

CONSTITUTION OF THE WOMEN'S RESIDENCE HOUSE COMMITTEE OF ST. JOSEPH'S COLLEGE

PREAMBLE

The St. Joseph's College residences provide an opportunity for students to experience the richness of university life while residing in a supportive, single gender environment. In September 2015, St. Joseph's College opened St. Joseph's College Women's Residence, a Catholic residence for female students on the University of Alberta campus.

The Women's Residence is located in the heart of campus and houses 284 students (in single, double, and four bedroom units). It is an apartment-style complex with kitchens and individual bedrooms within each unit.

The Women's Residence identifies as a welcoming community, which serves as a home for female students regardless of their cultural, spiritual or academic backgrounds.

The Women's Residence House Committee aims to deliver programs to residents that foster community and provide opportunities for growth and wellness. Overall, the House Committee aims to maintain a good quality of life in residence to ensure residents are successful, with the ultimate goal of creating a good social and welcoming environment within the Women's Residence.

ARTICLE I: Name and Purpose

1.1 Name

The name of the group is "Women's Residence House Committee".

1.2 Objectives and Goals

The overall committee shall operate for the purpose of:

- Providing students with social activities that will allow interaction between residents living on different floors and in other St. Joseph's College Residences.
- Enhancing the experience of living in a residence by enabling and encouraging participation and leadership during events.
- Creating a community of female students in which future residents would want to be a part of and contribute to its growth.
- Providing programs for residents that promote wellness that follow the rules and regulations set out in the Residence Handbook, which the House Committee shall carry out by the provision of:
 - Offer programs that support community wellness which abide by the Policies and House Rules outlined in the Residence Handbook

- The safety and wellbeing of the community take priority when planning programs, especially when planning events that involve alcohol, high physical activity or involve transportation.
 - All programs pend the approval of the Director of Residence to support the managing of risk. The submission of an event planning form to the Director of Residence is due two weeks in advance of the event date.
- Any other opportunities to further the aforementioned goal

ARTICLE II: Membership

2.1 Membership and Eligibility

General Membership

- The Women’s Residence House Committee members consist of current and former female residents of St. Joseph’s College Residences.
 - A former resident is known as an “alumni” and may participate in events but cannot serve as an executive or vote.
 - All current students residing in the Women’s Residence will automatically be members of the House. Current residents are known collectively as “The House”. A “resident” will henceforth be defined as any student currently registered as living in St. Joseph’s College Women’s Residence.
- No duties are required for the membership.
- The different classes of membership in this House Committee are as follows:
 - The executive: Is responsible for overall decision making and must be elected
 - General members: Students that are a part of the House Committee, as stated above, but are not elected to executive positions.

Standing

- A member in good standing shall be any member that does not fall into the category of a member in bad standing.
- A member in bad standing shall refer to members of this council that meets the following conditions:
 - Repeated violations of the rules and regulations of the Women’s Residence as defined in the Rental Agreement and Residence Handbook but still resides in the residence.
 - Failure to pay membership fee of \$200 at the start of their rental agreement term.

Admission and Expulsion

- All students residing in the Women’s Residence, from the moment of their move-in, shall be considered members of this House Committee. Conversely, from the moment they move-out they shall become alumni members and will lose their privileges to serve as an executive and vote.
- Expulsion of membership will occur when a resident is evicted from the Residence or at the discretion of the Director of Residence and the President of the House Committee.

2.2 Membership Fees

There are two classes of membership fees:

1. Current residents pay an annual fee of \$200 to cover House Committee events, and provide the House with the capital needed to host social events, register intramural teams and any other general operations. The Director of Residence at the start of the fall academic term collects this fee. This fee is non-refundable.
 2. An alumnus who wishes to participate in intramurals must pay a fee determined by the House Committee.
- Membership fees must be paid promptly. Failure to do so may result in the suspension of a member's privileges until the fee is paid.

ARTICLE III: Signing and Spending Authority

3.1 Signing Authority

- At least two members of the executive will have signing authority over the bank account and finances each year. Executive members with automatic signing authority are the President and Treasurer.
- For every financial transaction signatures are required from at least 2 signing authorities.
- The executives may (by majority vote) add other executive members to the signing authority for that particular year.

3.2 Spending Authority

- House Committee funds are spent at the discretion of the executives.
- All House Committee expenditures are to be signed by at least two members with signing authority.
- Funds are spent primarily on intramural fees and social event supplies.
- Records of all expenses are to be retained and submitted on demand for inspection by the Director of Residence.
- If a member in good standing requests to inspect these records, the request must be honored in a timely fashion.

ARTICLE IV: House Committee Executive

4.1 Executive Committee

The Executive Committee will be comprised of:

- a. President,
- b. Treasurer,
- c. Sports Representatives (2),
- d. Social Conveners (2),

- e. Volunteer & Activities Coordinator (2)
 - f. Spiritual Coordinator (2).
 - g. Floor Representatives (7).
- The members of the Executive Committee must be residents of the St. Joseph's College Women's Residence.
 - Members of the House Committee are selected according to the rules outlined in the *Eligibility and Election of House Executive Committee* section.

4.2 Duties of the Executive Committee

The duties and powers of each House Committee Executive are as follows:

- President- The president is the chair of the House Committee and is the contact person for the Women's Residence House Committee. She is responsible to seeing that the purposes of the group are fulfilled, and that this Constitution is followed.
- Treasurer- The treasurer is the individual who is in charge of the House's finances and resources. Her primary concern is accounting for all incoming and outgoing money and maintaining an accurate financial record of all transactions. The Treasurer, along with the President, are given exclusive signing authority for House funds.
- Sports Representatives (2)- The sports representatives are responsible for maintaining all relations with the University of Alberta's Recreation Services and keeping the Women's Residence involved in intramural sports. They serve as the main contact for intramural team captains. They are also responsible for chairing the Sports Committee, comprised of team captains and general members whose goal is to encourage leadership and involvement in campus recreation.
- Social Conveners (2)- The Social Conveners are responsible for all social events run by the House Committee. They have the responsibility of developing the social atmosphere of the House in a positive manner that brings the individuals of the house together. This includes organizing dances, parties, and community building social events. The Social Conveners have the responsibility for obtaining all necessary permissions and licenses required for the sale of alcohol, and for ensuring that University regulations regarding the sale and consumption of alcohol are followed. They are also responsible for chairing the Social Committee, comprised of Floor Representative and interested general members whose goal is to plan and facilitate social programs within the Women's Residence community.
- Spiritual Coordinator (2) – The Spiritual Coordinator is in charge of the House's spiritual activities and coordinates with Campus Ministry and Chaplain Services to promote and encourage involvement in the programs and services offered at St. Joseph's College that support spiritual wellness.

- Volunteer and Activities Coordinators (2) - The Volunteer and Activities Coordinators (VACs) will take on the responsibility of developing community connections and engagement opportunities. Additionally they are responsible for creating and maintaining a contact list of House volunteers, promoting volunteer opportunities within the Residence, and organizing a volunteer appreciation event each semester.
- Floor Representatives (7) – The Floor Representatives represent their floor community at Executive Committee Meetings. Each floor in the Women’s Residence will elect one Floor Representative. Floor Representatives help in the planning, promotion and execution of social programming at the floor and building level in consultation with the Social Conveners. They serve as representatives of their constituent residents on the floor by actively preparing for, participating in, and voting at all meetings of the House Committee and representing their floor on necessary committees. Floor Representatives actively seek out needs and concerns of residents and communicate them promptly to the President.

4.3 Impeachment/Removal and Replacement of Executives and Members

The following will constitute grounds for impeachment:

- Failure to follow the rules and regulations of St. Joseph’s College Women’s Residence as stated in the Rental Agreement and Residence Handbook.
- Misconduct that leads to the lessening in the ability or reputation of the House Committee to carry out its stated goals.

Fulfilling one of these requirements, the process for the removal of an executive shall be as follows:

- A vote shall be held amongst the executive. If the vote achieves a majority in favor of impeachment, the executive shall be removed from power.
- Depending on the necessity of the position, and the timing of impeachment during the length of the term, the executive committee may elect to have new elections or to appoint a new member using an interview process pending approval from the Director of Residence.

ARTICLE V: Meetings

5.1 Meetings

- The procedures for governing meetings shall be according to the President
- The following types of meetings will be held by this House Committee:
 - Annual General Meeting
 - Election-related Meetings: will regard elections, whether it s a meeting for candidates, a meeting to announce results, or any other meetings that the executives committee deem necessary for the proper running of the election.

- General House Meetings
- Executive House Committee Meetings: will be held on a schedule that the executive deems appropriate.
- Committee Meetings: Will be held as much as necessary as determined internally by the committee.

5.2 Annual General Meeting

- The annual general meeting for this House Committee will be held in the month of January to report on the accomplishments for the first semester and plans for the future months. Each executive will present a report and the remaining budget will be shared with the residents.
- All residents will be informed of the meetings at least two weeks prior by any acceptable communication medium.

5.3 General House Meetings

- General House Meetings are open for all regular members of the student group to attend.
- The House Committee or Residence Life Staff to address any issues in the House and to inform all members of any upcoming events calls the meeting.
 - The purpose of these meetings is to keep all the residents of the Women's Residence informed of what is going on within St. Joseph's College and the residence community.
 - There are several General House Meetings for all house members during the course of the year.
 - Meetings will take place approximately every month, usually in combination with a potluck dinner.
 - If no General House Meeting has taken place in the previous thirty days, any current resident may request such a meeting.
 - Such a meeting will take place within ten days of the time of the request.

5.4 Executive House Committee Meetings

- Executive House Committee meetings are the primary planning sessions for any upcoming events that the House Committee wants to throw.
 - These meetings are specifically for members of the executives and only they and invited guests may attend.
 - Since the executives are responsible for planning and providing social events for the House, all pertinent issues of the house are brought up at these meetings.
 - Meetings must proceed in an orderly fashion, in which everyone gets to share their opinion, but in their given time.
 - Any member of the House Committee Executive may call a meeting; however, it is normally the president who does so.
 - At meetings, the President sets the agenda and leads the discussion. She also keeps the meeting running in an orderly fashion, though she may delegate this responsibility to another member of House Committee Executives.

- A member of the House Committee Executives may call for a vote on any decision. Such a decision is ratified only if it receives the vote of more than half the members of the executives.

5.5 Committee Meetings

- Committee Meetings, such as Social Committee and Sports Committee, are open for all regular members of the student group to attend.
- Their respective Executives chair them and report at the Executive House Committee meetings on their work.
- They serve as a time for planning and distribution of materials/advertisements for upcoming events.

5.6 Quorum

- In any situation where a vote must be held amongst the executives a quorum of $\frac{1}{2}$ will be employed. An example for this general rule is a motion to amend the constitution, which requires $\frac{2}{3}$ of the executive present.
- In any situation where a vote must be held amongst the general membership, a quorum of at least 28 members must be met.

ARTICLE VI: Standing Committees

- The following Sub-Committees shall exist:
 - The Social Committee
 - The Sports Committee
- Any sub-committee that the Executives see fit to create in order to expedite business. Such sub-committees must be dissolved within the term of the Executive, which creates it.
- In the event that a special interest issue arises, an *ad hoc* committee may be formed by the House Committee to address it.
 - This committee must follow all regular rules and guidelines of St. Joseph's College in accordance with whatever task they have been formed to address.

ARTICLE VII: Amendments to the Constitution

7.1 Amendments

- A proposed amendment to the Constitution must first be considered by the executive, who will vote on whether to present it to the House.
- In the event that the motion to present the proposed amendments is carried, all current residents must be given an opportunity to consider it.
- Any current resident in good standing may, within a week of posting the proposed amendment, call for a special General House Meeting to discuss the issue.
 - This meeting must take place within ten days.

- If no meeting is called, the amendment will be deemed to have been acceptable to the house, and will be accepted.
- At the General House Meeting, an absolute majority of current residents is required to accept the amendment. If an absolute majority is not achieved, the amendment is defeated.

ARTICLE VIII: Eligibility and Election of House Executive Committee

8.1 Eligibility

- In order to be eligible to run for and hold office, the following requirement must be met:
 - The student shall be a resident of St. Joseph's College Women's Residence in good standing

8.2 Election Procedures

- The Executive Committee will be elected by secret ballot during the Month of March in an election that will be open to all residents.
- The elected Executive Committee will hold office beginning the following May 1st until the end of April 30th for a total of one year.
- The Executive Committee election is overseen by the Director of Residence
- The outgoing Executive Committee will set the election date, with at least one week notice to the members given.
- Each current resident member is entitled to one (1) and only one (1) vote
 - Alumni members are not entitled to a vote
- If only one candidate runs for a position, voters will vote for ("yes") or against ("no") the candidate. If the majority of the votes are against, the candidate will not be allowed to take office.