



Interhall Council  
 Prairie Hall Underpass  
 University of Guelph  
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## INTERHALL COUNCIL 2023-2024 POLICIES AND APPENDICES INDEX

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## **INTERHALL COUNCIL POLICY ON THE RIGHTS OF A RESIDENCE STUDENT**

### **Preamble**

Interhall Council (IHC) endorses and will work to enact the following Declaration of Student Rights: We declare that a full policy of non-discrimination against students must be enforced at the University of Guelph. Furthermore, every person has the right to equal treatment without being discriminated against because of race, national or ethnic origin, religion, sex, gender orientation, mental or physical disability, marital status, sexual orientation, political belief or socio-economic background. Interhall Council will strive to uphold the rights guaranteed in the Canadian Charter of Human Rights and Freedoms. In addition, the following are rights of residence students that IHC shall strive to uphold:



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- (a) The right of all students accepted to the University of Guelph to live in residence for their first two semesters provided they submit their residence application by the deadline as set by Student Housing Services.
- (b) The right to a residence environment free of harassment, and the right of the individual to have control over their body.
- (c) The right of students with disabilities to have easy access to all institutional buildings.
- (d) The right of all students to organize and participate in democratic, autonomous student organizations that represent all students in residence at the University of Guelph.
- (e) The right of all students to adequate representation by their student organizations.
- (f) The right of student organizations to publicize their activities according to the Student Housing Services poster policy.
- (g) The right of the individual to have access to any and all personal documentation held by Student Housing Services and Hospitality Services.
- (h) The right to participate in the formulation and/or completion of objective Residence Assistant and IHC member evaluations.
- (i) The right to a legitimate appeal procedure in all cases of penalization by Student Housing Services and Hospitality Services.
- (j) The right to a safe and healthy residence environment.
- (k) The right of students to an established grievance procedure to deal with cases of harassment.
- (l) The right of cultural and linguistic minority student groups to special programs, clubs and organizations.
- (m) The right to affordable housing and a clean and smoke-free living environment.
- (n) The right to affordable meal plans with quality nutritional foods.
- (o) The right to take part in the formation of, and to participate in the maintenance of student services, to accommodate the needs of students.
- (p) The right to political expression.
- (q) The right to twenty-four (24) hour residence desk service.
- (r) The right of access to all Constitutions, Policies, Bylaws, and Budgets that govern IHC, Student Housing Services and Hospitality Services.



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## INTERHALL COUNCIL COMMITTEE POLICY

### **Preamble**

Interhall Council (IHC) takes an active role in pursuing residence student needs and objectives in order to provide a stronger voice for residence students in regard to specific issues when dealing with administrative bodies. IHC is committed to ensuring that all official meetings and committees that may affect residence students will have IHC representation. Committee and other meeting information is documented and records from these proceedings are on file by the end of each semester. IHC committee members will work towards informing residence students on pertinent issues.

### **Article One: Duties of Committee Members**

- (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 another IHC member as a replacement representative, if applicable.
- (c) To inform IHC members, at a regular IHC Board meeting, of any major issues of importance resulting from a committee meeting that may require comments or feedback.

### **Article Two: External Committees**

- (a) Approved committees will have mandatory IHC representation on an annual basis under the discretion of the VP-I in consultation with the rest of the Executive Board.
- (b) Any external committee may PDR the IHC board for IHC representation (abiding by the IHC PDR Policy).
- (c) Approved mandatory external committees currently include:

| Name of Committee  | Number of IHC Members | Positions                 |
|--|-----------------------|---------------------------|
| Advisory Committee on Student Mental Health and Wellness | 1                     |                           |
| Athletic Advisory Committee                              | 1                     |                           |
| Central Students Association                             | 1                     | VP-C                      |
| Student Leaders and Administration                       | 1                     | IHC President             |
| Ethical Conduct For Suppliers and Contractors            | 1                     | VP-C                      |
| Homecoming Committee                                     | 2                     | VP-A and one other member |



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|  |    |  |
|--|----|--|
| Hospitality Services Advisory Committee (HSAC) | 18 | One North Rep, One South Rep, One East Rep., Two representatives each from Maritime, Mountain, Prairie and L/A. One representative each from Arts, East, East Village, Johnston, Lambton, Mills, Watson. |
| Information Technology Student Advisory Group  | 1  |  |
| Orientation Week Advisory Committee            | 1  | IHC President  |
| Residence Advisory Board                       | 3  | Minimum (to a maximum of 5). IHC President is chairperson.   |
| Residence Community Integrity Board            | 1  | First year IHC member  |
| Sexual Violence Advisory Committee             | 1  |  |
| Single Student Budget Committee                | 3  | IHC President, VP-F and one other member.  |
| Student Executive Council                      | 1  | IHC President  |
| Student Rights and Responsibilities            | 2  |  |
| Student Risk Management                        | 1  | VP-A   |
| University Judicial                            | 2  | VP-I and one other member  |

### Article Three: IHC Coordinated Committees

- (a) These will have IHC representation on an annual basis under the discretion of the VP-I in consultation with the rest of the central executive.
- (b) In the event that an ad-hoc committee is consecutively ran and generates positive interest and benefit to the organization, it can be proposed to the board to become a permanent committee. This must be submitted as a motion.
- (c) Approved mandatory internal committees currently include:

| Name of Committee               | Number of IHC Members | Positions                    |
|---------------------------------|-----------------------|------------------------------|
| Interhall Activities Committee  | 13                    | VP-A and all hall SoCos      |
| Interhall Advertising Committee | 13                    | VP-C and all hall PROs       |
| Interhall Operations Committee  | 13                    | VP-I and all hall VPs        |
| Interhall Finance Committee     | 13                    | VP-F and all hall Presidents |



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| Interhall Appeals Committee(IHAC)                | 4  | IHC President, VP-X, members of IHC who sit on the University Judicial committee  |
| Interhall Budget Advisory Group (IBAG)           | 4  | IHC President, VP_I, VP-F, incoming VP-I, incoming IHC President, incoming IHC VP-F, and any additional members at the discretion of the VP-F |
| Interhall Evaluation Committee (IEC)             | 14 | VP-X, VP-I, the IHC President, and one member of each geographical area.  |
| Interhall Review Committee (IRC)                 | 3  | VP-X, one member who previously has sat on IEC, and one new member of IHC   |
| Internal PDR Committee                           | 5  | IHC President, VP-F, VP-A, one representative from each of North, South and East  |
| Residence Recognition Committee                  | 5  | VP-X and one Representative from North, South, East, and Central.   |
| Interhall Constitutional Review Committee (ICRC) | 6  | VP-I, incoming IHC President, incoming VP-I, the VP-X one representative from each of North, South and East.                                  |
| IFOPAC   | 11 | IHC Chair, IHC Scribe, IHC President, VP-X, VP-I, VP-F, 2 hall presidents, 1 VP, 1 SOCO, 1 PRO.   |
| Interhall Events & Engagement Committee          | 7  | VP-A, VP-C, VP-E, (Minimum of:) 1 member from each geographical area.   |
| Interhall Leadership Planning Committee          |    |   |





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## **RESIDENCE ADVISORY BOARD POLICY AND TERMS OF REFERENCE**

### **Purpose**

The Residence Advisory Board (RAB) is a forum for residence students to raise questions, concerns or comments to Student Housing Services (SHS) senior management. The RAB provides students with an opportunity to seek full and honest information and explanation from SHS on all matters pertaining to SHS.

### **Article one: Membership**

- (a) The following are RAB members:
  - I. A minimum of three (3) and a recommended five (5) Interhall Council (IHC) voting members with at least one (1) from each geographic area.
  - II. The SHS Director
  - III. All SHS Senior Managers
  - IV. The IHC Advisor or another member of the Residence Life Management Team.
- (b) The IHC President will serve as Chairperson of the Board.

### **Article Two: Meetings**

- (a) The RAB will meet a minimum of three (3) times each semester. RAB meetings are called by a SHS representative.
- (b) Any interested non-member student must seek the permission of the Chairperson to attend.
- (c) Meetings require a minimum of two student members and three SHS administration members.
- (d) The Chairperson has the right to limit the meeting size.

### **Article Three: Guidelines**

- (a) The Chairperson shall determine the agenda for the meetings through consultation with IHC members and the SHS Director. Meeting agendas should address issues that are important and relevant to residence students. Agendas should be circulated to all board members a minimum of one day before meetings.
- (b) IHC members shall use the RAB to represent the rights, issues and interests of residence students.



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- (c) IHC shall encourage SHS members to recognize the board as an important forum and consultative tool for the discussion of issues raised by students. The board shall strive to solicit the input of students with regards to issues pertaining to SHS.
- (d) IHC members have an obligation to inform residence students of all RAB proceedings.
- (e) SHS members have an obligation to provide answers to all reasonable questions raised by students at RAB meetings within a reasonable time frame.
- (f) The IHC President will provide the incoming IHC President with a full report of RAB proceedings from the previous year as part of his/her executive transition.



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## **STUDENT HOUSING SERVICES & INTERHALL COUNCIL** **CONSULTATION DOCUMENT**

### **Preamble**

Student Housing Services (SHS) is in charge of a broad spectrum of responsibilities in its management of the function, assets and resources within University of Guelph residences, including ultimate decision-making authority. Student Housing Services will in practice consult with Interhall as outlined in this document. Consultation is a form of communication, which emphasizes trust, respect and shared interest in outcomes. It is an open and free exchange of information and opinion among parties, which leads to a mutual understanding and comprehension. Consultation is integral to effective collaboration and informed decision-making.

The purposes of consulting with Interhall Council (IHC) are to keep them informed and to seek their advice. Through an effective consultation process, we will provide Interhall with an opportunity to discuss Student Housing Services' mission and goals, policies, practices and finances including fee structure. As well, Student Housing Services will ideally benefit from the comments, suggestions, and ideas that are obtained through consultation.

Student Housing Services will endeavor to consult with Interhall Council before taking actions that affect Interhall Council, or residence students at large. SHS and IHC should work together to delineate the issues on which advice / consultation will be sought or criteria that will be used to identify these issues.

### **Article One: Timing for Consultation**

The use of a consultation process should be employed in a timely fashion that permits adequate discussion prior to decision/implementation schedules. Under certain conditions created by factors beyond our ability to predict, our use of consultation processes may, on occasion, need to be abandoned or compressed. In the event that a consultation process has to be abandoned or compressed, a follow up process should be convened to discuss the issue, the reason for not adhering to the agreed upon process and to review any possible modifications.

Consultation should be planned to occur with sufficient lead-time to allow the required back and forth discussions typically needed. The time allocated for consulting on the issue should be sufficient to enable both parties a reasonable time to digest relevant information, reflect on the implications and engage in a knowledgeable dialogue with Student Housing Services.



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## **Article Two: Issues for Consultation**

The issues that would normally be expected to be submitted to the consultation process must be significant in their potential impact on Interhall Council. This principle may present a stumbling block in practice. A fair degree of leeway and trust is needed on the part of Student Housing Services and Interhall Council in order for the process to work.

Examples of issues that could benefit from consultation include:

- I. Policies affecting student/Student Housing Services interaction, including changes to the residence contract.
- II. Fees and budgets.
- III. Need for additional residence spaces or the reallocation of residence space.
- IV. Changes in the nature or level of residence services provided.
- V. Deposit appeals decisions.
- VI. Changes to an existing environment or student composition within an existing residence space.
- VII. Issues affecting the safety of students.
- VIII. Any lengthy and ongoing disruption expected due to construction or maintenance issues.

It is the understanding of both Student Housing Services and Interhall Council that issues for consultation discussed in committees such as Student Housing Budget Advisory and Residence Advisory Board do not require any further consultation from SHS. It is the responsibility of Interhall Council members to seek feedback from their constituents upon receiving information from committees, if such information is public. It should also be noted that Interhall Council may bring issues to Student Housing Services for consultation.

## **Article Three: Process**

Student Housing Services will submit to Interhall Council the following when consulting on a particular issue:

- (a) Sufficient background information to ensure thorough understanding of each issue on which consultation is requested including a clear rationale for bringing the issue to the table.
- (b) A clear statement of the advice requested.
- (c) A specific time frame for response.
- (d) A clear indication of who should receive the reply.



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#### **Article Four: Summer Consultation**

Student Housing Services will continue to consult with Interhall Council throughout the summer months. Consultation will occur between a SHS Director and the Interhall Council President. Consulting with the other members of Interhall Council will be the responsibility of the Interhall Council President.

#### **Article Five: Acknowledgement**

This document is to be reviewed each year in the month of May by the Director of Student Housing Services and the Interhall Council President. Both parties must recognize their responsibility in the process of consultation and strive to uphold this document. The onus is on both the SHS Director and IHC President to ensure this document is signed and filed each year.



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## **INTERHALL COUNCIL STUDENT ORGANIZATION POLICY** **(SOP)**

### **Purpose**

- (a) To extend to the individual Hall Councils the benefits given to IHC through the Student Affairs SOP.
- (b) To regulate the distribution of student fees to the individual Hall Councils.
- (c) To develop a system of accountability between IHC and the individual Hall Councils.

### **Article One: Student Organization Policy (SOP)**

- (a) Interhall Council in its capacity as a Primary Student Organization recognizes the following bodies as Accredited Student Organizations:

Maids Hall Council  
East Hall Council  
East Village Council  
Johnston Hall Council  
Lambton Hall Council  
Lennox Addington Hall Council  
Maritime Hall Council  
Mills Hall Council  
Mountain Hall Council  
Prairie Hall Council  
Watson Hall Council  
West Residence Council

- (b) All groups wishing to be registered must file an application for registration with SOP on an annual basis.

### **Article Two: Procedure and Mechanisms of Registration of a PSO**

- (a) For Interhall Council to be officially registered as a Primary Student Organization, the IHC VP-I must file the following information to the Student Activities Office annually as outlined in the Student Organization Policy Section 5 – Reporting Requirements of PSOs
  - I. Organization Information
  - II. Officers
  - III. Constitution
  - IV. Mechanics of Accreditation
  - V. List of Accredited ASO's



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- VI. Public Financial Statement
  - VII. Projected Budget
  - VIII. Proof of Insurance
  - IX. Sample Signing Officers Signatures
- (b) Registration will be valid for one full year (May 1 to April 30).
- (c) Student Activities Offices must be notified of any change(s) regarding submitted information as outline above in Article Two (a), by the IHC VP-I.

### **Article Three: Responsibilities of PSOs**

- (a) As a recognized student organization by the University, Interhall Council has the following responsibilities that they must follow as outlined by the Student Organization Policy:
- I. Financial Responsibility
  - II. Adherence to the By-laws, Polices and Procedures of their Board
  - III. Adherence to University Policies and Procedures
  - IV. Risk Management Responsibility

### **Article Four: Procedure and Mechanisms of Registration of an ASO**

- (a) To be officially registered, a new or established student organization must file the following information with the Interhall Council President annually as outlined in the Student Organization Policy Section 6.1 – Granting Accredited Student Organizations (ASOs):
- I. Organization Information
  - II. Officers
  - III. Constitution
  - IV. Certification of Voting Members
  - V. Certification of Non-discrimination or Exclusion of Membership
  - VI. Public Financial Statement
  - VII. Projected Budget
  - VIII. Other Information
- (b) Registration will be valid for one full year (May 1 to April 30).
- (c) All registered groups must notify the IHC President whenever there is a change in executive membership or in the constitution at which time the IHC President will notify the Student Activities Office of the change(s).
- (d) All registered groups will be known as IHC affiliated ASOs.



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## **Article Five: Responsibilities of IHC Affiliate ASOs**

- (a) All IHC affiliate ASOs are bound by IHC and its Constitution, Bylaws and Policies. If IHC determines that an affiliate ASO is blatantly and repeatedly violating either the IHC or their respective Hall Constitution, IHC will reserve the right to disqualify that ASO group.
- (b) All IHC affiliate ASOs must comply fully with the current Student Risk Management Manual and all policies and procedures outlined within it. Failure to do so will subject the IHC affiliate ASO to disqualification.
- (c) All hall executives must participate in one SRM training session throughout the year, to be coordinated by the VP-A.
- (d) All IHC affiliate ASO must abide by the following Financial Responsibilities:
  - I. Each IHC affiliate ASO will be held financially responsible for all debts to the University that that group incurs.
  - II. Each IHC affiliate ASO will receive a portion of the residence student activity fees in an amount per student to be determined yearly through the budget process of IHC.
  - III. Each IHC affiliate ASO shall be required to follow all financial policies of IHC. Failure to do so may result in the freezing/loss of assets.
  - IV. Each IHC affiliate ASO may request extra funding from IHC through the IHC Hall Council PDR line.

## **Article Six: Disqualification**

- (a) If an IHC affiliate ASO through its actions, jeopardizes the integrity and nature of IHC, then IHC may suspend or deny registration of the affiliate ASO.
- (b) An IHC affiliate ASO may be defined as a single member of Interhall Council, a respective hall council, or hall executive group.
- (c) ASO may be suspended by the SRM committee, by a unanimous decision of the IHC Executive or the IRC, or as a motion voted on by IHC voting members.
- (d) An IHC affiliate ASO may have its status disqualified by the SRM Committee, a decision of all members of Interhall Council, or by the Associate Vice President Student Affairs. Only the Associate Vice President Student Affairs or the SRM Committee can remove IHC's ASO status as an organization.





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- (e) Upon suspension, the IHC VP-F will take absolute control of the finances of the group. They will be responsible to ensure that the finances are spent properly and in a manner that will best benefit the residents of the hall affected.
- (f) Upon removal of ASO status, the group is no longer able to run events according to SRM policy, and as such, must have a Primary Organizer who is not affected by the ASO suspension.
- (g) Where the decision to deny or suspend registration to any group was made by the executive or PRC, an appeal may be made to Interhall Council. Otherwise, the decision can be appealed to Student Executive Council.



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## **INTERHALL COUNCIL BUS POLICY AND TERMS OF REFERENCE**

### **Preamble**

Interhall Council is dedicated to providing a safe environment for students while participating in IHC events. Interhall Council continues to develop policies, which meet the safety and liability demands of the University of Guelph, and it is continually conscious of the responsibility that it has to student safety. These objectives have guided the formation of a clear and universal bus policy for IHC events.

### **Intent**

- (a) To clarify the regulations and procedures that IHC members must follow when undertaking a bus trip.
- (b) To ensure the safety of students while participating on IHC bus trips.
- (c) To ensure that IHC is fulfilling its Student Risk Management responsibilities and is taking all reasonable measures to reduce its legal liability and that of the University of Guelph.
- (d) To ensure that all University regulations and legal statutes relating to alcohol are followed.

### **Scope**

The Interhall Council Bus Policy is applicable to all IHC events and those of its member hall councils. All bussing must meet the regulations set forth by this policy. The intent is for safety, and as such depends on each individual's comfort levels. No member of IHC shall place himself or herself in jeopardy. If an IHC member does not feel comfortable separating with their partner for safety reasons they should not be perceived as breaking policy. All Interhall Council members are responsible for bus monitoring or line monitoring centrally organized events.

### **Article One: Bus Trip Protocol**

- (a) Tickets sold must not exceed the capacity of the bus(es) travelling to the event. The only exception to this is shuttling.
- (b) Bus Monitors:
  - I. Two per bus are required at all times. It is recommended that three be used for large events.



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- II. Briefing by the Primary Organizer (PO) of duties and responsibilities, as well as the proper completion of a Bus Monitor contract must be done prior to the event departure.
- III. While boarding, one monitor shall place himself or herself outside the bus to control entry, while the other counts the number of people boarding.
- IV. Have control over directing the bus driver in opening and closing bus doors and they can stop loading the bus if they feel the situation is unsafe.
- V. Must ensure that all those entering the bus have completed a proper waiver form. Bus monitors will collect these waivers.
- VI. Once the bus is loaded, one monitor should be at the back door, ensuring no one leaves via the emergency door, while the other monitor is at the front door. They will both ensure the rules of the bus are respected.
- VII. When dropping off at the end of the event, should no line monitors be present it will become the responsibility of the bus monitors to ensure that the area around the bus is safe and that the bus can pull away from the stop. Upon conclusion of the event, bus monitors must make the effort to ensure the drop-off area is clear.
- VIII. All must adhere to the guidelines set forth by the SRM Bus Monitor Contract.
- IX. Will ensure that students follow all rules while on the bus. Any incidents or accidents must be documented and reported to the Primary Organizer before the conclusion of the event.
- X. The PO is responsible for collecting ticket waivers and all bus/event/line monitor contracts and returning them to the VP-A.

(c) Barricades:

- I. All bus trips with more than 200 participants must use adequate barricades to ensure that the pick-up area is controlled and safe.
- II. Line monitors should take down barricades at the conclusion of the pick-up, as they will be problematic if still standing when students are dropped off.

(d) Line Monitors:

- I. All events with over 200 people must use line monitors. The main duty of line monitors is to maintain control of those waiting to enter the bus and assist the bus monitors in ensuring everyone boards the bus safely.



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- II. At least two line-monitors are required for each pick up location, and three in larger events. This does not apply to events in which one geographic location is the primary departure point. For example, a North area event which stops at South and East as a courtesy does not require line monitors at South and East.
- III. The line monitors shall become the ticket collectors and hand markers instead of the bus monitors.
- IV. The monitors shall remind participants in or prior to the event that all tickets should be signed and any other information they may need (e.g. Identification and money) should be on their person(s) at the time of departure. If alcohol is found it will be confiscated and disposed of.
- V. Line monitors must adhere to the guidelines set forth by the Line Monitor Contract.
- VI. Line monitors are responsible, with the bus drivers, to coordinate the buses so that a maximum of two are loaded at one time.
- VII. Line monitors must ensure that the barricades around the pick-up area are respected.
- VIII. Line monitors will ensure the area around the bus is safe before the bus pulls away.

(e) Event Monitors

- I. Event monitors must be visible at a venue.
- II. Event monitors must help direct student traffic in an orderly manner to and from venue/bus(es).
- III. Event monitors are to assist the PO in ensuring that the event is running smoothly and reporting any incidents that may occur, and to act as an extra set of “eyes and ears”.
- IV. Event monitors must help ensure the safety of our students.
- V. Event monitors must adhere to the guidelines set forth by the event monitor contracts.
- VI. The number of monitors shall be decided by the PO and VP-A.
- VII. Monitors will be sent on the first bus to the venue so they can become familiar with the venue/facilities before participants arrive.

(f) Waivers and Ticket Selling Policy

- I. Individual waiver forms are required for each participant boarding the bus. These waivers must be completed properly before boarding.



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- II. Upon purchasing a ticket, the purchaser must immediately sign the event waiver(s).
- III. Any individual signing a waiver must not be under the influence of any illegal substance or alcohol. If an individual is under the influence, the waiver will become null and void.
- IV. Waivers are not to be signed immediately before boarding the bus or entering the event. Any individual who has not signed a waiver prior to boarding the bus will not be permitted on the bus.
- V. Waivers must be collected by the bus monitors and returned to the Primary Organizer at the conclusion of the trip. The Primary Organizer will then return the waivers to the IHC VP-A.
- VI. An outline of the event, inherent risks, and any other information the student may need must be located at the point of sale.
- VII. Any one-way trips for student(s) to or from an event must be arranged with the PO.
- VIII. The wording of the waiver must comply with the Student Risk Management Policy of the University of Guelph.
- IX. All IHC members reserve the right to not sell an individual an event ticket.

## Article Two: Bus Event Bookings

- (a) The PO must fill out a bus order form and submit it to the VP-A at least two (2) weeks prior to the event.
- (b) The VP-A shall order busses at least seven (7) days prior to the event and send a copy of the confirmation to the PO and VP-F in a timely manner.
- (c) In order to give direction to IHC members booking shuttle buses, the following formula has been devised:
  - 1 bus.....150-250 tickets maximum
  - 2 buses.....300-500 tickets maximum
  - 2 buses + 1 bus at peak time\*.....500-700 tickets maximum
  - 2 buses + 2 buses at peak time.....800-900 tickets maximum
  - 3 buses + 3 buses at peak time.....1100 tickets maximum

\*for example, a trip, which starts at 9pm, would reach peak time at approximately 10pm.
- (d) The number of tickets sold per bus is never to exceed 250.



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- (e) Err on the side of caution by booking the maximum number of buses and then canceling before the minimum cut off time, rather than trying to call in an extra bus at the last minute.
- (f) Remember to include the bus monitors and all event staff in the numbers so that bus capacity is not exceeded.

### **Article Three: Event Proposal Guidelines**

- (a) All program proposals must be submitted no later than two (2) weeks prior to the event.
- (b) Bus order forms and signed PO contracts must be submitted with the program proposals.
- (c) If the VP-F does not approve the proposal they are responsible for contacting the event PO to make them aware of the approval status.
- (d) The program proposal may be adjusted by the PO, and resubmitted to the VP-F.
- (e) The VP-A will ensure that programs meet SRM policy.
- (f) The VP-A will contact the event PO to make them aware of any changes that need to be made to receive event approval. If the changes cannot occur, the event will be considered not approved.

### **Article Four: Further Suggestions and Responsibilities**

- (a) To ensure the continued relevance of this policy it shall be reviewed at the end of each semester by the IHC VP-A.
- (b) All tips to bus drivers will be recorded as a transaction on the final event deposit form. Tips may be no more than \$20, unless otherwise suggested by the VP-A and VP-F.
- (c) If a bus is cancelled after showing up at an event, a tip may be given to the bus driver.
- (d) The PO is required to stay at the venue throughout the duration of the event, unless otherwise agreed upon by the PO and VP-A.
- (e) The PO is responsible for notifying the Residence Manager(s) of any event with a participation capacity of 200+. This must be done two weeks prior to the event.



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## **POSTERING POLICY**

### **Preamble**

The University has delegated responsibility for approval of postering requests particular to residence buildings to Student Housing Services and Interhall Council. The following policy is to be used as a guideline for those wanting to poster in the residences, in line with the regulations set forth by the University.

### **Intent**

- (a) To maintain the quality aesthetic standards for the residence buildings that are consistent with the University's Student Rights and Responsibilities.
- (b) To maintain control over what is displayed in the residences.
- (c) To comply with Provincial building and fire codes.
- (d) To limit areas for commercial postering.
- (e) To maintain a standardized system in which posters are approved for display within residences.
- (f) To do whatever we can to reduce the amount of paper waste generated by posters and advertising.

### **Scope**

Any club, organization or department of the University of Guelph and/or an organization group or individual (rental companies, magazine subscriptions etc.) wishing to advertise in any common area of the residence buildings.

### **Article One: Posters**

- (a) Posters may be no larger than 18" by 14" (45cm by 35cm).
- (b) Posters/banners must be in good taste and not violate any policy- up to and including Federal, Provincial, Municipal and University regulations. (Please refer to the "Human Rights at the University of Guelph" document") Please refer to the Student Housing Services Alcohol Policy for more content guidelines.
- (c) Banners (Larger than posters above) may be hung in selected locations with the approval of Student Housing Services and Interhall Council.

### **Article Two: Approval**

- (a) Approval to poster in residence buildings must be given by Student Housing Services. If Student Housing Services fails to grant approval, the proposed poster cannot be



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displayed. Application for approval by both groups may be done at any of the weekly Interhall Council meetings. Posters must be stamped with the date of approval. When possible, all posters should carry a logo identifying the organization to which they belong.

- (b) All posters approved by Student Housing Services must be stamped and dated on the original copy.
- (c) Anything being posted physically in a hall, on a hall social media, or anywhere else relating to IHC must follow the criteria determined by the IHC Vice President Communications and be approved by them before being put up physically or on social media

Interhall Council and Student Housing Services recognize the Central Students Association as an essential service provider and resource to students living in Residence. The CSA Programmer will co-ordinate and monitor a regular poster run throughout campus including designated residence bulletin boards. All CSA posters should include a CSA logo or clearly identify themselves as a CSA affiliated event. The CSA will be signed out a set of keys so that they may gain access to main areas of residence only. These keys will be signed out to the CSA programmer at the beginning of each semester and collected at the end of each semester.

All banners must be approved by the Residence Life Manager and Hall President of the building in which they are to be displayed.

Student Housing Services and Interhall Council reserves the right to remove any and all posters deemed to be inappropriate or in violation of this policy.

In regards to CSA elections, the Chief Electoral Officer is to contact Student Housing Services at least one month before campaigning is to begin in order to make arrangements.

### **Article Three: Locations**

All posters must be affixed to appropriate bulletin boards or poster rails as listed in Appendix A. There are two types of boards: Public (Primarily CSA) and Residence (Student Housing and Interhall Council.) If you are unsure where to post your notices, please contact the Residence Manager.

- (a) Posters are not permitted on painted, brick or glass surfaces.
- (b) They must not obstruct access to any fire detection or safety equipment.
- (c) Posters must not cover any room numbers.
- (d) There is only one poster per event permitted on any board or poster rail at one time. This includes multi-day events.





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- (e) Posters/Banners may not be displayed for more than 3 weeks and should be removed no later than 2 days after the event.
- (f) In South, arborite washroom doors may be used for posting notices. All posters in any washroom space including mirrors and stalls must be done in consultation with an Assistant Director-Facilities and Desk Services.
- (g) Student Housing Services will label each bulletin board in accordance with this policy.
- (h) All other boards and rails are for the exclusive use of the Student Housing Staff, Hall Councils and students in the section. Posters are not permitted in any location other than those listed in the appendices.

### **Commercial Posters**

Commercial Postering is not permitted anywhere in the residence environment. Exceptions may be made for cultural events or events/information considered necessary for Residence students. These posters must be approved through Student Housing Services. No other form of postering is permitted (i.e., Door-to-door, under room doors, pamphlets left in lounges or any residence location).

### **Article Four: Monitoring**

Bulletin boards will be monitored by both Student Housing Services and Interhall Council. Advertising space designated to on campus programming will be monitored by the CSA. This includes removing old and outdated posters as well as removing any staples. At the end of each semester, all bulletin boards and poster rails will be cleared.

### **Article Five: Violations**

- (a) Posters found in areas other than those designated, or any infractions of the policy may result in the following:
  - I. Removal of posters.
  - II. A warning from Interhall Council or Student Housing Services or both
  - III. An invoice for necessary repairs if the poster cause physical damage to a building.
  - IV. Persistent violations may result in a withdrawal of postering privileges for the group.

### **Appendix A- CSA (Public) Boards**

South Residences

One bulletin board section situated on overpass by laundry rooms. (3 in total- one in Mountain, one in Prairie and one in Maritime.)



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#### East Residences

Lanark, Glengarry and Dundas Halls

Boards with residence names painted on top (Lanark, Glengarry, Dundas)

#### East Village

Bulletin boards in Village Townhall

#### North Residences

Johnston Hall

Bulletin boards on second floor landing south of front stairwell

#### Artz Haus

Bulletin Board inside door on left in first floor hallway

#### Mills Hall

Bulletin board to right of main stairwell in entrance

#### Lambton Hall

Board beyond fire doors on first floor on either side of lobby

#### Lennox/Addington Hall

Board on 1<sup>st</sup> and 2<sup>nd</sup> commons just inside doors from lobby

#### Watson Hall

Board just inside door

### **Appendix B Designated locations for banners**

#### South Residences

Crossroads in each hall attached to 'rails' - in consultation with Residence Life Manager and/or Hall President

#### East Residences

With permission only- in consultation with Residence Life Manager and/or Hall President

#### North Residences

With permission only- in consultation with Residence Life Manager and/or Hall President



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## **Appendix C- Checklist for all posters within the residence environment**

Is the poster within the size guidelines?

Does it contain material contrary to the University of Guelph Human Rights policy?

Are there offensive imagery and/or wording on the poster?

Does this type of advertising belong in residence?

Is this group/individual allowed to poster in residence?

Is the poster in accordance with the Alcohol Policy?

Does the poster indicate who is postering? (Who made the poster, group individual, organization)?

Is the poster dated?

Has the poster been approved by Student Housing Services?

## **INTERHALL COUNCIL POLICY ON CONFERENCES**

### **Preamble**

Conferences are a forum for residence students to earn valuable experience in leadership at provincial, national and international levels. They also provide students with opportunities to learn from other resources that Interhall Council (IHC) offers.

### **Purpose**

This policy was developed by IHC in order to facilitate the participation of residence students in COCA (Canadian Organization of Campus Activities) regional and national conference. This policy should also be followed, where applicable, for other external conferences.

### **Article One: Selection of Delegation**

- (a) The Vice President - External should approach, where necessary, the IHC advisor(s) or recommended Residence Manager(s) to invite him/her/them to be advisor(s) to the delegation..
- (b) Each conference should be advertised at an Interhall Council meeting and, through the hall presidents, to each of the hall councils no less than four weeks prior to the registration deadline (where possible).
- (c) Selection of the remainder of the conference delegates should take place in the following manner:
  - I. Delegates will be selected based on an application process for all conferences. No more than \$50 may be spent on an application for any given conference.
  - II. The VP-E shall make these applications available to all Hall Presidents who shall make them available to all students in their hall.



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- III. Applications shall be dropped off by applicants and collected as outlined by the VP-E.
- IV. The VP-E will review the applications with the Spirit Leader and/or another member of the IHC Executive.
- (d) Selection of delegates for conferences will be at the discretion of the VP-E, Conference Vice Chair, and IHC Advisor. Priority for delegation selection will be based upon quality of application and priority listing as follows:
  - I. For the COCA conference, in order of priority:
    - 1) IHC E-board members who are first time delegates
    - 2) Any IHC who is a first-time delegate
    - 3) Residence Life Staff who are first time delegates
    - 4) IHC and RRC members who have previously attended a conference.
    - 5) Residence Life Staff who have previously attended a conference.
    - 6) Student Leader Representatives from a University of Guelph PSO
- (e) The VP-E shall strive to maintain across campus representation in the delegation selected
- (f) The Conference Vice Chair will be a member of the COCA Student Life Summit delegation.
- (g) The outgoing VP-E will be a member of the COCA Student Life Summit delegation.

## **Article Two: Duties of VP-E**

- (a) To make conference applications available to residence students.
- (b) To select delegations based on priority listings and quality of application.
- (c) To collect all registration information and submit it to the conference.
- (d) To create a preliminary budget for expenditures prior to conference and a precise budget two weeks following the conference or upon receipt of the last conference invoice.
- (e) To create a payment contract and ensure they are signed by all delegates before the conference.
- (f) To organize the PDRing of funds to subsidize the conference for delegates.
- (g) To explore and be responsible for all transportation options to the conference location.
- (h) To ensure the submission of at least one program from the University of Guelph.
- (i) To coordinate all delegate meetings.
- (j) To submit an “Event Proposal” in accordance with the SRM policy.
- (k) To assure all funds and wrap-up reports are collected after a conference.
- (l) To act as the National Communications Coordinator prior to and throughout the duration of external conferences.



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### **Article Three: Duties of the Conference Vice Chair**

- (a) To explore and be responsible for clothing items/spirit gear.
- (b) To support the VP-E at conferences.
- (c) To be a role model and offer guidance and support to the delegates.
- (d) To teach cheers to the delegates.
- (e) To assist the VP-E with the overseeing of the delegation sub-committees.
- (f) To provide a written report to the VP-E within one (1) month following the conference outlining the fulfilled duties and attended programming sessions.

### **Article Four: Duties of the Out-Going VP-E**

- (a) To ensure a smooth transition between VP-Es within the COCA Membership
- (b) To introduce the incoming VP-E to COCA members to encourage continued relationships
- (c) To ensure that the University of Guelph vote at the COCA AGM remains properly informed
- (d) To be sure that any delegation arrangements made on the Out-going VP-Es behalf are fulfilled
- (e) To remain a knowledgeable resource and provide assistance to the incoming VP-E with delegation activities

### **Article Five: Duties of Delegates**

- (a) Members will be required to assist in creation of spirit materials and initiatives based upon what has been set out by the conference.
- (b) Members must agree to attend the specified conference by signing the required waiver/liability forms and alcohol/drug free contracts.

### **Article Six: Transportation**

- (a) The VP-E is responsible for organizing transportation to and from conferences.
- (b) All reasonable forms of transportation should be investigated.
- (c) If necessary, delegates should be presented with several transportation options, and should, as a group, decide which method is most suitable.
- (d) The total cost of transportation to and from the conference should be shared equally among the delegates, when traveling together.



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### **Article Seven: Registration**

- (a) The VP-E is responsible for ensuring that all registration material is completed and submitted to the host school by the registration deadline.
- (b) In extenuating circumstances, the VP-E should contact the host school and make alternate arrangements for registration. The forms should still be submitted as close to the original registration dates as possible.
- (c) If it is satisfactory with the host school, the registration payment should be brought with the VP-E to the conference itself. The host school must be contacted in this regard prior to the submission of registration.
- (d) The original registration forms are to be brought to the conference by the VP-E for conference liability reasons.

### **Article Eight: Conference Behaviour**

- (a) All delegates are expected to behave as ambassadors of the University of Guelph, with the understanding that their actions can be interpreted as representative of the university.
- (b) All conference policies, as specified by the host school, must be followed. If any of the signed contracts are broken by any of the delegates, the transgressor(s), in addition to any penalties imposed by the host school, automatically forfeit their share of the Interhall subsidy line item and will be sent home at their own expense.
- (c) All delegates are expected to attend all conference activities, unless permission is granted by the VP-E.
- (d) All delegates are expected to participate fully in the sessions that they attend.
- (e) The delegation is encouraged to attend as many different sessions as possible in order to ensure maximum utilization of resources available.

### **Article Nine: Finances**

- (a) The VP-E, in consultations with the VP-F, is in charge of all finances having to do with the conference.
- (b) The VP-E should make an educated guess, using conference fees and transportation estimates, at the cost of the conference prior to the search for delegates.
- (c) Before and after the conference, the VP-E should create a list of expenditures for the conference. These expenditures should be shared equally by all members of the delegation.



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- (d) The division of the Interhall conference subsidies must be confirmed with the VP-F, to ensure accountability in the number of delegates acquiring the subsidies and to ensure that all members of the delegation are in good financial standing with Interhall Council.
- (e) The conference subsidies, as outlined in the Interhall budget, should be divided equally among all of the delegates, unless the delegates agree unanimously that the division of funds should be distributed otherwise or unless otherwise stated by the VP-F.
- (f) A final cost for the conference should be worked out no later than either 2 weeks after the conference or 2 weeks after the last bill is received by the VP-E, whichever is later.
- (g) The VP-E will maintain open lines of communication with the VP-F in regards to any financial outstanding debts of delegates.
- (h) In the event that any delegates do not pay their outstanding balances, delegate names should be forwarded to the VP-F, who will take appropriate action.
- (i) In the event that a delegate is a member of Interhall Council and/or an individual requesting funds from Interhall Council, no transactions will be made until payment is received for outstanding conference fees. Interhall Council members who are not able to pay outstanding conference fees will have their honourarium deducted in the amount of the outstanding balance.
- (j) All delegates shall be required to agree to and sign a payment contract, and pay the associated conference fess, as outlined by the VP-E.
- (k) The IHC subsidy will be a maximum of \$200 per delegate for COCA.
- (l) Upon submission of a conference report, delegates will receive the allocated IHC subsidy.
- (m) No delegate shall receive more funding than the cost of the conference.



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## INTERHALL COUNCIL AWARDS

### **Purpose**

To recognize contributions made by residence students to improving the quality of our residences and campus. To provide a forum for campus leaders to interact and share ideas. Awards shall recognize dedication to student leadership and residence life.

### **Article One: General Policies**

- (a) Awards can be given to any member of the residence student leadership community. This includes but is not limited to RLS, IHC members, CSA Executive or Board of Directors, Peer Helpers, Orientation Volunteers. All awards, with the exception of the IHC 50<sup>th</sup> Anniversary Award, must exemplify residence student leadership.
- (b) Awards will be given out at a year-end award banquet. The banquet will be organized by the VP-Experience and VP - Activities.
- (c) An intent to bid for all awards must be submitted to [ihcexp@uoguelph.ca](mailto:ihcexp@uoguelph.ca) email by the indicated deadline. Failure to submit an intent for an award will automatically disqualify a submission.
- (d) Nominations must be handed in to the [ihcexp@uoguelph.ca](mailto:ihcexp@uoguelph.ca) to the deadlines for the IHC awards set by the VP-Experience.
- (e) Selection of the award winner(s) will be made by the RRC committee with the exception of those otherwise specified. Prior to selection by the RRC committee. If any member of the RRC committee is nominated for an award, or has personal bias that would compromise their ability to vote objectively, they will be excused from the selection process for that award.
- (f) Nominators may seek out support from other individuals.

### **Article Two: Awards**

- (a) IHC 50th Anniversary Award: This award recognizes the outstanding contributions and leadership that a residence student has given in numerous areas to residence life at and the University of Guelph community over a number of years. The individual must be involved for two years or more on more than one organization (IHC, College Government, RLS, Senate, etc.) To Nominate someone for this award, it must be supported by at least two or more people.
- (b) Residence Life Award: This award recognizes the outstanding service, leadership, and dedication that a member of Residence Life Staff has shown to better residence life for



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- the section they live in, and the building community at large. The nomination must include evident of community building.
- (c) Hospitality Staff Member of the Year: This award recognizes a member of Hospitality Services who has gone above and beyond to better the residence community. The nomination should include evidence of how this individual contributed to the betterment of residence life.
  - (d) IHC Rookie Award: This award recognizes the outstanding achievements of a first year member of IHC who has gone above and beyond their duties to better residence life. Refer to the IHC and hall specific constitutional duties to determine the extent of going above and beyond.
  - (e) Program/Initiative of the Year: This award recognizes any member(s) of the residence community for excellence in programming. The program considered must be non-alcoholic, and can be run by any member of the residence community at any level (section, building, campus-wide). Include event information (attendance, description, scope).
  - (f) IHC Member of the Year: This award recognizes any member of IHC who has shown outstanding service, leadership and dedication to IHC and who strives to better residence life and the community at large. This individual should be a positive and motivating person, who always encourages others to become involved in leadership. This individual has excelled at their duties while at the same time showing commitment and support to IHC as a whole. To nominate someone for this award, it must be supported by at least two people. Refer to hall specific and/or IHC constitutional duties to determine the extent of going above and beyond.
  - (g) Delegate of the Year: This award recognizes a delegate who has made a significant contribution to the residence community after attending a leadership conference. The delegate should be a positive influence on the delegation as a whole and contribute to motivating others throughout the conference. This award will be selected at the discretion of the VP-E.
  - (h) Spirit Award: This award recognizes the efforts of any member of IHC who has, through outstanding service, leadership and dedication worked to motivate others and keep spirits high within their Hall Council and IHC as a whole throughout their entire term of office.
  - (i) Half Time: This award recognizes the achievements of a member of IHC who was elected after the Winter Break and has gone above and beyond their duties to better residence life. Refer to the IHC and hall specific constitutional duties to determine the



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extent of going above and beyond. This award will be selected at the discretion of the VP-I.

- (j) Hall of the Year: This award recognizes the residence hall that has strived to fulfill both IHC and hall goals throughout the year. The hall must be committed to the betterment of residence life of students within the hall. The hall must have initiated new and diverse programs to educate residents and improve residence life. The hall must demonstrate continuous motivation, spirit and involvement. This hall must have the signed support by the Executive Board.
- (k) The Hall of the Year Bid is as follows:
- I. The written will consist of 8 pages or less of text (double spaced, one 12 pt fonts, Times New Roman, 1-inch margin) to be written by hall executives, council or students of the hall. You may wish include up to two pages of pictures in this, however the document must remain 10 pages or less.
  - II. A hall must provide a minimum of three OTM submissions per month, by any resident of the hall, to be considered for Hall OTY.
  - III. The hall of the year bid will be marked as follows:
    - 1) Effort/Presentation: 10%. The bid must be visually pleasing, and the RRC committee must be able to see the effort that went into the bid.
    - 2) Executive Strength: 20%. The bid must attest to how the executive has functioned as a whole and must demonstrate teamwork and a cohesive foundation. The bid must show how the executive strives to better their residence community.
    - 3) Initiatives Programs: 20%. The bid must attest to diversity and educational programming as well as programs and initiatives that build hall spirit. Note: programs outlined in the Hall of the Year bid do not necessarily have to have been successful.
    - 4) RLS Collaboration: 20%. The bid must attest to the cohesion and teamwork between RLS staff and IHC members and/or hall council.
    - 5) Overcoming Challenges: 10%. The bid should outline conflicts or issues that the hall has had to face. It should continue to outline how the hall dealt with such issues and made improvements or the future.



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- 6) Student Involvement: 20%. The bid must attest to student involvement at the hall council and residence wide level. This may include but is not limited to: hall council run programs/initiatives, student help with executive and hall goals, IHC/RLS/OV recruitment.

IV. The RRC committee will establish a marking sheet criterion for Hall of the Year Award, which will be made available to all members under the discretion of the VP-X.

- (l) Student of the Year: This award recognizes a residence student who has maintained a balance between academics and personal life, while contributing to the betterment of residence life. The residence student must have a cumulative average of at least 70%. The nominee must provide supporting documentation from the registrar's office.
- (m) Commitment to Diversity: This award recognizes any individual or group who has shown a commitment to the awareness and education of others in issues relating to diversity.
- (n) President's Sectional Award: This award recognizes any member of the President sectional who has shown outstanding dedication and efforts to this sectional's duties as well as within their own residence and the greater community. This President has been a positive influence within the sectional, has maintained the hall finances and advocated on behalf of students in their hall. They have also maintained a level of respect and professionalism with the rest of Interhall Council. This award will be selected at the discretion of the Interhall Council Executive Board.
- (o) Vice President Sectional Award: This award recognizes any member of the Vice President Sectional who has shown outstanding dedication and efforts to this sectional as well as within their own residence and greater residence community. This individual should be a positive influence on the rest of the Vice Presidents. This award will be selected at the discretion of the Interhall Council Executive Board.
- (p) Social Coordinator's Sectional Award: This award recognizes a member of the Activities Committee who shows outstanding dedication in providing residence students with diverse programming within their individual halls and the greater residence community. This award will be selected at the discretion of the Interhall Council Executive Board.
- (q) Public Relations Officer's Sectional Award: This award recognizes a member of the Advertising Committee who shows outstanding dedication to this committee and its efforts within their own residence and the greater residence community. This award will be selected at the discretion of the Interhall Council Executive Board.



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- (r) Hall Council Member of the Year: This award recognizes the efforts of any Hall Council member who has gone above and beyond their role to aid the hall executive in bettering the residence community. The individual should be a positive influence on the Hall Council and show enthusiasm towards their initiatives. Please describe their role and how they went above and beyond.
- (s) First Year Experience: This award recognizes a first year residence student who has made a significant contribution to residence and/or the University of Guelph community. Evidence of the individual's contribution should be included within the nomination.
- (t) Residence Life Professional Staff Award: This award recognizes the effort of any professional employee of Student Housing Services, (such as a Residence Manager, Desk Staff, Housekeeping Staff, Director Student Housing Services, Director Residence Life, etc.), who has gone above and beyond their job expectations to better residence life. Refer to job description.
- (u) Three Year Service Award: The RRC Three Year Service Award is an award given to those students who have spent at least three years of their university career in residence halls, constantly striving to better residence life. Award Criteria: The involvement may be in any aspect of residence life including hall council student, hall council executive, IHC executive, and Residence Life Staff. The candidate must demonstrate active and positive involvement. Nominees must be able to verify involvement.
- (v) Four Year Residence Service Award: The RRC Four Year Residence Service Award is an award given to those students who have spent at least four years of their university career living in residence halls, constantly striving to better residence life. Award Criteria: The involvement may be in any aspect of residence life including hall council student, hall council executive, IHC executive, and Residence Life Staff. The candidate must demonstrate active and positive involvement. Nominees must be able to verify involvement.
- (w) Interhall Council Four Year Award: This award will be presented to IHC members that spent four (4) years as an IHC member – this means that they would have been a hall executive, Executive Board member, or Ex-Officio for four or more years.

### **Article Three: Award Criteria**

- (a) The award criteria for:
  - a. IHC 50<sup>th</sup> Anniversary Award
  - b. Residence Life Award
  - c. Hospitality Staff Member of the Year



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- d. Program/Initiative of the Year
- e. IHC Member of the Year
- f. Spirit Award
- g. Student of the Year
- h. Commitment to Diversity
- i. Hall Council Member of the Year
- j. First Year Experience
- k. Residence Life Professional Staff Award

Will be as follows:

- i. The written bid will consist of 5 pages or less in text (Double Spaced, one 11pt fonts, Times New Roman, 1-inch margins with a cover paged that may include photos – with the same margin lines). You may wish include up to one full page of pictures in this, however the document must remain 6 pages or less.
  - ii. The bids are to be written by hall executives, council students, or other students of the hall. Support from members of RLS professional staff or the executive board may also be included, but these individuals are not able to support more than one person per nomination.
- (b) The criteria for marking the bids will be established by the VP-Experience, and they will be the same for each award within the list.



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## **INTERHALL COUNCIL POLICY ON FREE GOODS AND SERVICES**

### **Article One: Alcohol**

- (a) No member of Interhall Council shall accept free alcohol for the purposes of solicitation from any representative of an establishment which serves said beverages. This includes, but is not limited to, open bars/tabs, and free drinks.

### **Article Two: Money**

- (b) No member shall accept money from any organization for personal gain.
- (c) Any monetary benefits procured from an event shall go directly towards that event or towards future programming/purchases directly benefiting the same target group.

### **Article Three: Admission**

- (a) Free admission to any venue during an event for any number of participants shall be returned to the group participating in one of two (2) ways:
  - I. Lower ticket prices for all participants.
  - II. Added revenue for the group running the event.
- (b) The primary organizer and the event monitors of an event are not expected to pay admission and will be covered by the event budget if supervising the event.
- (c) If the event planners of the event are attending, they will be required to pay.

### **Article Four: Miscellaneous**

- (a) No member shall accept free goods or services for personal benefit.
- (b) Any free goods and services received must go towards improving the event or the organization as a whole in one of three ways:
  - I. Given away to the participants using a system whereby all have a chance to receive the free goods and services (e.g. raffle).
  - II. Given away to those staffing the event (in the form of identifying clothing, food or non-alcoholic beverages).
  - III. Used to directly benefit the group organizing the event.



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## **INTERHALL COUNCIL PETITIONS, DELEGATIONS, AND REPRESENTATION (PDR) POLICY**

### **Preamble:**

The PDR policy exists to ensure that Interhall Council (IHC) retains accountability for financial and/or non-financial support for both internal and external organizations.

### **Article One: PDR Policy**

- (a) Any community member or group may present a single PDR to IHC for any given event. A community member is to be defined as any campus student, organization, collection of individuals, or recognized University of Guelph department.
- (b) The PDR Request form must be completed and returned to the Vice-President Finance with a budget outlining where PDR funds from IHC will be allocated a minimum of one week before the PDR is to come before a Interhall Council Board Meeting. Other PDRs will be accepted at the discretion of the Vice-President Finance in communication with the Interhall Council President.
  - a. No PDR requests will be accepted within 24 hours of the next board meeting.
- (c) No single PDR request shall exceed \$500.
- (d) No single organization or group shall obtain more than a total of \$1000 within a semester from a PDR at IHC board meetings.
- (e) A petitioner shall have five minutes to present to the IHC meeting, with a question and answer period following immediately.
- (f) A petitioner must supply a budget (if applicable) to the council in the PDR request outlining the overall costs of the event.
- (g) The petitioner must declare all other sources of funding/support and planned PDRs of other organizations.
- (h) For a PDR to be supported by IHC, the benefit to residence students must be outlined by the presenter.
- (i) Should a PDR be supported by IHC, each IHC member shall offer full support of the conditions of the PDR as outlined in the approved motion.
- (j) The Vice-President Finance shall be responsible for contacting the petitioner and relaying the council's decision as to the outcome of the PDR.
- (k) All persons who wish to PDR Interhall or an individual hall for monetary support must enter an agreement outlining stipulations of means of repayment. It will be the responsibility of the VP-F to outline this contract. (This may include, but is not limited





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to, presenting information to the council, teaching the council about what they have learned, providing programming for the council, etc.).

- (l) Interhall Council reserves the right to withdraw its support from any PDR that has been previously supported by a majority vote if the presenters in any way misrepresented their intentions or the uses to which the funds received (if applicable) from Interhall Council were put to use. This includes, but is not limited to, presenting a PDR to several halls for the same event/purpose or not fulfilling the requirements of the council's motion. (These requirements may include presenting information to the council, teaching the council about what they have learned, providing programming for the council).
- (m) A community member or group may choose to PDR from IHC centrally, or from its individual halls, but not from both.
- (n) Review of the PDR form will be conducted by the VP-Finance in the fall semester.
- (o) Any and all receipts must be provided to the VP-F before receiving their cheque.
- (p) If this timeline cannot be met, alternate arrangements must be made at the discretion of the VP-F.
- (q) PDR submissions, including support, funding and/or advertising based, must be submitted at least one week before the event.
- (r) Any requests for advertising will be governed by the following stipulations.
  - a. Online advertising will consist of a minimum of two posts per week for the 3 weeks leading up to the event, on any of Interhall Council's social media platforms.
    - i. The VP – C may include the advertisement in the Residence wide email, under their discretion.
  - b. Each Hall is required to advertise the event a minimum of one (1) time per week on any of the hall's official social media accounts, for the three weeks leading up to the event.
  - c. Each Hall is required to advertise the event a minimum of one (1) time per week on the Hall's official Facebook group.
- (s) In the case of advertising based PDRs, the Vice President – Communications has the right to veto the decision of the board, on the grounds that the proposed advertising goes against the mandate of Interhall Council, Interhall Council's Postering Policy, or any University of Guelph regulations, policies, or bylaws.



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- (r) Any requests made by a community member who presents themselves as an Interhall Council member, or who is representing an Interhall Council - related submission, shall be directed to a sub-committee, known as the *Internal PDR Committee*
- a. Any and all financial support allocated to these events will be from the Collaboration Fund line of the Interhall Council budget.
  - b. Any submissions which includes a minimum of one (1) Hall Executive, or Executive board member, must present their PDR request to this committee.
  - c. The PDR request form must be completed a minimum of fourteen (14) days before the event occurs.
    - i. Any requests submitted after this deadline will not be accepted.
  - d. The Vice President – Finance will chair this committee.
  - e. Membership on this committee will comprise of the following:
    - i. The IHC President
      - I. The Interhall Council President will continue to have their financial veto in matters of PDRs presented in this committee, as outlined in the Interhall Council Bylaws, Article Nine: Funding Allocations and Limitations.
    - ii. A member representative from each geographical region on campus (North, Central, East, and South).
    - ii. Quorum for this committee is full attendance.
      - I. Members will be placed on this committee at the discretion of the VP – I., and must be approved by a 2/3 majority board vote.
  - f. The committee will abide by the same procedures as outlined in Article One: Petitions, Delegations, and Representation, with regards to all matters not covered in the Interhall Council Collaboration Fund Committee policies.
  - g. The Committee must meet within seven (7) days of the VP-F initially receiving the PDR request.



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## **TRANSITIONING POLICY**

- (a) All outgoing IHC members must transition the incoming member to their position according to this policy.
- (b) All incoming IHC members are required to shadow the outgoing member for a minimum of two weeks for all professional responsibility, where applicable. This shadowing should include the member not only watching, but performing key tasks done by the position.
- (c) Outgoing members are required to take the incoming member to all pertinent meetings, where permissible.
  - a. When not permissible, the member must provide all relevant details of the meeting, when allowed by the people in the meeting.
- (d) All members are responsible for submitting a transition report once at the conclusion of O-Week, and once at the conclusion of Winter Semester.
  - a. With regard to the Executive Board Transition Binders, these timely reports will be added to the binder at that specific point in the year.

### **Article One: Executive Board Transitions**

- (a) A collection of the last three (3) years of transition reports with all pertinent information for the position and passed on to the incoming member.
  - a. This document will contain the following information:
    - i. A timeline of dates for the important milestones for the position
      - 1. Within this timeline, explanations or reasoning for why that timeline was useful or what would be different for the next year
    - ii. All-important contact information should be provided to the incoming member. For example, the VP-I may leave the reefer truck information; the VP-F may leave a merchandise company; the VP-A may leave a DJ or decorator; and the VP-E may leave a keynote.
    - iii. Minutes from all meetings, with reasonable exceptions for confidentiality upon confirmation from the IHC President and VP-I.
    - iv. All information regarding the sectional meetings, processes and activities. For example, the process of the president's project, the IHC Formal, and the year-end banquet slide show.
    - v. All information regarding being a hall buddy. This should include tips on: setting up one on ones, hall buddy conflict resolution, hall buddy bonding, budgeting their time as a hall buddy, and any other information they have. Additionally, they must leave a blank one on one form. Any hall buddy



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information left behind must not include personal information of members.

- vi. The planning process for the major parts of their role.
  1. IHC President: The process of their role in the summer – with specific and distinct focus on working for SHS, O-Team, and Orientation Week, the president’s project, and IFOPAC.
  2. VP-X: the process of evaluations, elections, and recognition.
  3. VP-I: the process of supply run, committees, merchandise, and constitutional review.
  4. VP-F: the process of financing, creating and maintaining the budget, PDRs, and IBAG.
  5. VP-A: the process of planning their two (2) Orientation Week events, their two (2) events per semester (including the outlined budgets for those events), the IHC winter formal, and their involvement in the IHC year-end banquet.
  6. VP-C: the process of poster-making, the CSA meetings, and website maintenance and upkeep.
  7. VP-E: the process of working with external affiliates (COCA), attending external conferences, and planning internal conferences.
- vii. A section regarding goal setting. This specifically will refer to their goals upon election, with reflection on if they accomplished those goals – if so, how? If not – why not? And what goals they would like to see for the future, specific to their position on executive board.
- viii. A personal reflection section. This section will touch upon their personal successes and failures within the role, or areas in which they struggled. Questions may include:
  1. What was your proudest moment in your role?
  2. If you could change anything you did this year, what and why?
  3. What do you consider to be your biggest failure in the role? How did you overcome it?
  4. What was your greatest struggle or weakness? How did you work to overcome it?
  5. If you could leave one piece of advice for someone coming into your role, what would it be?
- ix. All relevant usernames and passwords.



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- x. A miscellaneous section for any addition information to be shared with the incoming person.
- b. This binder is to be completed and shared before their end of term as executive board.

### **Article Two: Hall Executive Transition Reports**

- (a) These transition report questions shall be determined by the sectional leader for each position, with input from the rest of the Executive Board.
- (b) All members are responsible for submitting a transition report once at the conclusion of O-Week, and once at the conclusion of Winter Semester, at the discretion of the IHC President.
- (c) All incoming IHC members are required to shadow the outgoing member for a minimum of two weeks for all professional responsibility. This shadowing should include the member not only watching but performing key tasks done by the position.
- (d) Outgoing members are required to take the incoming member to all pertinent meetings, where permissible.
- (e) All important contact information should be provided to the incoming member.
- (f) The IHC President will be responsible for distributing a template to all members, outlining requirements. This will coincide with the transition report due dates, to be set by the IHC President.
- (g) Failure to submit a transition report will result in that member having their honourarium withheld at the discretion of the IHC Executive Board.



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## **INTERHALL COUNCIL POLICY ON ALCOHOL**

### **Preamble:**

This policy exists to explicitly dictate the stance and actions that this organization may and may not pursue surrounding the use, purchase, and solicitation of alcohol.

### **Article One: Personal Use**

- (a) Members of Interhall Council are free to consume alcohol in a responsible manner with in the residence buildings, so long as they abide by University of Guelph policies and Provincial legislation.
- (b) Members of Interhall Council who are of the age of majority will not purchase alcohol for residence students who are not of age to legally consume alcohol.

### **Article 2: Events**

- (a) IHC will strive to meet the needs of all students in residence and as such may program 19+ events at the discretion of the Vice President Activities in consultation with the Executive Board and Activities Committee.
- (b) IHC Funds shall not be used to directly or indirectly fund the purchase of alcohol for any IHC event. Including but not limited to the purchase of coupons or “drink tickets”.
- (c) Members will not use the name “Interhall Council” as an avenue to facilitate the procurement of coupons or “drink tickets” for any IHC run event.



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## **CSA ELECTION ENDORSEMENT POLICY**

### **Preamble:**

This policy is in place to create a process in which IHC can choose to endorse a candidate in the CSA elections.

### **Article One: General Guidelines**

- (a) To be eligible as an endorsee by Interhall Council in the CSA elections, the candidate must meet the criteria set out by IHC.
- (b) These criteria will be made public and/or be found in the IHC constitution-
- (c) One candidate may be endorsed per position.
- (d) The committee will act to shortlist the number of applicants to up to three (3) candidates per position to be eligible for this endorsement.

### **Article Two: Responsibilities of the VP-C**

- (a) The VP-C will inform the CSA CEO that an IHC endorsement is available. The CEO will inform all candidates about this opportunity and direct them to the VP-C if they are interested.
- (b) If the VP-C is running for a position on the CSA, or is the campaign manager for a candidate, an alternative member of the Executive Board will be chosen.
- (c) The VP-C is not permitted to be on any CSA Campaign team for the purposes of preventing a bias.

### **Article Three: Process**

- (a) Candidates will send the VP-C a letter of intent to be evaluated by the CSA Endorsement Committee based on the criteria that have been set.
  - I) Letter of intent will specify key points of their platform as well as an explanation of why it is appropriate for IHC to endorse them.
  - II) Letters will be due 2 days after the CSA All-candidates meeting, to ensure that the CSA Endorsement Committee has time to shortlist the applicants, and the IHC board has time to choose the candidates.
- (b) This committee will meet when needed in the Winter semester.
- (c) VP-C will submit a report of recommendation of these candidates to be included in the IHC board package to be voted on by the IHC board.
- (d) The VP-C shall email the successful candidates.



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#### **Article Four: Removal of Support**

- (a) Interhall Council shall hold the right to withdraw endorsement of a candidate if any violation of the CSA Elections policy or the guidelines set out by Interhall Council occur.
- (b) The VP-C shall monitor all campaign materials of endorsed candidates to ensure proper use of the IHC name/logo.
- (c) The CSA CEO will be notified if improper use of the IHC name/logo occurs.
- (d) If a violation occurs, all campaign materials that include the IHC name/logo belonging to that candidate will be removed and reprinted without the IHC name/logo at the candidates' own expense.
- (e) This is not a financial endorsement.
- (f) No candidate running in the CSA elections is eligible to PDR IHC for funds toward their campaign, even if they are endorsed by IHC.

#### **Article Five: Criteria**

- (a) The following criteria will be used by the CSA Endorsement Committee to shortlist the pool of applicants to up to three (3) candidates per position:
  - I) Willing to reach out to residence students and inform them of pertinent issues directly related to residence.
  - II) Is aware of the needs of residence students' needs and concerns within the greater university community.
  - III) Shows an understanding of residence issues (Ie. Housing- moving from residence to off campus, etc.).
  - IV) Values the importance of a residence experience in the overall university career.
- (b) This list of criteria will contain, but is not limited to these 4 key points.

#### **Article Six: Guidelines for Endorsees**

- (a) This list of guidelines will be a hardcopy contract to be signed by all candidates chosen for IHC endorsement.
- (b) The chosen candidates will be able to use the IHC name/logo on all campaign materials, in the following manner ONLY: "Endorsed by Interhall Council".
- (c) The candidate will abide by CSA Elections procedures and guidelines specified by IHC.





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- (d) The endorsee will not spread slanderous comments against any component of residence life (IHC, RLS, housing, etc.).
- (e) The candidate may not use their endorsement to manipulate voters (ie. Tell residence students they are required to vote for them if endorsed by IHC).
- (f) Candidates may not use their endorsement against other candidates (explicitly saying others have applied for the endorsement and were not chosen).
- (g) Endorsed candidates will not be given any additional advantage over any other candidate in terms of speaking within residence/access into buildings.

## **Appendix I**

### **Members of Interhall Council**

#### Preamble

Interhall Council will be comprised of The Executive Board and Hall Executive members. Each hall will have different positions represented based on the size and needs of the hall.

#### **IHC Executive Board**

President

Vice President – Experience

Vice President – Internal

Vice President – Finance

Vice President – Activities

Vice President – Communications

Vice President – External

#### **Maids Hall**

President

Vice President

Social Coordinator/Public Relations Officer

#### **East Residence**

President

Vice President

Social Coordinator

Public Relations Officer



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### **East Village**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Johnston Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Lambton Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Lennox Addington Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Maritime Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Mills Hall**

President  
Vice President  
Social Coordinator/Public Relations Officer

### **Mountain Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer



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### **Prairie Hall**

President  
Vice President  
Social Coordinator  
Public Relations Officer

### **Watson Hall**

President  
Vice President  
Social Coordinator/Public Relations Officer

### **West Residence**

West Representative

## **Appendix II**

### **Interhall Council Code of Ethical Standards**

#### *Preamble*

This Code of Ethical Standards complements the job descriptions by articulating appropriate conduct of Interhall Council members as responsibilities are carried out in association with the University of Guelph and Student Housing Services.

#### *Student Support and Confidentiality*

A. As student staff, we have a responsibility to the residents. Our acceptance of our position implies that we realize that our residents' needs are of primary importance. Our primary obligation is to respect the integrity and ensure the health, safety, and security of the students for whom we advocate for. If we become aware of situations where the health, safety, or security of a resident, staff member, or guest may be compromised, we have the responsibility to immediately report the situation to the appropriate resources.

B. As paraprofessionals any information resulting from the counselling-advising relationship must be kept confidential; however, we are obligated to recognize the limits of our training and skills, and refer students to the appropriate professionals (e.g., Residence Assistants, Student Counseling Services, Wellness Centre, etc) when necessary.



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C. As a responsible paraprofessional, we shall stop or decline to initiate a counselling-advising relationship when we cannot be of assistance to a student due to limitations (training, personal, or other) and will refer the student to an appropriate expert. If a student declines to pursue the suggested referral, we are not obligated to continue the counselling-advising relationship.

D. We are aware public locations are not appropriate places to discuss private matters (student and/or community incidents) as information may travel and create unintended harms.

E. It is acceptable that all members of IHC socialize with all residence students as long as it is in a manner that represents the organization appropriately.

#### *Drugs and Alcohol*

We are expected to serve as positive role models for our peers. Consequently, we will responsibly use or abstain from consuming alcohol and/or illicit substances and conduct ourselves in accordance with University policies and procedures as well as the RCLS.

#### *Students and Staff Teams*

A. We expect a high level of ethical behaviour from members and are obligated to communicate concerns to appropriate resources (e.g. Central executive and advisor).

B. As student staff, we should not express negative evaluations, criticisms, or damaging comments of others to others.

#### *Role Modeling*

A. When present in residence, we must recognize that students may use our actions as behavioural models. Residents may regard our behaviour and attitudes as representative of the expectations and policies of the University and Student Housing Services. Consequently, we will:

1. Role model honesty, confidentiality, approachability, positive attitude, compliance with University and residence policies and procedures, and interest in academic and social aspects of University life.
2. Display attitudes and behaviours consistent with those of a positive role model for the community by
  - a. displaying attitudes and behaviours that are equitable and fair towards all community members,
  - b. promoting awareness regarding any attitudes or actions that may be discriminatory to other students or guests,



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- c. encouraging the free and open expression of ideas, consistent with University documents, such as Student Rights and Responsibilities
- d. creating an environment in the residence and on campus, especially In the lounges, hallways, and other public areas of the community, that is comfortable for all students and is free of discriminatory material.

B. Role modeling does not imply the promotion of perfect behaviour, but rather Implies that we will function within, rather than around the parameters outlined in the Code of Ethical Standards, and will not give the appearance of condoning behaviours contrary to University and Student Housing Services policies or procedures.

C. Additionally, we recognize that residents often view members as “IHC” off campus In addition to on-campus and will conduct ourselves accordingly.

#### *Academic Role Modeling*

A. We will maintain full-time status as a student for the duration of our employment on IHC. We will enroll in a minimum of 2 credits per semester or the equivalent Student Accessibility Services standard where applicable.

B. We will maintain a minimum 65% cumulative average.

C. In the event that the cumulative average falls within 60% to 65% at any point during their term, a meeting with the IHC Advisor and the IHC President will be necessary to assess how to improve the GPA. At this point, semester GPA will be looked at as a basis for improvement. Attending programs and seeking resources at the direction of the IHC Advisor and the IHC President will be necessary until improvement, and a semester GPA above 65% is observed.

#### *Administrative Functions*

Use of IHC equipment and supplies should be reserved strictly for business purposes. It is not appropriate to print personal class notes for non-business purposes on the IHC printer without abiding to printing fees outlined by VP-F. Use of programming supplies should be for IHC programming purposes and not personal use. Return any borrowed equipment in a timely fashion.

#### *Paraprofessional Conduct*

A. We have the responsibility to accept our limitations and recognize our strengths.



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B. If the responsibilities of employment are affecting our mental and/or physical health, we are obligated to examine our workload, priorities and well-being with a member that we feel comfortable talking to, preferably within the Central executive.

C. To maintain the standing as paraprofessionals, we are obligated to participate in all training and development experiences throughout our period of employment.

D. We agree to conduct ourselves according to the Code of Ethical Standards and understand that behaviour to the contrary will result in a meeting with a Central executive to discuss the next steps.

E. Acknowledgement

By signing below, I acknowledge that I have read and understood the Information contained In this Code of Ethical Standards, and the University of Guelph policies and procedures and the RCLS, to allow the IHC Advisor and SHS staff access to my academic standing and agree to conduct myself accordingly.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**