



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

## INTERHALL COUNCIL 2023-2024 CONSTITUTION INDEX

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## Interhall Council Constitution

### Preamble

We, the representative of the University of Guelph residence halls, recognize the need for the maintenance of a representative body to voice the opinions and concerns of the students in residences. Additionally, Interhall Council will strive to foster leadership and provide diverse intentional programming. Interhall Council will maintain and further the expansions of effective cooperation and communication between the residence halls in the University of Guelph community.

### Article One: Name

- (a) An organization shall exist and be known as Interhall Council (IHC).
- (b) No other body, person or persons shall attempt to identify themselves with IHC or any of its constituent bodies in any manner, unless given the written permission of IHC. Said body would be subject to the provisions of this constitution.
- (c) To define constituent bodies, this group shall consist of all Twelve Residence Councils, namely:
  - I. Maids Hall Council
  - II. East Hall Council
  - III. East Village Council
  - IV. Johnston Hall Council
  - V. Lambton Hall Council
  - VI. Lennox/Addington Hall Council
  - VII. Maritime Hall Council
  - VIII. Mills Hall Council
  - IX. Mountain Hall Council
  - X. Prairie Hall Council
  - XI. Watson Hall Council
  - XII. West Residence Council

### Article Two: Purpose

- (a) To unite and coordinate all existing residence Hall Councils.
- (b) To take an active role in pursuing residence student's needs and objectives.



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- (c) To provide the strongest voice for residence students when dealing with administrative bodies through advocacy work.
- (d) To facilitate an open line of communication with other existing student governments (e.g. Central Student Association, College Governments, etc.) and work to develop a cohesive relationship that can initiate and coordinate campus wide activities and initiatives.
- (e) To encourage cultural, educational, social and athletic development of residence students and to provide opportunities for leadership at the University of Guelph.
- (f) To subsidize, if appropriate, and aid in coordinating specific hall/campus activities initiated by residence students (e.g. Residence Life Staff).
- (g) To ensure proper guidance and direction for individual Hall Councils, through elected Hall executives.
- (h) To ensure appropriate methods of coordinating and conducting hall functions and finances.
- (i) To take an active role in pursuing involvement in residence associations; pending membership on a provincial, national and international level. This is in order to ensure proper recognition of our residence efforts, attributes and programming. As well as striving to build and develop the leadership skills of the students so that they may be a benefit to residence life, and our organization.
- (j) To use all available methods to disseminate information pertinent to residence students and ensure all constituents are well informed on issues that affect them.

### **Article Three: Membership**

- (a) The membership of Interhall Council will consist of IHC Executive Board and Hall Executive as outlined in Appendix I: Members of Interhall Council.
- (b) Each Hall President will be the official representative of the residents of their respective hall to IHC.
- (c) The Executive of IHC shall consist of a President, Vice President – Experience (VP-X), Vice President - Internal (VP-I), Vice President - Finance (VP-F), Vice President - Activities (VP-A), Vice President - Communications (VP-C), and Vice President External (VP-E).
  - a. If any Executive Board member, (minus the Interhall Council President) is not elected by the commencement of the Fall Semester that year, By-Elections will be held a minimum of once a semester until the positions are filled.



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- (d) Appointed representatives of Student Housing Services and Student Experience will have the opportunity to hold non-voting positions on IHC.
- (e) The West Rep will be a voting member of IHC. All other hired members of IHC will be non-voting members.
  - a. Hired members of IHC are not required to live on campus for the duration of their term.
- (f) The position of an IHC member is to be held accountable by both the Interhall Council Constitution, and their hall specific constitution.
- (g) The position of a member of IHC may become vacant if they take part in, instigates or condones any action that could in any way reflect upon or jeopardize the integrity of IHC and the greater residence life community. They will be subject to disciplinary action under the Discipline Bylaws of IHC for any such actions.
- (h) IHC members must be registered students at the University of Guelph and live on campus in one of the student residence halls referred to in Article One (c) for the fall and winter semesters of their term. This includes Cooperative Education students living in residence.
- (i) Non-voting staff and appointed non-voting members of IHC do not have to live on campus for the duration of their term.
- (j) The term of office of IHC members, non-voting members, and non-voting staff members shall be May 1 until April 30 of the following year.
- (k) Each Hall Council shall consist of a representative branch, consisting of all community representatives. The number and location of these representatives are to be determined by each individual hall.
- (l) Voting members and potential candidates are required to have paid the Interhall Council fee, exceptions to this are ex-officio.

#### **Article Four: Responsibilities of Members**

- (a) IHC members shall act as the recognized means of communication between the residence students, IHC and the greater university community. In doing so, IHC members will remain professional and accountable in the representation of their constituents.
- (b) IHC members shall be an approachable resource.
- (c) IHC members shall create a positive residence environment through diverse intentional programming.
- (d) IHC members shall be proactive in addressing residence issues and/or students' concerns.
- (e) IHC members shall respect diversity and work towards the elimination of discrimination.



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- (f) IHC members shall uphold the integrity of IHC.
- (g) IHC members shall be accountable to the organization, IHC members shall be accountable to the organization, its members, and to the residence student body.
- (h) IHC members shall remain accountable to the IHC Duties of Members Bylaws.
- (i) IHC members shall focus on fostering teamwork and develop cohesion throughout the year.
- (j) IHC members must participate in Fall and Winter Campus Preview to promote Residence.

### **Article Five: Ethical Pledge**

- (a) As a student leader, each IHC member shall strive to promote and follow the guidelines set aside by this constitution and the student-housing handbook.
- (b) In the event that a member misrepresents the morals of this organization, Student Housing, or the University as a whole, their position on the organization is subject to termination as outlined in the disciplinary act.
- (c) In signing the, Interhall Council Code of Ethical Standards each member is in agreement to these terms and will strive to abide by them throughout their term in office.
- (d) Each member will have the VP-X and IHC president as resources throughout the year to ensure that their contract with the organization is upheld with upmost integrity.
- (e) In the instance that a member is compromising the Interhall Council Code of Ethical Standards, they are required to attend a meeting with the VP-X.
- (f) IHC members shall uphold the integrity of IHC.
- (g) IHC members shall strive to primarily advocate for their students, rather than for themselves.
- (h) IHC members shall be accountable to the organization, IHC members shall be accountable to the organization, its members, and to the residence student body.
- (i) IHC members shall remain accountable to the IHC Duties of Members Bylaws.
- (j) IHC members shall focus on fostering teamwork and develop cohesion throughout the year.

### **Article Six: Finances**

- (a) Source of Funds



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- I. Under the authority granted by the Board of Governors, in response to the referenda passed in 1991 and 2003, 2007, and 2022 the University shall assess, as part of the residence contract, each undergraduate resident of the University owned residence halls for the support of educational, social, cultural, and recreational activities and the interest of the student residents, the amount of \$24.78 (indexed to the cost-of-living index and non-refundable) each semester.
- II. As well as, under the authority granted by the Board of Governors, in response to the referenda passed in 2022, the University shall assess, as part of the residence contract, each undergraduate resident of the University owned residence halls:
  - a. \$0.05 for copyright movie license
  - b. \$0.50 for external financial audits
  - c. \$0.25 for bursary and scholarship
  - d. \$2.73 for residence hall t-shirts
  - e. \$8.93 for administration and honorariums
  - f. \$12.32 for residence activities
- III. Any additional funds allocated to IHC shall be contribute to residence activities.
- IV. A financial review and the preparation of the financial statements shall be done at the end of the fiscal year, or upon request should the need arise. This fiscal year shall run from May 1 until April 30.

(b) Allocation of Funds

- I. Each respective Hall Council shall receive *17%* of the residence student activity fee per student each semester. A portion of those funds may be held in trust by the Central Account at the discretion of the VP-F and board for larger collaborative efforts.
- II. Interhall Council shall be allocated the remainder of the residence student activity fees received from each residence student.

### **Article Seven: Voting/Meetings**

- (a) All regular IHC meetings shall be conducted under Robert's Rules of Order.
- (b) Voting members at IHC meetings shall be all hall presidents and the IHC Central Executive (IHC President, VP-X, VP-I, VP-F, VP-A, VP-C, VP-E). A hall representative



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in accordance to each hall's constitution can be sent in proxy to fill a Hall President's seat at these meetings.

- (c) The board will consist of the Central Executive, IHC President, IHC Chair, IHC Scribe, IHC Housing Advisor, the Conference Vice Chair, and all Hall Presidents.
- (d) Mobility Rights to all members of Interhall Council during board is encouraged.
- (e) All members that sit on board will be required to sign an Ethical Pledge. See Constitutional Preamble, Article five.
- (f) All board members are required to inform themselves of not only Robert's Rules of Order, but the procedures of the organization, as outlined by the constitution.
- (g) In the case of constitutional amendments, all current hall and executive board members may vote.
  - i. Members will be deemed ineligible to vote and must abstain if they have submitted or seconded a main motion.
- (h) In the case of IHC Executive Board elections, all current hall executive member, the IHC President, and the Executive Board members may vote.
- (i) Each voting board member (As outlined in Article Six (b)) has one vote per motion. All IHC members may make motions. Motions will be carried by a simple majority vote.
  - i. Members will be deemed ineligible to vote and must abstain if they have submitted or seconded a main motion.
- (j) Quorum shall be two-thirds of the voting IHC board members. Quorum must be present to hold an official IHC Board meeting.
- (k) Meetings shall be open to the general public.
- (l) There shall not be less than ten (10) meetings per semester (excluding the summer semester).
- (m) Ballots cast during a secret ballot vote will be kept for seven days, in a sealed envelope by the Chair or Chief Electoral Officer (CEO) (where ballots cast in elections are concerned). Within that seven-day period, a member of IHC may request that the Chair or CEO conduct a recount of votes. After seven days, the Chair or CEO will be responsible for destroying the ballots.
- (n) The tally of all votes cast in favor or against a motion must be made public. The tally of votes cast during a secret ballot vote must also be made public, although the choice of each secret ballot voter must not be disclosed.



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- (o) A Semi-Annual Townhall will be held to in the Fall and Winter Semester to review any changes to be made to the IHC Constitution and important topics relating to residence students.
- (p) Quorum for annual a Semi-Annual Townhall shall be set at % 1.5 of the residence student population; if no quorum is present, the meeting shall be adjourned.

### **Article Eight: Elections**

- (a) Election procedures shall take place in a democratic manner as outlined in IHC Operating Bylaws.
- (b) IHC Central Executive elections shall take place at an additional, mandatory IHC meeting occurring during approximately the fifth (3<sup>rd</sup>) week of the winter semester.
- (c) The hall election process shall take place following the central elections during academic week five - seven (5-7) of the winter semester. Subsequent rounds of election will take place within a standardized timeline, at the discretion of the Vice President- Experience.

### **Article Nine: Statutory Requirements**

- (a) Qualification of Central Executive Candidates:
  - I. All Candidates for the Executive Board must be enrolled as a full time undergraduate student in the following year.
  - II. The candidate(s) for President, VP-X, VP-I, VP-F, VP-A, VP-E, and VP-C must be students who are not incoming hall executives.
  - III. The candidate(s) for IHC President must have 1 year of previous Interhall Council Experience.
- (b) Qualification of general IHC Members:
  - I. No residence student will hold more than one IHC position concurrently.
  - II. Any person that is dismissed will be considered ineligible to run for any IHC position of that academic year and the following academic year.
    - 1) In the event that a person resigned from IHC due to not attaining the academic requirements set forth in Interhall Council Code of Ethical Standards, they will be considered eligible to run for future IHC positions upon increased grades following a minimum of 2 credits, or the equivalent





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standards set by the Centre for Students with Disabilities where applicable, in one full academic semester.

- III. No Hall President or Executive Board member shall seek to hold an executive position within any other Primary Student Organization (P.S.O.).
- IV. Students may run in any hall on campus for the next academic year's elections.

### **Article Ten: Proclamation of the Grandfather Clause**

- (a) We, Interhall Council recognize that this is a legally binding document.
- (b) We, Interhall Council understand that our organization shall strive to abide by the policies and by-laws of the university, student housing, and our affiliates.
- (c) We, Interhall Council recognize that this document is reviewed and renewed every year to ensure the upmost integrity of this organization.
- (d) We, Interhall Council recognize that the turn over and renewal of the organization's members and constitution occur from May 1<sup>st</sup> – April 30<sup>th</sup>.
- (e) We, Interhall Council recognize the need for the maintenance of a representative body to voice the opinions and concerns of the students in residences. Additionally, Interhall Council will strive to foster leadership and provide diverse intentional programming. Interhall Council will maintain and further the expansions of effective cooperation and communication between the residence halls in the University of Guelph community.
- (f) Interhall Council will strive to remain an accountable and integral Organization to the Guelph community through the governing of this document.