IHC President
- (d) Training: Required to attend Executive Training in August, with the option of attending additional President Training over the summer and/or in August.
- (e) Job Description:
 - I. The Representative is expected to live in West Residence throughout the duration of their term.
 - II. At the beginning of the year, the West Representative shall be responsible for gauging interest in residence surrounding the formation of a hall council.
 - III. The Representative is responsible for coordinating hall council meetings and ensuring that a chair is present. This is only relevant when there is enough interest from students living in the community.
 - 1. The frequency of these meetings shall be determined by the Representative in collaboration with the students who have shown interest.
 - 2. The Representative is responsible for collecting and tabulating all business pertinent to discussion at hall council meetings as well as coordinating the attendance of any/all desired speakers.
- (f) The Representative is responsible for the coordination of hall clothing and attending all pertinent training sessions.
- (g) The West Representative is financially responsible for their community in the following ways:
 - I. Will communicate frequently with the VP-Finance regarding the use of the West budget, including getting approval for all events that are to use hall funds, and submitting reimbursements/advancements within the appropriate timeline.
 - II. Will communicate with West Residence Community Assistants regarding the use of the West budget for collaborative initiatives.
 - III. Keep detailed ledgers of any financial transactions



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (h) The Representative has an obligation to provide a Hall Report update for IHC Board Meetings. If the West Representative cannot attend the Board Meetings then the update is to be submitted to their Hall Buddy before the beginning of the meeting. The Representative shall meet as needed with their Community Life Manager to discuss hall issues.
- (i) The Representative will be required to sit on RAB. If they would like to sit on any more internal or external committees, they can contact the VPI.
- (j) The Representative is responsible for submitting, at the end of the winter semester, their hall cashbox, IHC office key, and storage room key(s) prior to the receipt of their honourarium cheque.
- (k) The Representative shall be responsible for collaborating with their West Residence Community Assistant to ensure that adequate programming is provided in their respective communities.
- (l) The Representative will be responsible for advertisement within their hall.
 - a. The representative is responsible for taking down any posters found in residence that do not adhere to the Student Housing Postering Policy.
- (m) The Representative is responsible for aiding the VP-C in creating the End of the Year Slide show.
- (n) The West Representative will be allowed to cast a ballot during constitutional review, board meetings, and Executive Board elections.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Ten: Resignations from IHC

- (a) The resignation of any IHC member must be made formally in writing and given to both their Hall president and the VP-X. In the case of a Hall President resignation, notice must be given to the Hall's Vice President and the VP-X. The resignation will outline the date by which they will leave office.
- (b) If a member of the IHC Executive Board, the Conference Vice Chair, the IHC Scribe, or the IHC Chairperson wishes to resign, they must present a copy of their resignation to the President and the Vice President -Experience.
- (c) The individual in question is expected to continue to fulfill their constitutional duties for a minimum of two weeks following the submission of their resignation letter, except where extenuating circumstances exist and an individual is unable to continue. If an individual fails to do this, they will not be eligible for any upcoming honorarium amount.
- (d) IHC Executive Board Resignations:
 - I. Should any member of the IHC Executive Board resign part way through the year, the election process for the position in question must begin within one (1) week of receipt of the resignation letter and must follow the election procedures as outlined in the Operating Bylaws Article Six.
- (e) Hall President Resignations:
 - I. Should the President resign, the Vice President shall assume the office of the President. In the event that the VP is unwilling to assume permanent office, they will hold the position until a new President is selected. Applications will be opened immediately after deratification and interview will occur to select a new President.
 - II. If the Hall Vice President wants to take on the role of Hall President, the selection of a new hall Vice President will then be conducted as with other Hall Executive Resignations.
- (f) Hall Executive Resignations:
 1. Should any member of the hall executive resign from office, the position will be opened to any residence student in that hall. Interviews will be done to select the new executive member.
- (g) A hall executive who is choosing to resign will have the option to submit a conditional resignation letter to the IHC President and VP-Experience along with their written resignation.
 - I. A conditional resignation will be a written letter outlining why another member of the hall or Executive Board is treating them inappropriately,



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- unfairly, or disrespectfully. Upon receiving a conditional resignation letter, The IHC President and VP-X must hold a meeting with the subject of the resignation.
- II. If any single executive member is the subject of two conditional resignations submitted within a week of one another, a vote of confidence will be held by an Executive Board member for the hall executive in question at the next hall council meeting. If failing to obtain a fifty percent (50%) plus one (1) majority, the executive member in question must resign and an election within the hall following the electoral guidelines will be called.
 - III. If any Executive Board member is the subject of two conditional resignations a vote of confidence will be held by the IHC chair for the executive in question at the next IHC Board Meeting. If failing to obtain a fifty percent (50%) plus one (1) majority, the executive member in question must resign and an election following the electoral guidelines will be called.
 - IV. If the subject of the conditional resignations is removed from office the members who have resigned will have the opportunity to be re-ratified at the next IHC board meeting.
 - V. If the subject of the conditional resignations is not removed from office, the members who have resigned will not be eligible to return, but will be eligible to run in Interhall Council elections for the following school year without penalty.
- (h) In the event that a person has resigned, not due to academic reasons, they will be considered illegible to run for any IHC position for two full semesters. (Refer to Preamble Article Nine C2).
- (i) Community Representative Resignations & Removal:
- I. In the event that a community representative wishes to resign, they must notify their hall President.
 - II. The hall executive may remove a community representative based on poor attendance, failure to complete duties, or any action that jeopardizes the hall council.
 - III. The procedure for removal will be as follows:
 - 1) A discussion will be held at a regular hall council meeting.
 - 2) At the discretion of the President, the representative in question will be given an opportunity to state their case.
 - 3) A 2/3 majority vote will allow for removal of that representative.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- IV. The students of a community may remove their community representative if the member is not performing their duties responsibly and adequately.
- V. The procedure for removal will be as follows:
 - 1) Any member of a community may call for removal of their representative by notifying the hall President.
 - 2) The President will attend a meeting with the community to discuss the issues
 - 3) At the discretion of the President and/or RA, the representative in question will be given an opportunity to state their case.
 - 4) A 2/3 majority vote will allow for removal of that representative.
- VI. The selection process to fill any position made vacant will be at the discretion of the executive, in communication with that area's residence assistant.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Eleven: Amendments

- (a) Constitutional amendments must be made at the Semi-Annual Town Hall meetings held in the Fall and Winter Semesters.
- I. Townhalls will be held no later than the 4th week of the semester.
 - II. Amendments to the constitution, bylaws or policies may be proposed by any member of IHC. The Interhall member shall be required to present the amendment to the other IHC members two week prior to voting. Following this period, a proper vote will be conducted.
 - III. All amendment proposals received by the VP-I will be sent to the IHC Advisor and LEAD Coordinator a minimum of one week prior to the meeting for consultation.
 - IV. Quorum for constitutional amendments will be set at 75 residence students.
 - V. The VP-I is responsible for making all IHC members aware of any proposed amendments two (2) days before being brought forth at an IHC Board meeting.
 - VI. Townhall meetings will function in two parts:
 1. Constitutional Review
 2. Open Forum
 - a. Open forum will be an opportunity for students to ask questions to a panel of university representatives pertaining to living in residence. Representatives can include but are not limited to:
 - i. The SHS Director
 - ii. The IHC President
 - iii. Hospitality Services Executive Director
 - iv. Wellness Educator
 - v. Campus Police
- (b) No amendments may be voted on during the summer semester, although they may be proposed.
- (c) The VP-I may, at their discretion, edit the format of the IHC constitution, where it applies to presentation, grammar, or spelling mistakes. Any alterations must be made known at the following board meeting and must be approved by a majority vote from the voting board members.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Twelve: Amendments to Hall Constitutions

- (a) Amendments to a Hall Constitution may be proposed by any resident residing in that residence.
- (b) The resident must present the amendment to the voting hall council members a minimum of one week before voting occurs.
- (c) Two-thirds of all voting hall council members shall be required to pass an amendment.
- (d) A two-thirds majority vote of those present is required in order to amend the constitution.
- (e) Amendments made to any part of the constitution will not come into effect until May 1st of that year unless brought to and passed by two thirds (2/3) majority of the voting members of IHC quorum which will be 2/3 of all IHC voting members.

Article Thirteen: Referenda

- (a) A referendum may be held on any reasonable issue of general concern to the residence student body.
- (b) A referendum may be initiated by one of the following:
 - I. A two-thirds (2/3) affirmative vote by quorum which will be 2/3 of all IHC voting board members.
 - II. The receipt, validation and presentation to IHC by the President, of a petition signed by at least 10% of the residence student body. The Executive Board shall be allowed fourteen days after receipt of such a petition to verify the signatures therein and shall present it thereafter at the next IHC Board meeting.
- (c) A referendum, which has been petitioned, will be held within a reasonable time frame.
- (d) The referendum process can occur through various means including paper and electronic methods of polling all residence students.
- (e) All referenda shall be held in accordance with the provisions established in these Bylaws, the Constitution and Policies of IHC.
- (f) At least one quarter of the registered membership of the residence student body must vote in any referendum for the result to be considered valid.
- (g) A referendum cannot be held during the summer semester.
- (h) Majority support (50% plus one) of a positively worded referendum will mean the passing of the referendum under question.
- (i) Referenda that are passed will not have effect until the following term of office.

Article Fourteen: Student Concerns



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (a) The IHC Executive Board has the obligation to meet with any student or group of students who may have questions or concerns about any IHC business.
- (b) To protect the interest of IHC, students will be required to present a valid student ID, with valid student identification number, and a valid University of Guelph email address.
- (c) The IHC Executive Board will only address concerns brought forth in person or through legitimate UoG email accounts.
- (d) The IHC Executive Board has no obligation to address concerns brought forth from anonymous sources.
- (e) When the IHC Executive Board address's students, their meetings will be arranged at their discretion, and at their and the students' earliest convenience.
- (f) The IHC Executive Board can choose to deal with anyone who does not present valid UofG identification at their discretion.

FINANCIAL BY-LAWS

Article One: Deposits and Events Summary

- (a) Funds may be received due to revenues obtained by IHC activities:
 - I. These funds obtained must be submitted to the VP-F within seven days of the event.
 - II. A fully completed deposit form must be submitted with the funds.
 - III. If any items were purchased from these funds, the receipts must be attached to the deposit form and an explanation for these receipts must be recorded on the form. This should only be done after consulting the VP-F.

Article Two: Purchasing Policy

- (a) Any Interhall member making a purchase or expenditure for the purpose of an event, which exceeds \$250, must supply a quote to the VP-Finance for approval prior to confirming the purchase, regardless of whether the event has previously been approved in the Hall budget.
- (b) Any Interhall member making a purchase of merchandise or supplies which exceeds \$250 must supply three comparable quotes to the VP-Finance for approval prior to confirming the purchase.

Article Three: Financial Advancements

- (a) Every member requesting a financial advancement for the purchase of items or services shall complete and submit to the VP-F a financial advancement form accompanied by a



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

quote or other financial documentation at the discretion of the VP-F. Once the items/services have been purchased the receipts must be submitted.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- I. Advancement forms must be submitted at least two (2) weeks before the date of purchase.
- II. If the receipts total less than the advance, the remaining cash must be submitted at this time.
- III. If the receipts total more than the advance, a financial request form should be completed for this amount.
- IV. The receipts or money left over must be returned within seven days of the cheque advancement date.

Article Three: Reimbursements

(a) Every member will be required to have fully completed a financial request form any time they are requesting reimbursement for expenditures incurred for IHC or Hall Councils. All receipts must be attached to this form. Failure to do so will result in a denial of this request.

- I. The receipts received shall be full authentic receipts; no hand drawn photocopies or bank statements will be accepted, at the discretion of the VP-F.
- II. The item/service purchased shall be written on the receipt, as well as totaled on the financial request form under the "summary of receipts" section.
- III. Reimbursements forms must be submitted no later than two (2) weeks after the purchase date. Failure to do so will result in a denial of this request at the discretion of the VP-F.
- IV. Purchases costing over \$20 are required to be done so using credit/debit/student card unless prior arrangements with the VP-F have been made. This applies to all purchases, including but not limited to IHC and RLS PDRs.

Article Four: Approval of Hall Funds by the Hall Presidents

a) A hall president may approve spending of their hall's funds without the approval of the VP-F as follows:



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Halls	Presidential Approval Amount
East Tower, East Village, Lennox Addington, Maritime, Mountain, Prairie	\$100
Johnston, Lambton, Mills Halls	\$75
Artz Haus , Watson, West	\$50



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- I. All spending that will be above these limits must be approved by the VP-F unless it was included in the approved hall budget.
- II. If a Hall spends more than allowed, without approval of the VP-F they will not be reimbursed for the additional spending at the discretion of the VP-F.

Article Five: Event Proposals

- (a) The IHC VP-F shall be consulted and approve each individual Hall Council's and Interhall Council's budget.
- (b) A tentative budget shall be submitted to the VP-F for approval, in accordance with the SRM timeline, at least seven days prior to any Interhall event where Interhall monies are to be used which exceeds \$250.
 - I. After the event, a summary of revenues and expenditures shall be submitted to the VP-F within seven days of the event date.
- (c) The VP-F may refuse all event proposals under conditions outlined in IHC Financial Bylaws.

Article Six: Responsibilities of Vice President – Finance

- (a) The VP-F is responsible for the upkeep of a control ledger, which shall contain all transactions of the twelve halls and the IHC Executive Board balance.
- (b) The VP-F is authorized to make payments for any bills incurred by IHC operations.
- (c) The VP-F is also responsible for the formation of the budget for the fiscal year following their term, in cooperation with the IHC Budget Advisory Group (IBAG). The budget will be presented to the current Interhall Council by the second last meeting of the year for approval at the last meeting of the year.
- (d) The VP-F is responsible for following and enforcing all cash handling policies (Article 11) as they apply to Hall selling tables and the IHC office.

Article Seven: Financial Motions

- (a) Any motions requiring funds outside of the current fiscal year must have approval of the incoming Hall Presidents. Such requests shall occur in the last two meetings of the year when the incoming Interhall members are required to be present. The limit of any such request shall be approximately 20% of the current residence activity fee.
- (b) A motion must be made for the allocation of funds exceeding 25% or \$300, whichever is the lower, of the budgeted line item for the current fiscal year. Spending of these funds can only occur after a majority vote of the voting board members.



Interhall Council
 Prairie Hall Underpass
 University of Guelph
 Guelph, ON, N1G 2W1
 www.interhall.ca
 519-824-4120 x58304

- (c) A motion must be made for the usage of funds from the Hall Collaboration Fund. Spending of these funds can only occur after a majority vote of the voting board members. The funds must be utilized for collaboration between halls that will benefit a campus wide event or initiative.

Article Eight: Honorarium (Effective Winter 2022)

(a) The honorarium of the IHC members per semester are as follows:

(b) President	\$1300
(c) Vice-President – Experience	\$1200
(d) Vice-President - Internal	\$1200
(e) Vice-President – Finance	\$1200
(f) Vice-President - Activities	\$1200
(g) Vice President – Communications	\$1200
(h) Vice-President – External	\$1200
(i) Hall Presidents	\$900
(j) Hall Executives	\$350
(k) West Representative	\$350
(l) Scribe	\$300
(m) Chair	\$300
(n) Conference Vice Chair	\$400

(o) The following honorarium be awarded to members after the completion of Orientation Week

Vice-President – Experience	\$500
Vice-President - Internal	\$500
Vice-President – Finance	\$500
Vice-President - Activities	\$500
Vice President – Communications	\$500
Vice-President – External	\$500
Hall Presidents	\$150
Hall Executives	\$150

- (p) Members are guaranteed to receive their honorarium in full each semester, unless otherwise recommended by the Interhall Review Committee
- (q) Members who commence their terms in the Fall Semester, either through election or appointment, will receive 50% of their honorarium in the Fall Semester



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- I. With the exception of Executive Board positions filled in the fall semester before week 5. The breakdown of their honorarium for weeks 1-6 will be at the discretion of the VP-I and VP-F.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (r) IHC will contribute to the Interhall President's pay for the position of Summer Training Director as agreed upon by the Interhall Council (IHC), Student Housing Services (SHS) and Student Transition Office (STO) contract.
- (s) Any IHC member who wishes an advance of their honorarium must make a written request to the IHC executive outlining their reasons for this advance and how much money is being requested. This request will be granted under the discretion of the IHC Executive Board. Furthermore, the member will be notified of the decision within seven (7) days of receipt of the request.

Article Nine: Funding Allocation and Limitations

(a) Allocation of Funds:

- I. At the end of a fiscal year, any halls with a deficit will have their balances set to zero at the discretion of the outgoing VP-F.
- II. Two authorizing signatures are required to validate a cheque, these being the VP-F and President. The VP-I will have signing authority in the case that the VP-F or President is unavailable. If a cheque is to be written, the VP-F and President must both be notified.

(b) Limitations on the use of Funds:

- I. Hall funds may be used in payments for purchases or services rendered for the exclusive benefit of that hall, provided that they do not conflict with the University of Guelph Policy regarding funds and the IHC Financial Bylaws. The IHC Executive Board fund may be used in accordance with motions adopted at IHC meetings and in accordance with the Fiscal Year Budget, with the exceptions noted in the Interhall Council Financial Bylaws.
- II. If the majority of the IHC Executive Board votes to prevent disbursement of funds, the IHC President will have veto power over the allocation procedures of such funds.
- III. All vetoes must be presented to all voting members at the next regular IHC meeting.
- IV. Inappropriate withholding of funds or outstanding balances could lead to withholding of honoraria and/or legal action taken by IHC. Prior to disciplinary or legal action the IHC President and VP-F shall demand that all hall and/or IHC funds be surrendered immediately.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- V. Individual Hall Councils cannot use funds to program events which would violate any University of Guelph policy.
- VI. IHC's funds cannot be used to obtain alcohol by direct or indirect methods (including but not limited to drink tickets) or to program events which violate the University's Alcohol Policy (Refer to Interhall Council's Policy on Alcohol).
- VII. Funds may not be used for personal gain or benefit of any individuals outside of any IHC related activities. Funds may also not be used for any means which violates University, municipal, provincial and federal law or may reflect negatively on the integrity of Interhall Council.
- VIII. In the event of outstanding IHC monies owed to members, those involved have six (6) months after the completion of the fiscal year in question to collect outstanding monies. Upon the expiry of six (6) months IHC no longer has any financial commitments to the involved members. If members wish to collect outstanding money, a formal written request must be presented to the IHC President and VP-F. These requests are to be dealt with within thirty (30) days.

Article Ten: Hall Selling Practices

- (a) Cheques made out to Interhall Council will be accepted as a means of payment from resident students through Hall Councils.
- (b) All halls must keep a ledger of all financial transactions.
- (c) These records must be updated throughout the semester and made available to the VP-F in the event of an audit of hall finances.
- (d) Failure to provide these records will result in accounts being frozen at the discretion of the VP-F.
- (e) Refunds will not be made available to students unless the service, which has been paid for, can no longer be provided.

Article Eleven: Cash Handling Practices

- (a) Only members of Interhall Council will handle IHC monies. This applies to events, selling tables, deposits, and any other exchange of money for IHC purposes.
- (b) Hall Presidents are responsible to make deposits from their hall to the IHC office. Another member of their executive may only make a deposit on the president's behalf at the discretion of the VP-F.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (c) When over \$100 is present in a hall's cash box, a deposit should be made within 7 days.
- (d) Presidents are encouraged to make weekly deposits during their office hours when their cash box exceeds their float.
- (e) When transporting IHC money across campus, every effort should be made to be escorted by at least one other person to ensure personal safety.
- (f) The VP-F will monitor the cash flow of the IHC safe weekly, and keep a record of all deposits and withdrawals in conjunction with the IHC master ledger.
- (g) When over \$500 is present in the IHC safe, a deposit to the bank should be made by the VP-F within 7 days.
- (h) Any amount in the IHC safe above the necessary float (as determined by the VP-F) will be deposited to the bank by the last day of each month.
- (i) Money should not be handled in an open area. When organizing or counting a deposit in the IHC office, the blinds must be closed, or the upstairs should be utilized.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

COMMITTEE BYLAWS

Article One: Attendance

- (a) To attend all committee meetings, and represent residence students to the best of their ability.
- (b) If unable to attend a committee meeting, to send a representative of IHC, if applicable.
- (c) To, within one (1) week of a committee meeting, inform IHC members, at a regular IHC meeting, of any major issues of importance resulting from a committee meeting that may require comments or feedback.

Article Two: AD-HOC Committees

Purpose

This variety of committee is formed under a particular purpose for a specified time period. Any member can propose an ad-hoc committee, ranging from any issue or initiative relating to that year specifically.

- (a) In the event that IHC strikes an ad-hoc committee, there must be representation on that committee by IHC members and/or Hall Council members including but not limited to at least one member from each geographic area.
- (b) When deemed necessary an invitation shall be extended to Student Housing Services, Student Experience, or any other organizations to join the committee.

Article Three: Forming a Committee

- (a) When forming a committee, there must be a motion passed at the board, followed by a request for members that shall be made available to all Interhall Council Members, when and if the motion passes. Failure to do so will result in disbanding of the committee. This applies to any ad-hoc committee as well.
- (b) When and if the new committee intends permanency, it will hold probationary status for the year, and require a courtesy vote at the end of the year, pending on the overall effectiveness of the committee at large. If successful, the committee will attain permanent status as an internal committee within the organization.
- (c) Since IHAC is a confidential committee, it must be opened privately, at the discretion of the IHC Chair and IHC President.
- (d) IBAG is a time sensitive ad-hoc committee that requires being open at the discretion of the VP-F and respective signing authoritative members.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Four: Interhall Function, Operations, Planning and Analysis Committee (IFOPAC)

Name

This committee will be referred to as the Interhall Function, Operations, Planning, and Analysis Committee, or IFOPAC for short.

Objectives

- (a) To ensure the continuous operations of Interhall Council, while evaluating areas of improvement throughout the year, and
- (b) To provide direction to the organization for the following year, and to ensure that progress made is followed and built upon each year, and
- (c) To provide accountability of all members of IHC towards residence students and Interhall Council members present and future.
- (d) To maintain the foundation that this organization is built upon, and ensuring Interhall Council stays true to its roots.

Mandate

IFOPAC will identify core structural and cultural issues associated with Interhall Council, on the basis of its impact and practices. It will seek advice and consultation from all members of Interhall Council through sectional representation, and transparency. IFOPAC will provide direction for the current year, and following year's development in providing suggestions and courses of action to the board, constitutional review committee, and the incoming IFOPAC committee.

Membership

- (a) The committee consists of the following members:
 - I. Executive Board: IHC President, Vice-President Experience Vice-President Internal, and Vice-President Finance
 - II. IHC Adviser
 - III. Sectional Representatives: 2 Hall Presidents, 1 Vice-President, 1 Social Coordinator, 1 Public Relations Officer.
 - 1) one sectional representative must be a returning IHC member
 - 2) Sectional representatives will be assigned by the VP-I.
 - IV. The IHC Chairperson will serve as Chair for these meetings.
 - V. The VP-I will serve as Vice-Chair and the IHC Scribe will scribe these meetings.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Duties of Members

- (a) Sectional representatives will be required to report back to their sectionals following every meeting, obtaining feedback on items discussed to be brought back to the next committee meeting, or working group meeting.
- (b) IHC President, VP Experience, VP Internal, and VP Finance will be required to report back to the Executive Board following every meeting, obtaining feedback on items discussed to be brought back to the next committee meeting, or working group meeting.
- (c) The VP Internal will act as the main liaison between the IFOPAC and the Constitutional Review committee. This will involve ensuring that changes proposed at constitutional review are in the best interest of the direction suggested by IFOPAC and that contradictions do not exist between the two.
- (d) The IHC Adviser is responsible for ensuring the committee is following their mandate, and that the committee's directive will benefit residence as a whole.
- (e) The committee is responsible for reviewing the previous year's report, following any suggestions set out by the previous committee.

Meetings

- (a) IFOPAC will meet a minimum of one (1) time per month. The vice-chair is responsible for calling these meetings.
- (b) Quorum for all meetings consist of minimum 3 of 4 Executive Board members, and 4 of 6 Executive members.
- (c) If possible, this committee will be formed during IHC's August Training and an initial meeting will take place to thought shower possible focus areas and direction of the committee for that year. If not, the committee will have its first meeting no later than the 3rd week of September, in order to develop focus areas and objectives before presentation to board as outlined in Article Four, Section (d).
 - I. If all sectionals are not represented on the committee at this time, any executive member (if possible, not a Hall President), may fill the position. Following fall semester elections, the committee member will be appointed at the first sectional meeting, at the discretion of the sectional leader.
- (d) Working Groups may be created wherever necessary and at the discretion of the committee, to be reported back to at IFOPAC meetings, as outlined in Article Three.
- (e) Minutes must be taken at every meeting, including working group meetings, and provided to Interhall Council when the board package is sent out to be approved at the start of every board meetings.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (f) IFOPAC will bring forward ideas to IHC Board for board members to vote on.

Process

- (a) At the first meeting of the year, the committee will decide upon three (3) focus areas for the year. Focus areas will surround major structural changes of Interhall Council, new initiatives that will help strengthen Interhall Council, and cultural changes to be made to Interhall Council. Focus areas may be a continuation of the previous year's progress, if recommended by the previous committee.
- (b) The committee as a whole will talk about the focus areas decided up and will create objectives they hope to complete which address the problem and desirable outcome, a timeline for completion, and steps that can be taken to accomplish the objectives. This information will be relayed at IHC Board.
- (c) Upon creation of the focus areas, these will be brought to the board for review and approval by the first board meeting of October.
 - I. Approval process will follow a presentation of the focus areas by the Team Lead, a question and answer period, and a discussion on the focus areas in question. It will be presented as a motion to the board, amendable to be changed as seen fit by the board.
- (d) Any constitutional changes necessary to accomplish objectives set out by the working group will be provided to the committee by the VP-Internal, as per constitutional review policies.
- (e) At the first board meeting of January, the committee will provide an update to the board, facilitated by each focus area Team Lead, to provide transparency and to ensure accountability of the committee. This update will consist of:
 - I. A review of the focus area objectives,
 - II. progress that has been made by the working group,
 - III. what still needs to be done to accomplish all focus area objectives.
- (f) As the committee deems fit, the committee will provide an update to the board, facilitated by a representative chosen, to provide transparency and to ensure accountability of the committee. This update will consist of:
 - I. An overview of each focus area, the objectives set out, and the proposed timeline,
 - II. a summary of what has been achieved by the working group, and the overall progress made,
 - III. what worked and what did not, and the barriers that influenced this,



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- IV. a reflection on the impact these changes will have on the organization in the future, and
- V. Suggestions for Interhall Council and the following year's IFOPAC.

Article Five: Interhall Evaluations Committee (IEC)

Purpose

The purpose of the Interhall Evaluation Committee (IEC) shall be to evaluate the performance and progress of each Interhall Council member, give feedback, and suggestions for improvement. The IEC is in place to ensure that individual members are being held accountable to the residence community as a whole, and to provide a confidential avenue in which individuals feel comfortable expressing their concerns and praises of IHC members.

Preamble

A letter will be written to the council member outlining areas the person is doing well, those areas in need of improvement, and suggestions for how the individual can improve. The letters will also indicate the levels achieved in each section with an explanation for each level.

Article One: Method of Evaluation

- (a) The evaluation criteria for all members shall be as follows:

Section 1: Fulfilling their individual Hall Constitution and Duties of Members from the IHC Constitution.

Section 2: Maintaining the responsibilities of an IHC member. These may include but are not limited to the following:

- Attending committee meetings
- Attending mandatory IHC functions
- Not jeopardizing the SOP status of IHC
- Submitting IEC in a timely manner.
- Effectiveness and use of Hall Mentor System

Section 3: Includes but is not limited to the following:

- Maintaining the integrity of IHC
- Strong relations with RLS team
- Being able to separate personal and professional
- Showing respect to all IHC members and the organization as a whole
- Adequately representing views of constituents
- Maintaining visibility to all pertinent individuals
- Contributing to the IHC community team
- Timely and Respectful Communication



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (b) The evaluation criteria for the IHC chairperson, Scribe, and Conference Vice Chair will be established by the committee no later than the 3rd week of the semester, at which point both of these individuals will be given an outline of the committee's evaluation criteria.
- (c) For any issues that fall into two or more sections, the IEC will use their discretion to decide which section it fits best so that an individual is not evaluated on that specific item twice.

Evaluation Committee Procedures

- (a) The IEC shall consist of the VP-X, the VP-I, the IHC President, and no more than one (1) executive member from each geographical location, with the exception of North. The membership of IHAC and IRC will be separate from IEC and will be differentiated subcommittee on which a member (excluding the VP-X and IHC President) may not sit on both IEC and IHAC and/or IRC.
 - I. North shall have 2 representatives. One from one of the halls north of College Ave, and another from Central Campus.
- (b) Quorum will be full attendance with the exception of:
 - I. No Hall Council Executive member shall be present to evaluate their own Hall President, or Hall Council Executive.
 - II. If there is a conflict of interest that member shall be asked to leave for the evaluation.
- (c) The VP-X shall chair all of IEC
 - I. The IHC President will be Vice Chair.
- (d) The Evaluation Committee shall evaluate the IHC Executive Board last among all members of IHC.
- (e) The committee shall conduct no less than two (2) evaluations per year of each IHC member.
- (f) Evaluations will occur at the end of week 6 and then again at week 12 for each semester.
- (g) For each evaluation the committee may decide whether or not personal interviews will be used.
- (h) Prior to each evaluation, the committee shall send out a call for submissions through Hall Council meetings, residence life staff, IHC Executives, students at large and via ihcexp@uoguelph.ca.
- (i) Submissions shall include, but are not limited to hall council evaluations, RLS evaluations, personal goal sheets, peer evaluations, committee evaluations, letters of concern, and self-evaluations.
 - I. Letters of dismissal will be automatically sent to the IRC Committee.
- (j) A "call for submissions" shall be no shorter than one week



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (k) Written submissions must be signed. Submissions may be presented to the committee in person or submitted via email.
- (l) Submissions will be considered confidential in their entirety, but public when presented anonymously at the discretion of the VP-X.
- (m) All documentation of the Evaluation Committee shall be sealed and filed for a period of three years from the conclusion of the hearing, after which all documentation must be destroyed.
- (n) The VP-X has the following obligations regarding this process:
 - I. To inform IHC members of this process and how it functions.
 - II. To inform IHC members of the method of appealing the committee's decisions in accordance with the Discipline Bylaws.
 - III. To provide sufficient notification to IHC and committee members of all meetings.
 - IV. To ensure that no submission that is unsigned or anonymous shall be accepted.
 - V. The hearings of the committee shall be considered in camera to protect the rights of all IHC members as well as the committee.
 - VI. The committee shall consider aspects such as program diversity, social relevance and "attempts", but not solely consider aspects such as attendance, profitability and overall "success".
- (o) The Vice-Chairperson has the following obligations regarding the process:
 - I. To assist the VP-X in their duties.
 - II. To chair the meeting in the absence of the VP-X.
- (p) The Evaluation Process should be as follows:
 - I. All valid responses will be taken into consideration by the committee. A level will be assigned using the following system:
 - 1. II. Level 4 – 100%
 - 2. III. Level 3 – 75%
 - 3. IV. Level 2 – 50%
 - 4. V. Level 1 – 25%
 - 5. VI. Level 0 – 0%
 - 6. VII. Levels may fall between these percentages.
 - 7. VIII. Criteria for these levels will be decided by the IEC at the beginning of the year.
 - II. In the event a score equal or less than a level 2 (two) the IRC will automatically meet.
- (q) All Interhall Members, may submit a self-evaluation (personal statement), or interview request as outlined by the VP-X, during the call for evaluations.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (r) All Hall Presidents will be responsible for submitting an evaluation of all IHC Executive Board members, all Hall Executives, the IHC Chairperson, Scribe, Conference Vice Chair, and the IHC Advisor where appropriate. All Executive members are required to submit evaluations of one another, the committees they sit on, and their hall buddy (when and if applicable). All members are allowed to submit a letter evaluating any member of the organization throughout the process.
- (s) A letter, summarizing the discussion and any decisions, will be written to each person being reviewed by the IEC. The members of the IEC shall write these letters. If, for any reason, the representative is unable/unfit to write this letter, the VP-I will complete the letter on their behalf.

Article Three: Evaluation of the IHC President

- (a) The IHC President's performance from May 1st to the end of Orientation Week will be evaluated no later than academic week six (6) of the fall semester. This process shall be chaired by the VP-Experience. Submissions for this evaluation may include but are not limited to evaluation forms from August training, submissions from summer residence students, IHC executive members, and any member of IHC at large.
- (b) Submissions should also be solicited from the Director of Student Housing Services one week after the conclusion of Orientation Week.
- (c) The forms for these evaluations will be put together by the VP-X in consultation with the IEC, IHC Executive and the IHC President.

Article Six: Residence Recognition Committee (RRC)

Preamble

We, the members of the University of Guelph, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this connection. RRC strives to unite a community of distinguished members who embody the values.

Article One: Purpose

The purpose of this Committee shall be to provide recognition for individuals who have contributed outstanding service and who have provided important leadership in the advancement of the residence hall system at the University of Guelph.

Article Two: Membership



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- I. The active voting members will be one (1) individual from a hall executive belonging to each geographical area plus one for the central residence halls up to
- II. 5 other residence students.
- III. The Vice President Experience
 - a. RRC Committee Chair

Article Three: Membership Qualifications

- a. A member of the RRC committee must meet the following requirements to be recognized as an RRC member:
 - i. Be a part of one of the active resident halls, On-campus housing units are exclusive to building that are on the premises of the University of Guelph. These include Artz Haus, East Hall, East Village, Johnston Hall, Lennox-Addington Hall, Lambton Hall, Mills Hall, Maritime Hall, Mountain Hall, Prairie Hall, Watson Hall, and West Residence
- b. RRC Committee members are expected to attend RRC committee meetings as assigned by the VP-X every month
 - i. Meetings are held monthly, with the date and time decided by the VP-X.

Article Four: Submission of “Of the Month” (OTM) Awards

- (a) The categories for OTM awards are as follows: Residence Student, Student Housing Services Staff Member, Hospitality Member, Interhall Council Member.
- (b) Nomination forms must be completed and submitted to be considered for an OTM awards.
- (c) Deadlines for OTM awards nominations will be determined by the Vice President Experience and advertised within residence.

Article Five: RRC Values

RRC is a leadership-based committee comprised of exemplary residential students who value recognition and service.

Article Six: Selection of OTM Award Winners

- (a) Selection of OTM awards winners will be determined by the RRC committee based on merit of the nomination(s).
- (b) Only those that have shown outstanding contribution to residence life by going above and beyond any specified requirements/duties shall receive an OTM award.

Article Seven: Duties of RRC Committee Representatives



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (a) RRC Committee Hall representatives are expected to attend RRC committee meetings as assigned by the VP-Experience
- (b) RRC Committee Hall representatives are expected to attend hall council meetings in their respective halls to update them on RRC affairs.

Article One: Interhall Review Committee (IRC)

- (a) In the event that a member does/has one of the following they are in question for an assessment of their conduct on Interhall Council:
 - I. Received less than or equal to a level 2 on any level of IEC
 - II. Breached the Code of Ethical Standards
 - III. Breached the Student Rights and Responsibilities document
 - IV. Breached the Residence Community Living Standards
 - V. A Letter asking for their dismissal was submitted.
 - VI. A severe financial wrongdoing, as declared by the VP-F.
 - 1. Significant mismanagement of funds,
 - 2. Theft of any value.
- (b) If an IHC member's conduct is being questioned the member must be reviewed by the IRC, to assess the necessity of disciplinary actions.
- (c) The Interhall Review Committee shall consist of the following members:
 - I. Vice President – Experience
 - 1. In the event it is the VP-X being reviewed the VP-Internal will take their place and will receive all information from the IHC President.
 - II. The RCIB IHC representative
 - III. A current member with past IEC experience
 - 1. In the case where there are no members present on the organization with IEC experience, the VP-I will be tasked with acquiring submission for the position during orientation week.
- (d) A member of IEC cannot sit on this committee
 - I. With the exception of the VP-X and the VP-I
- (e) If there is a conflict of interest declared by any of the committee members, they must withdraw from the committee.
 - I. If this occurs a suitable replacement will be found by the VP-I.
 - II. If there is no suitable replacement the IHC chair will sit as a member of this committee
- (f) All members of the committee must be present in order to meet.
- (g) The committee must meet within 5 university working days of the IEC submitting a score of below or equal to 2 for a member, a letter of dismissal was submitted, or of a breach of the code of ethical conducts has occurred.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- (h) VP-I, as chair of the committee, has the tie-breaking vote, from the options provided by the other members of the committee.
- (i) The committee shall abide by the following procedures:
 - I. In the event of receiving a IEC score of less or equal to a level two (2):
 - 1. The honorarium of the member being reviewed will be automatically withheld, pending decision.
 - 2. The IRC committee will obtain all relevant information from IEC
 - 3. The IRC committee will review the score given by IEC, and will determine the validity of the given score.
 - 4. In the event of a change of score to above a level two (2), the meeting will adjourn and the new level will be assigned to the member.
 - 5. In the event that IRC determines that the score remains below a level two (2), further discuss to determine an appropriate sanction will take place (please see Article One of the Disciplinary Bylaws, j.).
 - II. In the event that a letter of dismissal is presented to IRC
 - 1. Any member of the University of Guelph community can present a letter of dismissal. (hereby referred to as complainant).
 - 2. The letter submitted by the complainant will be shared, in its entirety, with the other party(s) affected by the letter (hereby referred to as respondent(s)).
 - 3. The VP-X cannot act as the representative of the complaint, unless they are the ones filling the complaint.
 - a. In such case, the VP-Internal will step in as chair of the committee.
 - 4. In the event that IRC determines the letter of dismissal was warranted, further discuss to determine an appropriate sanction will take place (please see Article One of the Disciplinary Bylaws, j.).
 - a. The member being questioned cannot be present at this time.
 - 5. The respondent to the letter will have two (2) University working days to respond to the initial letter of dismissal.
 - 6. The IRC has the right to request an interview with any and all relevant parties.
 - 7. Upon reviewing all the pertinent information provided by the complainant and respondent, the committee will decide if the letter of dismissal is warranted.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

8. In the event that IRC determines the letter of dismissal was warranted, further discuss to determine an appropriate sanction will take place (please see Article One of the Disciplinary Bylaws, j.).
 9. If found that the letter of dismissal was fictitious, unwarranted, or malicious in nature, the IRC will dismiss the complaint.
 - a. The IRC, if found needed, can place sanctions against the complainant.
- III. When a member has broken the code of ethical standards
1. The same procedure will take place as if a letter of dismissal was filled. However, the VP-I will take the place of the complainant.
- (j) The powers of Interhall Review Committee are as follow
- I. Overturn the decisions of a score of IEC
 - II. Give formal warning to any member of IHC
 - III. Can impose the following sanctions
 1. Withholding any amount of honorarium
 2. Conditional withholding of any amount of honorarium
 - IV. Probation
 1. A member will be placed on probation until the next IEC meeting. If significant improvement (set by IRC) has not been met in full, automatic dismissal of the member will occur.
 2. A member on probation who received a score of less than or equal to level two (2) on the following IEC meeting, will be automatically dismissed from IHC.
 3. The IRC committee has the power to impose any requirements for probation to be fulfilled before the next IEC meeting. If not, automatic dismissal of the member will occur.
 4. If probation is to occur a letter will be sent to the member in question by the VP-X outlining the terms of their probation set by the IRC.
 5. If probation occurs, the Sectional Leader will also be informed of the requirements to ensure they are being met in full, and so that they can provide recommendation to IEC.
 - V. Dismissal
 1. In the event that after an IHC members review, and the member is deemed unfit to remain on the organization the following will occur:
 - a. The member will be dismissed at the next board meeting.
 - I. The entire discussion of the motion will be done in camera.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- b. The member will have 5 university working days to return any and all keys, and any other IHC property to IHC President and/or the VP-F.
 - I. Failure to do so will incur criminal charges of theft.
 - c. The Hall President has the responsibility to remove any and all cash boxes from the storage rooms.
 - I. In the case that the Hall President is terminated, the Hall Vice-President will be contacted to remove the cash box(es).
2. In the event that dismissal is determined as a course of action after the last board meeting, the following will occur:
 - a. An emergency board meeting will be called where all board members will be expected to attend or send a representative if there is an exam occurring or if the board member has gone home.
 - I. The entire discussion of the motion will be done in camera.
 - II. The motion must be passed out of camera.
 - b. The member will have to return all IHC property to IHC Office as soon as possible.
 - I. Failure to do so will incur criminal charges of theft.
 - c. The Hall President has the responsibility to remove any and all cash boxes from the storage rooms.
 - I. In the case that the Hall President is terminated, the Hall Vice-President will be contacted to remove the cash box(es).
- (k) Any and all sanctions can be appealed by the Interhall Council Appeals Committee (IHAC). Please see Article Two: Interhall Council Appeals Committee (IHAC) for additional details.
- (l) Any and all decisions made by the Interhall Review Committee are pending appeal.
 - a. With the exception of financial sanctions
 - b. All financial sanctions will be automatically implemented following the decision of the IRC.
 - I. In the event that the Interhall Council Appeals Committee overturns a financial sanction, the amount originally withheld from an honorarium must be given to the member within 48 hours of the decision, by the VP-F.



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

Article Two: Interhall Council Appeals Committee (IHAC)

- (a) IHAC will meet when a formal appeal is submitted to the IHC President in the ruling of either the IEC or IRC.
- (b) The Interhall Council Appeals Committee shall consist of the following members:
 - I. Vice President – Experience
 - 1. In the event it is the VP-X being reviewed the chair will take their place, and will receive all information from the IHC president.
 - II. The IHC judicial and the alternate representative
 - III. The IHC President
- (c) Any and all appeals must be presented to IHAC within five (5) days of the ruling of IRC and/or within three (3) days of receiving of an IEC score of above 2.
- (d) The IHC President will act as chair of the committee. And will have the tie breaking vote from the options provided by the other members.
 - I. In the event that the IHC President is appealing a decision, the IHC Chair will chair the meeting.
- (e) The VP-X will not have a vote at this meeting, but rather will act as the member representative of both IEC and IRC.
- (f) An appeal must be a formal letter to the IHC President with evidence of proof of the statements in the appeal.
 - I. Evidence can consist of but is not limited to:
 - 1. Screenshots of conversations/social media posts
 - 2. Photos
 - 3. Proper documentation/forms
 - 4. Witness
 - II. Any statement that is made in the appeal that cannot be proven with evidence will be dismissed by the committee.
 - III. Claims that cannot be proven with hard evidence will be evaluated on a basis of credibility.
 - 1. IHAC will allow all appeals where the grounds rely on situations that cannot be proven with hard evidence, including but not limited to one-on-one conversations.
- (g) The following procedure will be followed for all appeals
 - I. The appellant will present a letter requesting appeal to the IHC President within the required time frame (see section (c))
 - II. The VP-X will respond to the initial letter within two University working days
 - III. The appellant will have two University working days to reply to the response provided by the VP-X, if they choose to do so.
 - IV. IHAC will meet immediately after the reply period has closed



Interhall Council
Prairie Hall Underpass
University of Guelph
Guelph, ON, N1G 2W1
www.interhall.ca
519-824-4120 x58304

- V. IHAC will review all information provided by the appellant, VP-X, IRC and IEC.
 - 1.IHAC can request interviews with either party
- VI. IHAC will decide whether to uphold, or dismiss the appeal.
 - 1.If the appeal is dismissed, the original ruling by either IEC or IRC will be enforced immediately
 - 2.If the appeal is upheld, IHAC will begin a re-evaluation process.
- (h) IHAC has the following powers:
 - I. IHAC has the power to overturn any and all decision of the IEC and IRC.
 - II. If needed IHAC has the power to augment or lessen the punishment set by the IRC.
- (i) Any decision by the IHAC is final and will be implemented immediately.
- (j) The IHC President will be responsible for contacting the member with the decision of the committee, with proper explanations of the reasons why in the form of a letter to the member.