

By-Laws of the Residence Society of Queen's  
University



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## Bylaw 1 Executives of the Society

### 1.1 General

1.1.1 Subject to the provisions for the powers and responsibilities of officers as outlined these Bylaws, the President shall determine and maintain job descriptions for all officers.

1.1.2 All executives shall:

- (i) delegate their responsibilities where necessary and expedient while maintaining direct accountability to the President;
- (ii) attend training as determined by the President;
- (iii) serve as consultants to the President in formulation of new programs and activities; and
- (iv) wherever practicable, live in separate halls within Queen's residences; one of which shall live in Jean Royce Hall
- (v) submit a detailed transition report and provide a minimum of 10 hours of transitioning for their successor. Transitioning shall be done in accordance with the ResSoc Transition Policy.

- i. Should an officer (including the President) fail to transition 10 hours, or submit a report (to be approved by the current Chief Electoral Officer), then his or her final month's pay shall be withheld until they do so, to a maximum deadline of the final day of exams for that school year.
  - ii. If said report is rejected, then the officer will have an additional two weeks to submit revisions, subject to renewed approval.
  - iii. If this second draft is rejected, then their final month's pay shall be withheld indefinitely. All rejections of reports by the Chief Electoral Officer may be appealed to the Chief Compliance Officer.
- vi) All executive goal plans must be submitted to the President by the end of June of the fiscal year
- vii) All executive goal plans and a tentative budget must be presented and voted upon at General Assembly no later than the 3rd week of September of the fiscal year.
- (viii) shall hold regular office hours as determined in consultation with the President

1.1.3 Once an officer has been elected, he or she shall be offered employment by the ResSoc and receive a compensation as determined by section 7.04.02 of these Bylaws.

1.1.4 Employment contracts for Vice Presidents shall be in writing.

1.1.5 The employment contract for the President shall be formed by the Constitution and shall be enacted as a formal agreement between the President and the ResSoc by the administration of an Oath of Office. The Speaker of the General Assembly shall administer the following Oath of Office

to the new President upon election:

“I [name] do swear that I will faithfully execute the Office of President of the Residence Society, that I will uphold to the Constitution, and that I will work to my fullest abilities on behalf of the students residing in the residences of Queen’s University.”

## 1.2 Vice President (Societal Operations)

1.2.1 There shall be a Vice President for Societal Operations who shall:

- (i) be elected as per the Constitution;
- (ii) be the senior Vice President of the Society;
- (iii) report directly and be accountable to the President with the advice of a semi-annual evaluation of core Executive (Vice President of Residence Operations and the President) staff;
- (iv) Complete society wide initiatives and project throughout the year as directed by the President or General Assembly which includes three society wide projects per semester that have tangible outcomes by the end of an academic year;
- (v) Chair and executes Sustainability projects and/or advocate for the Residence society which can be in collaboration with external bodies at Queen’s University.
- (vi) assume all the powers and responsibilities of the President in his or her absence;
- (vii) Supervises the Human Resources, Chief Financial Officer, and Programs & Marketing Officer on a bi-weekly basis individually and monthly as a group:
  - CFO: Will follow up on the re-imbursement cycle to ensure that purchases for events and ResSoc initiatives are made in a timely manner. Will review and approve all reimbursements.
  - HRO: Will approve the hiring timeline and roll-out of staff appreciation initiatives.
  - Programs & Marketing Officer: Approve event proposals and budgeting of the events. Will approve the risk and assessment forms along with the President
- (viii) Assigns working ResSoc staff to respective internal committees
- (ix) have signing authority for all ResSoc monies in conjunction with the other authorized signing officers as per the Society Financial Policy and Procedures.
- (x) Spearhead the administration work for house council such as the floor rep agreement and initial marketing in collaboration with the Programs & Marketing officer. Be responsible for distributing updates from the Residence Facilitator’s house council to respective committees chaired by each executive member represent the Society to outside parties on all residence-related judicial matters;
- (xi) sit on all committees or external bodies of which the ResSoc is a part of, that require multiple people;
- (xii) be responsible for preparing documents and agenda for General Assembly;
- (xiii) updating and recommending any changes to the Constitution, Bylaws or Policy Manuals as approved by Assembly; and

1.2.2 A vacancy in the office of Vice President (Societal Operations):

- (i) if the vacancy arises before the first day of December, shall be filled through a by-election; or
- (ii) if the vacancy arises on or after the first day of December, the President shall appoint a replacement with the advice and consent of the General Assembly.

### 1.3 Vice President (Residence Operations)

1.3.1 There shall be a Vice President for Residence Operations who shall:

- (i) be elected as per the Constitution;
- (ii) report directly and be accountable to the President with the advice of a semi-annual evaluation of Residence Facilitators and Executive staff;
- (iii) Provides the report for RAC through REC;
- (iv) supervise and assist the Residence Facilitators in the execution of their duties;

1.3.2 A vacancy in the office of Vice President (Residence Operations):

- (i) if the vacancy arises before the first day of December, shall be filled through a by-election; or
- (ii) if the vacancy arises on or after the first day of December, the President shall appoint a replacement with the advice and consent of the General Assembly.
- (iii) Runs and organizes the StAR

### 1.4 Chief Financial Officer

1.4.1 There shall be a Chief Financial Officer who shall:

- (i) be hired annually in February by the incoming executive team;
- (ii) be the Chief Financial Officer, and Treasurer of the Society;
- (iii) report directly and be accountable to the Vice President Society Operations;
- (iv) oversee and be generally responsible for the financial operations of the ResSoc;
- (v) keep an account of all ResSoc funds, which shall be public information;
- (vi) maintain, uphold and strictly adhere to the Society Financial Policy and Procedures;
- (vii) present and maintain the annual budget of the ResSoc, along with the President;
- (viii) periodically review ResSoc finances and present regular financial statements to the Finance and Audit Committee;
- (ix) oversee and work with the Residence Facilitators in their capacity as House treasurers and conduct a mid-term review of each House's finances;
- (x) meet with VP Residence Operations to discuss the Residence Facilitators' spending at least monthly;
- (x) provide support and guidance to the Finance and Audit Committee as a non-voting member
- (xi) after gathering the advice of current staff and the Executive team for the following year, be responsible, along with the current President, for proposing the following years' resident fee with a

detailed analysis as per the process and timeline set out in the Constitution; and  
(xii) submit a strategic plan for the President's approval in the summer.

1.4.2 In the event of a vacancy in the office of Chief Financial Officer, the President shall with the advice and consent of the Executive Board appoint an individual to fill the vacancy.

## 1.5 Human Resources Officer

1.5.1 There shall be a Human Resources Officer who shall:

- (i) be hired annually in February by the incoming executives;
- (ii) report directly and be accountable to the Vice of President Society Operations;
- (iii) be generally responsible for all hiring and human resources functions of the ResSoc including those pertaining to volunteer positions, , and Elections Officers; and
- (iv) recommend and participate in the development of ResSoc policies and procedures; review the Human Resources Policy on a yearly basis
- (v) Assist the Chief Financial Officer in the facilitation of Staff Payroll
- (vi) collect and file all administrative forms in accordance with the Standard Filing Policy
- (vii) be the mediator in any staff conflict;
- (viii) submit a strategic plan for the President's approval in the summer.

1.5.2 In the event of a vacancy in the office of Human Resources Officer, the President shall with the advice and consent of the Executive Board appoint an individual to fill the vacancy.

## 1.6 Events Coordinator Programs & Marketing Officer

1.5.1 There shall be an Programs & Makreting Officer who shall:

- (i) be hired annually in February by the incoming executives with the advice and consent of the General Assembly-elect;
- (ii) report directly and be accountable to the Vice President of Society Operations;
- (iii) be responsible for and facilitate the execution of three major inter-house events per term open to participation by all houses (at the discretion of the house council), including but not limited to: an off-campus trip, a dance and a sports tournament. (iv) facilitate inter-house events by acting as a resource and central contact for House Presidents and First Year Event Advisors;
- (i) be responsible for the coordination of ResSoc staff events;
- (ii) be responsible for the coordination of ResSoc volunteer appreciation; and
- (iii) revise and use the Interhouse Events Policy; and
- (iv) submit a strategic plan for the President's approval in the summer.
- (v) be responsible for all marketing and promotional functions of the ResSoc;
- (vi) manage ResSoc resources including but not limited to equipment bookings and supplies;
- (vii) be responsible for marketing for any Society-wide events or hiring and branding; and



(viii) be responsible for the coordination and management of all ResSoc services, including but not limited to:

- front desk equipment rentals;
- long term equipment leases;
- ResSoc cardholders;
- ResSoc corporate partnerships; and
- Poster Policy

(ix) be responsible for the preparation, with suggestion from current staff and the incoming Executive Board, and analysis report of a market research initiative, such as a survey or study, conducted before four (4) weeks before the first exam in April and presented to the current General Assembly and incoming Executive Board by the last day of class.

(x) submit a strategic plan for the President's approval in the summer; and

1.6.2 In the event of a vacancy in the office of Programs & Marketing Officer, the President shall, with the advice and consent of the Executive Board, appoint an individual to fill the vacancy.

## 1.7 Chief Compliance Officer

1.7.1 There shall be a Chief Compliance Officers who shall:

- (i) be hired for a five year term by the President, subject to ratification by the General Assembly;
- (ii) report directly and be accountable to the President;
- (iii) be responsible for ensuring that the ResSoc upholds its responsibilities as a business including, but not limited to:
  - i. Regulations and requirements for registered corporations;
  - ii. Sales tax collection and remittance;
  - iii. Payroll tax collections and remittances; and
  - iv. Regular filings with the appropriate government agencies.

(iv) serve as a second signatory (along with the President) on contracts and agreements lasting beyond the current academic year between the ReSoc and other parties;

(v) follow up on cases of misuse or violations of Intellectual Property owned by the ResSoc;

(vi) audit the ResSoc on a yearly basis to ensure compliance with financial and regulatory policy;

(vii) serve as a reference on contractual obligations of the ResSoc; and

(viii) serve as a reference on matters of insurance.

## 1.8 Code of Ethics for Executive Board

In addition to all other codes of ethics or conduct passed by the General Assembly, the Executive Board shall adhere to the following code:

1.8.1 Members of the Executive Board, will uphold the Constitution and Bylaws of the Residence Society.

1.8.2 Members of the Executive Board will show integrity and good faith in being promoters, maintainers, and developers of the Society's vision.

- (i) Promoting the Society’s vision entails being a worthy ambassador of students in residence at Queen’s to various University bodies, calling attention to its programs, and raising awareness of the Society’s goals. As ambassadors of the Society, we will conduct our behaviour so as to enhance the Society’s presence and not to bring it disrepute, and so as to be role models for members of the Society.
- (ii) Maintaining the Society’s vision includes ~~our~~ giving careful oversight to programs and ensuring their appropriate implementation.
- (iii) Developing the Society’s vision calls to accept that the vision is not a static entity but is open for change as times change.
- (iv) Respecting roles as trustees of the student interest, and ensuring diligence in making sure that the Society’s mission continues to be relevant.

1.8.3 of the Executive board will make decisions based on:

- (i) an attitude that fosters well-being, wholeness, and respect for all members of the Residence community;
- (ii) respect for differences while striving for consensus;
- (iii) respect for the views of the supporting community;
- (iv) sensitivity in handling conflict and disagreement;
- (v) an appropriate measure of confidentiality, especially with matters having to do with personnel;
- (vi) a dedication to speaking the truth and showing a proper degree of trust and trustworthiness in relating with fellow Councils or Student Bodies and with University personnel; and
- (vii) a dedication to disclose possible conflict of interest.

1.8.4 Members of the Executive Board will be sufficiently acquainted with relevant aspects of the residences, residence life, and the University in general to:

- (i) make well-informed decisions or abstain from voting;
- (ii) promote the Society loyalty within the supporting community; and
- (iii) represent the Society with conviction to the broader University and other communities.

1.8.5 Members of the executive Board will ensure that the Society’s work environment:

- (i) supports and encourages residents, staff, and others involved with the life of the Society;
- (ii) promotes respectful relationships that are free from emotional, physical, mental, spiritual, and sexual abuse or harassment;
- (iii) contributes to dealing with student and staff disciplinary problems, if and when they arise, in a manner that does justice to Society policy and to the individuals involved.

1.8.6 Concerning the responsibility of the Executive for the financial affairs of the Society, we Executive members will make decisions which:

- (i) safeguard the Society from undue financial risk;
- (ii) promote the financial well being of the Society consistent with a fair and equitable treatment of its staff and suppliers;
- (iii) exercise responsible stewardship of the Society's resources;
- (iv) permit honest disclosure of the Society's financial position to residents and other stakeholders in a manner consistent with generally accepted accounting standards and practices; and
- (v) respect Provincial and Federal laws and regulations related to financial transactions.

1.8.7 Concerning the responsibility of the Executive for the vision and direction of the Society, Executive members will:

- (i) encourage the development of Residence programs that create real value for residents and reflect a commitment to providing equitable and fair services and opportunities to all students in Residence;
- (ii) ensure, by assisting in interviewing and hiring competent staff members, that the Society's mandate of effective student leadership is continually strengthened; and
- (iii) appropriately evaluate programs and projects to ensure efficiency and effectiveness.

## 1.9 Code of Ethics Enforcement

1.9.1 Responsibility for enforcement of the Code of Ethics for the Executive Board shall rest with the Constitutional Affairs and Ethics Committee. The Committee shall follow the standard adjudication procedure as outlined in its charter.

1.9.2 All Executive members shall acknowledge and certify to the Code annually in September and file a copy of such certification with the Constitutional Affairs and Ethics Committee.

1.9.3 Enquires, complaints, or reports of violations should be made to the Chair of the Constitutional Affairs and Ethics Committee. Complaints received by any other individuals should be promptly forwarded to the Chair.

1.9.4 The goal of the procedures for enforcing the Code of Ethics for the Executive Board is to eliminate unethical behaviour, not to impose punishment.

1.9.5 All parties involved shall take reasonable measures to ensure that any proceedings, hearings, deliberations and/or files resulting from implementation of these procedures shall be and remain confidential except as required by law or as otherwise provided in the procedures.

1.9.6 Retaliation of any kind towards an individual bringing forward a complaint in good faith will

not be tolerated and may result in disciplinary action.

1.9.7 While every effort will be made to protect the complainant's identity, complainants are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- (i) the seriousness of the issue raised;
- (ii) the credibility of the concern; and
- (iii) the likelihood of confirming the allegation from attributable sources.

1.9.8 Malicious allegations and violations to the AODA, ResSoc constitution, Bylaws, and workplace codes may result in disciplinary action.

## 1.10 Removal of Officers

1.10.1 The President of the Society shall not be removed from office except by resolution of the General Assembly, acting under the authority granted to it by the Constitution, passed by a two-thirds majority where notice of the motion has been given at a previous meeting.

1.10.2 The Vice President for Residence Operations and the Vice President for Society Operations, as elected officials, shall not be removed from office except by a two-thirds vote of the General Assembly.

1.10.3 The Officers shall not be removed from office except by the President for neglect of duty or inappropriate behaviour or conduct.

1.10.4 The Chief Compliance Officer shall not be removed from office except by the President, subject to review by General Assembly.

## Bylaw 2 The Corporation

### 2.1 General

2.1.1 The name of the organization shall be The Residence Society Incorporated (the acronym of which is "ResSoc Inc."), hereinafter referred to as the Corporation.

2.1.2 The Head Office of the Corporation shall be in the City of Kingston, in the Province of Ontario and at such place therein as the Board of Directors may from time-to-time determine.

2.1.3 The mission statement and the operating principles of the Corporation shall be as described in the ResSoc Constitution.

2.1.4 The Corporation shall act on behalf of the Residence Society, in accordance with Article 3 of the ResSoc Constitution.

## 2.2 Board of Directors, Officers and Operations

2.2.1 For the purposes of the Corporation, the Board of Directors shall be the General Assembly, the composition of which is as described in Article 4 of the ResSoc Constitution.

2.2.2 The Officers shall be those as described in Bylaw 1 of this document.

2.2.3 The day-to-day operations of the society shall be vested in the officers.

## 2.3 Protection of Officers and Employees

2.3.1 Every officer and employee of the Corporation and their heirs, executors, administrators and other legal personal representatives shall be indemnified and saved harmless by the Corporation from and against any liability and all costs, charges and expenses that they sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties.

2.3.2 Notwithstanding subsection 2.3.1, no Officer or employee of the Corporation shall be indemnified by the Corporation in respect of any liabilities, costs, charges or expenses that they sustains or incurs in or about any action, suit or other proceeding as a result of which they are adjudged to be in breach of any duty or responsibility imposed upon them under the Ontario Corporations Act or under any other statute unless, in an action brought against them in their capacity as an Officer or Employee, they have achieved complete or substantial success as a defendant.

2.3.3 Subject to the provisions of the Ontario Corporations Act, the Corporation may purchase and maintain such insurance for the benefit of its Officers and employees as the Executive Board may from time-to-time determine.

## Bylaw 3 House Councils

### 3.1 General

3.1.1 The Society shall be divided into Houses for the purposes of carrying out the objectives of the Society at the local house level.

### 3.2 Composition and Structure

3.2.1 The Residences are divided into fifteen (16) houses, each with its own House Council:

- (i) Adelaide/Ban Righ Hall
- (ii) Chown Hall

- (iii) McNeill House
- (iv) Morris Hall
- (v) Gordon-Brockington House
- (vi) Leonard Hall
- (vii) Waldron Tower
- (viii) Leggett Hall
- (ix) Watts Hall
- (x) Victoria Hall
- (xi) Jean Royce Hall
- (xii) Graduate Residence
- (xiii) Harkness International Hall
- (xiv) Brant House
- (xv) David C. Smith House
- (xvi) Albert St. Residence

3.2.2 For the purposes of the ResSoc, a house is defined only as noted in 3.2.1 and not as a building;

3.2.3 Where there is, due to resignations, disqualifications, lack of nominations or any other circumstance which may give rise to a vacancy in the presidency of a House, the ResSoc President, under advisement of the Executive Board, shall be empowered to amalgamate Houses as necessary to eliminate the vacancies except where a House Council has already had its first meeting in which case a replacement shall be hired as per section 3.06.03 of these Bylaws.

(i) In the case where a President amalgamates two Houses, the ResSoc President shall give a stipend of no less than \$1500 dollars to the House President who fulfills the duties of the House. The stipend shall be equivalent to 2018 dollars.

### 3.3 Legislative Authority

3.3.1 The legislative authority of the House shall be vested in the House Council, which shall be chaired by the Residence Facilitator and shall consist of the following voting members:

- (i) all Facilitators residing within the House;
- (ii) the Floor Representatives who apply annually in September;
- (iii) the President of the Society (ex-officio, non-voting);
- (iv) the Vice President (Residence Affairs)(ex-officio, non-voting); and
- (v) the First Year Event Advisor

3.3.2 The Residence Facilitator should appoint the following positions to one or more persons within the house as non-voting members to House Council:

- (i) First Year House Treasurer(s)



(ii) First Year Marketing Advisor(s)

3.3.3 The House Council is responsible for:

- (i) advocating for students needs and concerns within residence. This includes raising concerns that cohere with the Residence Advisory Committees topics of the month.
- (ii) establishing House rules and policies in accordance with the Constitution of the Society; and
- (iii) generally ensuring that the objectives of the Society are fulfilled at the House level.

3.3.4 The House Council shall:

- (i) for whatever matters of procedure not considered in the Bylaws of the Society, be governed by the Robert's Rules of Order in its latest edition;
- (ii) be open to all residents of the House except when a two-thirds majority resolution is passed to meet in closed session;
- (iii) grant speaking rights to any interested resident of the House;
- (iv) keep, and publish at least four times per year, a journal of proceedings when not in closed session;
- (v) assemble at least twice in September and once every month thereafter until March, or more frequently at the discretion of the House President;
- (vi) grant voting rights to elected floor representatives of which there can only be one per floor.
- (vii) include residents who are not elected floor representative as council members who are free to participate in discussions during House Council yet shall have no voting power.

**3.3.5** The First Year House Treasurer shall

- (i) Be appointed annually in September by the House President with the advice and consent of the House Council;
- (ii) Be the Treasure of the House in conjunction with the House President;
- (iii) Report directly and be accountable to the House President;
- (iv) Oversee and be generally responsible for the financial operations of the house in conjunction with the House President;
- (v) Keep an account of all House funds, which shall be public information;
- (vi) Periodically review House finances and present regular financial statements to the House Council; and
- (vii) Oversee and work with the House Presidents to conduct a mid-term review of the House's finances.

3.3.6 The First Year House Marketing Advisor shall

- (i) Be appointed in September by the House President with the advice and consent of the House Council;
- (ii) Report directly and be accountable to the House President;
- (iii) Be responsible for all marketing and promotional functions of House Council

- (iv) In conjunction with the House President, manage resources including but not limited to equipment bookings and supplies; and
- (v) Be responsible for marketing any house events or hiring and branding.

3.3.7 The House Council has the power to:

- (i) resolve itself by majority vote to a certain opinion or agreement of principle on matters relevant to residents of the House;
- (ii) expend funds and approve expenditures in accordance with the Society Financial Policy and Procedures;
- (iii) pass House regulations in accordance with section 3.4 of these Bylaws;
- (iv) consult and cooperate with
  - (a) persons, organizations, and groups, public or private, interested in, affected by, or concerned with Residences, and/or
  - (b) agents and officials of the University concerned with or having jurisdiction over the residences;
- (v) exercise all such powers as are or may be conferred on it by the University; and
- (vi) delegate functions to committees where appropriate.

3.3.8 The Residence Life Assistants of the Building teams shall be given a standing invitation to attend House Council. A good faith effort shall be made to communicate the House Council to them in advance.

### 3.4 House Regulations

3.4.1 No House regulations may be passed or revoked by the House Council except where:

- (i) the proposed regulation is posted on each floor for at least five school days prior to the meeting where the regulation is considered;
- (ii) the proposed regulation is approved by at least two-thirds of the voting members of the House Council;
- (iii) all residents of the House are given an opportunity to speak to the motion;
- (iv) the regulation is not of a matter already considered by the Constitution, these Bylaws, or the rules, regulations or policies of the Residence Society, the Alma Mater Society, or Queen's University; and
- (v) the General Assembly is notified of the regulation.

3.4.2 A petition by residents of the House to establish or revoke a House regulation with twenty-five signatures is sufficient to initiate a vote by the House Council.

3.4.3 The General Assembly shall be empowered to overturn any House regulation by two-thirds majority resolution.

### 3.5 Executive Authority

3.5.1 The executive authority of the House shall be vested in a Residence Facilitator, who shall be hired in March by Society members residing in each House.

3.5.2 The Residence Facilitator shall hold a term of work for the commencing on mid-August until the last day of April in the year they are hired. They have the opportunity to re-apply the following year. A vacancy in the office of Residence Facilitator will be replaced through an additional round of hiring as per the procedure established by the General Assembly in these Bylaws.

3.5.3 No person shall be eligible to the office of Residence Facilitator except a student at Queen's University who:

- (i) has lived in residence for at least one year or is living in residence during the time of nominations
- (ii) is considered eligible to hold a seat on the General Assembly according to section 5.07 of the Constitution;
- (iii) has been screened by the incoming core executives through a written application and interview process, to ensure they understand the job description; and;
- (iv) will live in the particular House being contested during the term of office.
- (v) agrees to complete a Vulnerable Sector Check prior to move in day of their term

3.5.4 Once a Residence Facilitator has been selected, they shall be offered employment by the ResSoc and receive a compensation as determined by section 7.04.03 of these Bylaws.

Except for the duty outlined in 3.05.08 (v), all duties and powers of the Resident Facilitator are derived from his or her status as an employee.

3.5.5 Employment contracts for Residence Facilitator must be in writing.

3.5.6 The Residence Facilitator is responsible for the well-being and effective operation of all aspects of the House Council and for overseeing and managing all of the functions of the House including the day-to-day supervision of all staff and volunteers within the House.

3.5.7 The Residence Facilitator has the power to:

- (i) make all administrative decisions concerning the planning and execution of programs and activities of the House;
- (ii) call meetings of the House Council as necessary for the normal carrying out of the business of the House; and
- (iii) delegate where appropriate such powers and responsibilities as vested in ~~them~~ ~~him or her~~ by

these Bylaws.

3.5.8 The Residence Facilitator shall:

- (i) report directly and be accountable to the Vice President (Residence Operations);
- (ii) call to order and preside over all meetings of the House Council;
- (iii) ensure all decisions of the House Council are carried out;
- (iv) attend training as determined by the Vice President (Society Operations);
- (v) act as the House representative to the General Assembly and keep the House informed of ResSoc business; and
- (vi) be an ex-officio member of all House committees.
- (vii) officially inform, to the best of their ability, their first year event advisor at least seven days before a house event what the event is, when the event is taking place, where the event is located (if known), if the residence facilitator(s) and first year event advisor are expected to help, and if yes, in what roles the residence facilitator(s) and first year event advisor are expected to help (as specifically as the House President knows at that point). In return, the residence facilitator(s) and first year event advisor must inform the house president four days prior to the event if there is a conflict or else the residence facilitator(s) and first year event advisor are expected to help the house president in the task assigned with exception of extenuating circumstances (i.e. death of relative, accident, etc.). Academic matters do not constitute extenuating circumstances. Failure to abide by these guidelines will follow a three-strike system of discipline: the first offence will result in an oral warning, the second in a written warning from the staff member's direct supervisor, and the third in a formal conversation with the staff member's direct supervisor.

### 3.6 Removal and Replacement of the House President

3.6.1 The President of the ResSoc retains the authority to sever the employment relationship of a Residence Facilitator for neglect of duty or inappropriate behaviour or conduct.

3.6.2 If a Residence Facilitator vacancy should occur for any reason during the year, the General Assembly shall fill the vacancy within three weeks by appointing an individual who is in their second or subsequent University year. Notwithstanding any provisions in these Bylaws to the contrary, the individual appointed to replace the Residence Facilitator will be required to move into residence for their term of office.

3.6.3 There shall be a demerit point system, as enforced by the Human Resources Officer, to assess the performance of Residence Facilitators. Demerit points will be assigned in the case of breaches of the specific job responsibilities of a Residence Facilitator, and will be clear indicators that their job duties are not being fulfilled.

3.6.4 Every effort must be made by the Executive President, Human Resources Officer, and Vice

President (Residence Operations) to inform the House President of their infractions as they progress. Possible sanctions can include, but are not limited to, formal warnings, a probationary period, suspension, salary deductions and termination.

3.6.5 A formal list of actions that warrant the receipt of a demerit point(s) will be made available to the House Presidents at least three (3) days before the formal start of training week in the first August of the contract period, and may not change until the contract period ends, unless by two-thirds majority at one reading of the General Assembly.

3.6.6 There shall be a formal level of demerit points that will be sufficient grounds for termination of House Presidents, the repercussions of which shall be left to the discretion of the Vice President (Residence Affairs). This formal level shall be made explicit and known to all House Presidents at least three (3) days before the start of training week in the first August of the contract period, and may not change until the contract period ends, unless by two-thirds majority at one reading of the General Assembly.

### 3.7 Removal and Replacement of the Floor Representatives

3.7.1 The Floor Representatives, as an applied representative, shall not be removed from this role except by the Executive Board acting under the authority granted to it in Section 3.02.03 (v) of these Bylaws, or by a petition presented to the House Council signed by at least two-thirds of the floor, or section of floor represented.

3.7.2 If a Floor Representative vacancy should occur for any reason during the year, the House Council shall fill the vacancy within three weeks by means of an application or delegate this responsibility.

### 3.8 Funding

3.8.1 The Residence Society shall appropriate Society funds for the use of the Houses, and it shall give full recognition to decisions of the Houses with regard to the expenditure of these funds subject to reasonable limits as set out in the Society Financial Policy and Procedures.

3.8.2 Appropriations shall be made on the basis of the population of each house, as determined by adding the number of students residing in each house who have paid the Society membership fee.

## Bylaw 4 Executive Board

### 4.1 Composition

4.1.1 The Executive Board shall be chaired by the Executive President of the ResSoc, who shall only vote in the instance of a tie.

4.1.2 The Executive Board shall be comprised of six voting members: Vice President Residence Operations, Vice President Society Operations, Chief Financial Officer, Human Resources Officer, Events and Marketing Officer.

4.1.3 The President may, from time to time, appoint to the Board any number of additional, nonvoting, members as they deems appropriate.

## 4.2 Responsibilities and Powers

4.2.1 The Executive Board shall be responsible for ensuring effective administration, advising the President on all matters falling under their mandate, and for exercising the powers of the General Assembly in the management of the business and affairs of the Society when the General Assembly is not in session.

4.2.2 The Executive Board shall:

- (i) meet at least once every ~~two~~ weeks starting in September, or more frequently at the discretion of the President;
- (ii) except where otherwise noted in these Bylaws, conduct meetings in accordance with Robert's Rules of order in its latest edition; and
- (iii) meet by alternative methods such as telephone or videoconference where members are not able to meet in person.

4.2.3 The Executive Board has the power to:

- (i) take such action as it deems necessary from time to time to ensure the smooth and effective operation of the ResSoc when the convening of a full General Assembly meeting or solicitation of membership input is not feasible;
- (ii) enter into, vary, carry out, and cancel contracts on behalf of the ResSoc subject to the provisions of the Society Financial Policy and Procedures;
- (iii) establish or abolish, with the advice and consent of the General Assembly, positions for volunteer or other various non-elected staff as necessary to carry out the activities and mandate of the ResSoc;
- (iv) approve job descriptions for all non-executive staff and, with the advice and consent of the General Assembly, set remuneration for such positions;

## Bylaw 5 Committees

### 5.1 System of Committees

5.1.1 The Residence Society shall maintain a system of committees in order for the General Assembly to distribute its workload while efficiently and effectively carrying out its legislative

and oversight duties.

5.1.2 All committees shall be conducted according to the same rules of order and procedures as the General Assembly.

5.1.3 Mandates, membership, procedures, powers, and authorities for all committees shall be specified in their charters which shall form part of these Bylaws and which shall not be adopted, amended, or repealed except by the same method as specified in section 9.02 of the Constitution. No committee shall inherit any of the powers of the General Assembly unless specifically empowered by the General Assembly in the committee's charter or by resolution.

5.1.4 No committee shall state or imply on any occasion that its opinions, actions, or decisions represent those of the ResSoc unless so authorized by the General Assembly.

5.1.5 Members and chairs of all standing committees except the advisory committees shall be appointed by the President with the advice and consent of the General Assembly.

5.1.6 All standing committees must meet and make reports to the General Assembly on at least a monthly basis unless otherwise specified in the committee's charter.

5.1.7 A voting committee member shall be removed from a committee upon failure to attend two consecutive meetings of the committee or any three meetings during the term, unless such absences are excused by the committee Chair.

5.1.8 The General Assembly may, from time to time, strike special committees and refer to them for resolution or advice any matter of business which the Assembly deems appropriate.

5.1.9 The President may establish working committees to investigate, plan, develop, and execute activities and programs of the ResSoc. Appointments to such committees do not require approval from the General Assembly. The President may delegate any of his or her own powers to a working committee, but may not delegate to them any of the powers of the General Assembly. The President retains ultimate accountability for the actions of working committees acting under his or her authorization.

5.1.10 Committees may form and delegate authority to subcommittees when appropriate.

## 5.2 Advisory Committees

5.2.1 There shall be a standing advisory committee for the purpose of:

(i) increasing general awareness of the nature of the ResSoc;

- (ii) improving communication between residents and the ResSoc; and
- (iii) providing advice and recommendations to the President and the General Assembly on a broad range of policy issues.

5.2.2 This committees shall represent First-Year students.

5.2.3 The committees shall be chaired by a member of their respective student group to be elected by October from the Committee members.

### 5.3 Constitutional Affairs and Ethics Committee

5.3.1 There shall be a standing Constitutional Affairs and Ethics Committee for the purpose of:

- (i) overseeing society elections and considering appeals from electoral officer decisions;
- (ii) periodically reviewing the Constitution and Bylaws and recommending changes as necessary;
- (iii) hearing appeals from Presidential interpretations of the Constitution;
- (iv) adjudicating all administrative disputes arising from the obligations set forth in the Constitution and these Bylaws;
- (v) reviewing all amendments being proposed and ensuring that they are committed to the ethics principles and programs that have been adopted by the ResSoc before they go to the General Assembly; and
- (vi) investigating, evaluating, and reporting on a continuing basis, the actions of the President and the General Assembly for adherence to the Constitution and Bylaws of the Society.

### 5.4 Finance and Audit Committee

5.4.1 There shall be a Finance and Audit Committee for the purpose of:

- (i) generally overseeing all financial operations of the Society, including the independent audit function, on behalf of the General Assembly;
- (ii) evaluating and reporting on adherence to financial policies and procedures;
- (iii) assuring the integrity of the Society's financial statements;
- (iv) receiving reports of the independent auditor;
- (v) reviewing with the independent auditors and the Executive the adequacy and effectiveness of internal financial and accounting policies, procedures, and controls; and
- (vi) executing other responsibilities as per the Society Financial Policy and Procedures.

## Bylaw 6 General Assembly

### 6.1 Composition

6.1.1 Each of the seventeen (17) House Presidents shall be a voting student representative on the



General Assembly.

6.1.2 The President, elected Vice Presidents, officers and advisory committee chair shall also be voting members.

6.1.3 The Speaker, shall be a nonvoting members.

## 6.2 Minutes

6.2.1 It is the responsibility of a paid scribe hired by the President to ensure that proper minutes are kept and distributed in a timely manner.

6.2.2 Minutes of open meetings shall be available to the public upon request. Minutes of closed meetings shall also be available to the public upon request, subject to the withholding of matters about which public disclosure would be harmful to the interests of the Society, University, or others.

6.2.3 The minutes shall include a record of the persons present (including the names of committee members, names of guests, and the names of members of the Society from whom written or oral presentations were made) and a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Assembly.

## 6.3 Speaker

6.3.1 There shall be a Speaker of the General Assembly who is not an officer or employee of the ResSoc.

6.3.2 The President shall, before the first meeting of the General Assembly in September, nominate one individual to be Speaker. Once ratified by the General Assembly, the Speaker shall take over the Chair for the duration of the Assembly's term.

6.3.3 Prior to the appointment of a Speaker, the President shall preside over all meetings of the General Assembly.

6.3.4 The Speaker shall never have a vote, even in the event of a tie.

6.3.5 The Speaker shall not be removed except by a two-thirds majority resolution. Should the Speaker be removed or resign, the President shall present a nominee at the next meeting of the Assembly after the Speaker has been removed.

6.3.6 It is the duty of the Speaker to maintain order and decorum. The Speaker shall be

empowered to:

- (i) limit speaking rights;
- (ii) rule on all matters pertaining to the procedure of the Assembly; and
- (iii) eject a member from a meeting for violation of decorum or for a violation of a standing rule.

6.3.7 The Speaker shall not participate in debate while in the Chair.

6.3.8 Rulings or decisions of the Speaker may be overturned by two-thirds majority resolution of the General Assembly.

## 6.4 Standing Rules

6.4.1 The meetings of the General Assembly shall be open to the public.

6.4.2 Notwithstanding section 6.4.1, meetings of the General Assembly may be closed by majority resolution. Minutes shall be kept during closed session, but may only be viewed by members of the General Assembly and may not be distributed. No Society member, except those who are voting Assembly members, shall be permitted to be present during a closed session except by specific permission of the Speaker. No voting Assembly member may be excluded from a closed session except by a two-thirds majority resolution of the entire Assembly, including the member(s) in question.

6.4.3 Each voting member shall be entitled to one vote. All motions and resolutions shall be decided by a majority vote of members present and voting unless otherwise specified in the Constitution or these Bylaws.

6.4.4 No member may vote by proxy except where he or she has given prior notice to the Speaker and the proxy has been approved by the President.

6.4.5 A majority of members of the General Assembly shall constitute a quorum. Any business transacted while quorum is not present shall not be effective until ratified by a meeting where quorum has been achieved. Proxies shall not be included in the calculation of quorum.

6.4.6 No meeting of the General Assembly shall adjourn later than four hours after the time at which it was scheduled to begin.

6.4.7 Notwithstanding section 6.4.6, no meeting of the General Assembly shall extend past midnight unless two-thirds of members present agree to extend the meeting.

6.4.8 Notice of all regular meetings of the General Assembly shall be provided to the voting members at least two weeks prior to the meeting. Public notice shall be made no later than one week prior to the meeting. Failure to give proper notice shall not render a meeting invalid except

where objections are raised by more than two voting members prior to the meeting.

6.4.9 There is no notice requirement for special or emergency meetings. Notwithstanding section 6.4.5, quorum for such meetings shall be two-thirds of the voting members.

6.4.10 The Vice President (Society Operations) is responsible for ensuring that a meeting agenda, completed with all reports, motions and discussion points is circulated to all members no later than forty-eight hours prior to a regular meeting. Motions not included in the agenda may not be considered except by permission of the Speaker and the consent of two-thirds of members present. It is the collective responsibility of the executives, house presidents and committees to provide reports and relevant documents to the Vice President (Residence Affairs) seventy-two hours before General Assembly.

6.4.11 No member shall speak more than twice on any motion, nor shall any member speak for more than ten minutes without the permission of the Speaker.

6.4.12 No member shall consume alcoholic beverages or smoke during a meeting of the General Assembly.

6.4.13 All members of the Society shall be empowered to:

- (i) move motions; and
- (ii) speak on any motion before the Assembly.

6.4.14 All members who attend General Assembly will always dress in business ~~professional~~ casual attire.

## Bylaw 7 Finances

### 7.1 Policy

7.1.1 There shall be a policy known as the Society Financial Policies and Procedures which shall prescribe an adequate system of financial controls and reporting requirements. The Finance and Audit Committee shall be responsible for establishing, maintaining, and reviewing this policy.

7.1.2 There shall be a consistently enforced Code of Ethics for Senior Financial Officers in accordance with section 8.02.01 of these Bylaws. The President, the Chief Financial Officer, and the Vice President (Society Operations) shall be subject to this code and violations arising from the code shall be handled according to the procedure outlined therein.

7.1.3 The Finance and Audit Committee shall have the power to monitor, make determinations, and recommend disciplinary action with respect to violations of this Bylaw (7).

## 7.2 Responsibility of Financial Officers

7.2.1 All senior financial officers, including the President, the Chief Financial Officer, and the Vice President (Society Operations), shall adhere to the Code of Conduct for Senior Financial Officers and to the Society Financial Policy and Procedures.

7.2.2 It shall be an offence of these Bylaws for the President or the Chief Financial Officer, to:

- (i) fail to sign-off on the informal mid-year or year-end audited financial statements; or
- (ii) sign-off on informal mid-year or year-end audited financial statements where the officer knew or reasonably ought to have known that the statements contained material inaccuracies or otherwise misleading information.

7.2.3 Accountability of financial officers under this section (7.02) shall extend from the time the incumbent takes office until the time the officer ceases to be a student at Queen's University.

- (i) Reports of violations arising during the financial officer's tenure in office shall be dealt with by the Finance and Audit Committee.
- (ii) Report of violations arising after the incumbent has left office shall be directed to the Judicial Committee of the Alma Mater Society (AMS) which may act to investigate and impose penalties under the authority granted to it section 10.01.01 of the AMS Constitution.

## 7.3 Collection of Society Fees

7.3.1 The University administration shall collect the Society membership fee for and on behalf of the ResSoc. The ResSoc may collect and use additional moneys through commercial activity, sponsorship, or other means.

## 7.4 Remuneration Policy and Schedule

7.4.1 All paid staff shall be compensated on a monthly basis beginning in September of their term except the President who shall be compensated as per 7.04.02 (i).

7.4.2 The Executive Board shall be remunerated as follows:

- (i) The President will receive a total remuneration of
  - (a) the equivalent of 16 weeks of 35 hours per week at a rate of 40% above minimum wage in Ontario as of May 1<sup>st</sup> of that year for the period beginning the first day of office in May and ending on the last day of August, plus
  - (b) the equivalent of the 11/10 value of a standard single upper year room and board rate for

the period beginning the first day of September and ending the last day of April.

- (ii) The Vice Presidents will each receive total remuneration of
  - (a) The equivalency of 40% more than minimum wage in Ontario as of May 1<sup>st</sup> for every hour transparently committed with approval from the President and ratified by General Assembly, excluding the creation of strategic plans and execution of training weeks. Any disputes for hours will be resolved by the General Assembly. This is the period beginning the first day of the term of office and ending the last day of August, plus
    - a. In the situation that a Vice-President will be working additional hours out of the Kingston office a new pay schedule, at an equivalent rate as per section (a) must be passed at the outgoing General Assembly preceding Transition General Assembly.
  - (b) the equivalent value of 9/10 of a standard single upper year room and board rate for the period beginning the first day of September and ending the last day of April.
- (iii) The Chief Financial and Human Resources Officers will each receive total remuneration of
  - (a) The equivalency of 40% more than minimum wage in Ontario as of May 1<sup>st</sup> for every hour transparently committed with approval from the President and ratified by General Assembly, excluding the creation of strategic plans and execution of training weeks. Any disputes for hours will be resolved by the General Assembly. This is the period beginning the first day of the term of office and ending the last day of August, plus
  - (b) the equivalent value of 8/10 of a standard single upper year room and board rate for the period beginning the first day of September and ending the last day of April.
- (iv) The Coordinators will each receive total remuneration of
  - (a) The equivalency of 40% more than minimum wage in Ontario as of May 1<sup>st</sup> for every hour transparently committed with approval from the President and ratified by General Assembly, excluding the creation of strategic plans and execution of training weeks. Any disputes for hours will be resolved by the General Assembly. This is the period beginning the first day of the term of office and ending the last day of August, plus
  - (b) the equivalent value of 7/10 of a standard single upper year room and board rate for the period beginning the first day of September and ending the last day of April.

7.4.3 The summer hours submitted by Executive staff members must be ratified by General Assembly before the end of September. The summer hours ratified by General Assembly must be submitted to the Society's payroll provider by the end of September.

7.4.4 Any matters that come to General Assembly regarding summer executive board remuneration shall be voted on by secret ballot.

7.4.5 The Executive Board-elect shall determine compensation for all non-elected positions other

than the Officers and Coordinators annually prior to the last day of March.

7.4.6 Staff positions and compensation shall remain intact and unchanged in any given year unless action is taken by the Executive Board-elect under this section (7.04).

7.4.7 Notwithstanding section 7.4.4 and 7.4.5, the Chief Compliance Officer shall be compensated each year with (at minimum) monthly stipend payments at a rate agreed upon at the time of signing the contract with the advice and consent of the General Assembly.

7.4.8 A new rate of compensation for the Chief Compliance Officer may be negotiated no more often than once a year, subject to consent of the General Assembly.

7.4.9 The Sustainability Manager shall be remunerated a total of \$1000 for the period beginning their hiring date ending the last day of April.

7.4.10 The IT Manager will be remunerated 45% more than minimum wage for their services.

## 7.5 Internally Restricted Funds

7.5.1 Revenues in any given year which exceed one hundred and ten percent of expenditures for the year shall be allocated to the restricted fund for use towards capital projects.

7.5.2 Allocations to the restricted fund may be made by the Finance and Audit Committee. Such allocations shall require a two-thirds majority to pass, and must be ratified by the General Assembly.

7.5.3 The Finance and Audit Committee shall not allocate any monies to the restricted fund without first approving a plan for their use. Generally, these should be limited to projects of a long-term and/or capital-intensive nature.

7.5.4 An account of all monies in the restricted fund, the restrictions thereof, and details of any allocation or expenditure to or from the fund throughout the year shall be disclosed as a note to the year-end financial statements of the Society. Such account shall be verified annually by independent audit.

7.5.5 The balance of the restricted fund at any given time shall be deemed to be a liability for accounting purposes, and disclosed on the balance sheet as such.

7.5.6 The Finance and Audit Committee may, from time to time, put forward a motion to the General Assembly to transfer from the restricted fund to the operating fund, or to change the nature of a certain restriction. The Committee shall give notice for any such motion. The General

Assembly shall consider the motion at its first meeting following the meeting at which notice was given. A minimum of seven days must elapse between the meeting where notice was given and the meeting where the motion is considered. In accordance with the Constitution, the motion requires a three-quarters majority to pass.

7.5.7 That the money collected from fines and bonds will be allocated to groups in accordance to the First Year Experience Fund Terms of Reference as recommended by the FRAC and approved by simple majority of the Board of Directors.

7.5.8 Accumulates surpluses from the former Main Campus Residents' Society and Jean Royce Hall Society as of April 30, 2013 shall be in separate restricted funds, to be used only for capital expenditures, within the buildings, they were initially collected in; unless there is a deficit.

## Bylaw 8 Elections and Referenda

### 8.1 General

8.1.1 The AMS Judicial Committee shall have final authority for all matters related to elections and referenda.

8.1.2 Members of the Committee shall be required to make full disclosure of all possible conflicts of interest to the Chair of the Judicial Committee as soon as they become known. It shall be the responsibility of the Chair to empanel a new committee to resolve any conflicts, including removing him or herself if he or she has a conflict of interest.

8.1.3 The General Assembly shall act as a neutral body with respect to all elections and referenda, although this shall not prohibit individual members from running in elections or campaigning for one side of a referendum question.

8.1.4 The General Assembly shall have the power to override any part or parts of this Bylaw (8) by two-thirds majority resolution to that effect with the exception of the following parts which shall not be overridden:

- (i) section 8.01; and
- (ii) section 8.09 paragraphs 01, 02, 04, 10, 14 and 15.

8.1.5 The Elections Team, which consists of the CEO, DEO, CRO, and DRO, be recognized as a committee insofar as requirements for committee membership are concerned.

8.1.6 The Assembly Speaker/Chief Electoral Officer, Chief Returning Officer and Deputy Returning Officer shall not be eligible to run in Residence Society elections in the academic year in which they hold or have held that position.

## 8.2 Chief Electoral Officer

8.2.1 The Speaker of the ResSoc General Assembly shall be the Chief Electoral Officer (C.E.O.)

8.2.2 The Chief Electoral Officer is responsible for making rulings on any and all disputes and matters arising from Residence Society elections and referenda including, but not limited to, campaigning and expenses.

8.2.3 The Chief Electoral Officer shall:

- (i) be available at all times during the nomination, campaigning, and polling periods to receive any disputes or complaints as they arise;
- (ii) oversee and supervise the Chief Returning Officer;
- (iii) prior to the end of classes of the Fall Term, establish the dates for the ResSoc Executive and House President elections including:
  - (a) the opening and closing of the nomination periods,
  - (b) the starting and ending of the campaign periods,
  - (c) the opening and closing of the polling periods, and
  - (d) a mandatory briefing session for all candidates;
- (iv) prior to the end of classes of the Fall Term, establish the spending limit for the ResSoc Executive elections in accordance with section 8.08.02 of these Bylaws;
- (v) prior to the end of the first week of September, establish spending limits and appropriate dates, including all the dates indicated in section 8.02.03 (iv) of these Bylaws, for the Floor Representative elections;
- (vi) no later than the first regular meeting after the referendum has been called, set the dates for any referendum which shall be no more than four school weeks from the time the referendum was called;
- (vii) remain neutral throughout all the ResSoc elections and referenda;
- (viii) rule on all election and referendum campaigning, expenses and disputes arising before, during or after the election or referendum.
- (ix) hold in trust and security the vote of the Chief Returning Officer twenty four hours before the first polling station opens; and
- (x) submit a brief written report to the General Assembly at the meeting following an election or referendum summarizing any disputes or complaints and rulings made.

8.2.4 The Chief Electoral Officer has the power to:

- (i) in the event of an infraction of elections rules, order any remedy which, in his or her opinion, makes whole a grieved party or otherwise returns the two parties to the state they were in prior to the grievance including, but not limited to, reducing allowable campaign expense limits;
- (ii) make a ruling in a manner consistent with the spirit of this document where a situation arises



that is not explicitly considered herein;

- (iii) officially declare qualified and properly nominated individuals candidates;
- (iv) where they determines that an elections officer has committed a material breach of these Bylaws or otherwise demonstrated incompetence or neglect of duty, replace the elections officer;
- (v) alter, extend, or cancel the previously set election or referendum dates except where such alteration, extension, or cancellation takes place less than twenty-four hours prior to the previously established date; and
- (vi) alter and amend ballots.

8.2.5 No rulings of the C.E.O. shall be appealed except.

- (i) in the case of an Executive election to the AMS Judicial Committee.
- (ii) in the case of either a Floor Representative ~~or House President~~ election to the Constitutional Affairs and Ethics Committee (CAEC)

8.2.6 Either Committee shall refuse to grant an appeal unless the appellant can show that the C.E.O.'s decision was incorrect and not reasonable. A reasonable decision is one that, whether or not it is determined by the committee to be correct, is supported by reasons that cans stand up to a somewhat probing examination. In this respect, the AMS Judicial Committee or the Constitutional Affairs and Ethics Committee shall accord considerable weight to the views of the C.E.O. in forming its decision.

### 8.3 Deputy Electoral Officer

8.3.1 The General Assembly shall appoint a Deputy Electoral Officer (D.E.O.) from among the advisory committee chairs at its first meeting in September.

8.3.2 The Deputy Electoral Officer shall:

- (i) aid the C.E.O. in his or her duties; and
- (ii) serve as the C.E.O. in his or her absence.

### 8.4 Chief Returning Officer

8.4.1 The General Assembly shall appoint a Chief Returning Officer (C.R.O.) from among its voting membership (except the President) at its first meeting in September.

8.4.2 The Chief Returning Officer is responsible for the administration of all elections and referenda.

8.4.3 The Chief Returning Officer shall:

- (i) enforce the ResSoc Constitution and Bylaws, decisions of the C.E.O., and any decisions made by the AMS Judicial Committee;
- (ii) prior to the second meeting of the General Assembly in September, appoint a Deputy

Returning Officer from among the general membership of the Society;  
(iii) bring disputes or complaints immediately to the attention of the C.E.O.;  
(iv) no fewer than one week before the nomination period begins, publish and promote any positions to be nominated;  
(v) make readily available on the first day of the nomination period or, in the case of a referendum, before the campaign period begins, the following material:  
    (a) Bylaw #8 - Elections and Referenda from the ResSoc Bylaws;  
    (b) dates of the election set by the C.E.O.;  
    (c) proper nomination forms (in the case of an election); and  
    (d) decisions reached by C.E.O. as per 8.02.02 of these Bylaws;

(vi) make a written report to the ResSoc at the first official meeting of the ResSoc after an election or referendum which shall include such things as the results of the election and any unusual events occurring throughout the election period as well as recommendations for improvements to election policy;  
(vii) ensure the organization and advanced publicity of all-candidates debates for each election;  
(viii) verify that all ResSoc ballots are designed in accordance with ResSoc bylaw 8.9.7;  
(ix) ensure the thorough review of all nomination signatures to determine validity;  
(x) be responsible for all polling matters; and  
(xi) prior to campaigning, hold a mandatory briefing session for all candidates to deliver campaigning policies;  
(xii) ensure that nomination forms be available at front desks and the website no less than 10 days before the opening of the nomination period;  
(xiii) publish and promote a reminder to vote three days before the polling day.

8.4.4 The Chief Returning officer has the power to:

(i) make all administrative decisions regarding the logistics of elections and referenda.

8.4.5 No decisions of the C.R.O. shall be appealed except to the Chief Electoral Officer.

## 8.5 Deputy Returning Officer

8.5.1 The Deputy Returning Officer shall:

- (i) aid the C.R.O. in his or her duties; and
- (ii) serve as the C.R.O. in his or her absence.

## 8.6 Nominations and Polling

8.6.1 The nomination period for all ResSoc elections shall open for at least five days and for no longer than fourteen days.

8.6.2 The campaigning period for ResSoc Executive election shall run for at least five days but for no more than seven days. Floor Representative elections must run for at least three days but for no more than five days.

8.6.3 Candidates shall sign an official declaration of knowledge of the contents of this policy and the ResSoc Constitution prior to being declared candidates.

8.6.4 No individual shall be declared a candidate in any ResSoc election except where he or she presents a completed nomination package to the C.R.O. prior to the deadline which contains the following elements:

(i) full names of nominees;

(ii) signatures of nominees;

(iii) written and signed letters of resignation from all extracurricular activities which, in the judgment of the C.E.O., convey an unfair advantage or imply a conflict of interest;

(iv) for an Executive election, the signatures of five percent of ResSoc members, but no more than ten percent, (the exact numbers shall be determined by the C.R.O. and approved by the C.E.O. at least two weeks before the nomination period begins);

(v) for a Floor Representative election, the signatures of at exactly five members of the society residing on the same floor as the nominee;

(vi) a declaration of participation or involvement in any extra-curricular activities; and

(vii) evidence of permission to take leave from extracurricular activities which, in the judgment of the C.E.O., convey an unfair advantage or imply a conflict of interest.

(viii) a page containing the name, e-mail address, and phone number of the candidate, free of any other information.

(ix) And where the candidate attends any mandatory meetings outlined in the nominations package. If the candidate is unable to do so, the candidate must inform the C.E.O. at least 12 hours prior to the meeting. It is then at the C.E.O.'s discretion on how to proceed.

(x) Among the mandatory meetings for all executive election candidates shall be an "entry interview" designed to gauge each candidate's understanding of, and preparedness for, the duties of the executive position for which they are running. The entry interview shall:

a. be undertaken for each executive election candidate individually, rather than as a team;

b. be conducted by a panel of at least three outgoing executive members who will not be returning to the Residence Society in any capacity the subsequent year;

c. where possible, include the outgoing executive member currently holding the position for which the candidate is running;

d. where possible, be supported by at least one professional Residence Life staff member;

e. involve an assessment of the candidate's familiarity with the requirements of the position for which they are running, including:

- i. core employment functions and responsibilities;
- ii. typical weekly time commitment;
- iii. February through April onboarding responsibilities, including:
  - i. completing executive hiring for the Human Resources Officer, Chief Financial Officer, and Programs Coordinator positions;
  - ii. completing hiring for any Residence Facilitator vacancies;
  - iii. distributing onboarding documents to all incoming Residence Society staff;
  - iv. attending transition meetings with the corresponding outgoing executive member, as well as with Residence Life;
- iv. summer responsibilities, including:
  - i. the requirement that one member of the elected executive team (President, VP of Residence Affairs, or VP of Judicial Affairs) work out of the Residence Society office from May through August as a full-time Summer Coordinator;
  - ii. position-specific duties that are to be completed remotely (if applicable);
  - v. any other information pertinent to the position.
- f. involve an opportunity for the candidate to demonstrate their skills, experience, eligibility, and anticipated campaign platform for the executive election;
- g. culminate in an ultimate assessment of the candidate's eligibility. No candidate shall be deemed ineligible without having met at least one of the following criteria:
  - i. candidate neither (a) has been a residence staff member at Queen's for at least one year, nor (b) is serving as a residence staff member at the time of nominations;
  - ii. candidate engages in flagrant, disrespectful, hostile, or otherwise inappropriate behaviour towards a staff member or student during the nomination process;
  - iii. candidate has a history of nontrivial staff conduct infractions without any discernible improvement in performance;
  - iv. candidate has a history of contravening the Residence Community Standards and/or the Student Code of Conduct;
  - v. candidate displays an outright lack of familiarity with the requirements of the position for which they are running and/or their campaign platform;
  - vi. candidate's words and/or conduct display a reckless disregard for the values of diversity, inclusion, professionalism, or integrity;
  - vii. candidate does not agree to one or more of the requirements enumerated in section (e).
- (xi) The Constitutional Affairs and Ethics Committee (CAEC) shall have the power to hear and review appeals of executive elections eligibility decisions in accordance with the procedures in the CAEC Charter. CAEC shall give due deference to the assessments and reasoning of the entry interview panel, and the rulings of CAEC shall be final.
- (xii) Candidates who have been deemed ineligible shall have a reasonable period of time to submit an appeal to CAEC. Should a candidate be deemed ineligible by both the entry interview panel and CAEC, the candidate will be ineligible to run in the executive elections.
- (xiii) Candidates who have been successfully elected to one of the elected executive positions shall not be eligible to run for a second elected executive position in an election held at a subsequent date (i.e. each candidate can hold a maximum of one executive position).

8.6.5 No signature shall be valid except one which is the signature of a Society member residing within the riding being contested and which also includes the nominator's printed name, address, and phone numbers.

8.6.6 Signatures may not be collected except:

- (i) during the twelve-hour period between nine o'clock in the morning and nine o'clock in the evening; and
- (ii) in a public space which is not a cafeteria dining area, or from a Society member whose door is open.

8.6.7 Candidates wishing to withdraw their candidacy shall give the C.E.O. in written form a notice of withdrawal.

8.6.8 In the case of Executive elections:

(i) If there exists only one nominated team of candidates (in the case of Executive elections) or one single candidate (in the case of House President elections) after the close of the nomination period, the C.E.O. shall proceed with an election as per standard procedure except that the ballots shall be a yes or no vote of confidence. If a team of candidates (Executive elections) or single candidate (House President elections), fails to achieve a mandate, a new election shall be held. If there are no nominations received in this second round of elections, or if the second round results in another non-confidence vote, the General Assembly shall then be empowered to take whatever action it deems expedient to fill the position(s) with (a) qualified individual(s).

(ii) If there are no nominations received by the end of the nomination period, the C.E.O. shall extend the nomination period at his or her discretion, but if no nominations have been received by the last day of February in any given year, the General Assembly shall then be empowered to take whatever action it deems expedient to fill the position(s) with (a) qualified individual(s).

## 8.7 Campaigning

8.7.1 Campaigning is any activity designed to publicize or promote an individual or team's candidacy and/or platform in a ResSoc election, or a particular side of a ResSoc referendum. Campaigning includes, but is not limited to, use of rooms for public gatherings, public appearances, issuance of policy statements and campaign platforms, printing or electronic distribution of promotional materials or candidate information, communication with campus media, etc. Campaign materials are any items used to publicize or support a candidate or team of candidates.

8.7.2 No candidate shall:

- (i) engage in campaigning which is based on a reproachful strategy;
- (ii) engage in campaigning prior to the official start of the campaign period or after the deadline for the termination of campaigning;
- (iii) knowingly misrepresent the character or policies or platforms of other candidates;
- (iv) interfere in any manner with the campaign materials of other candidate;
- (v) represent an individual or team as official representatives of the ResSoc, or engage in campaigning which could create such an impression;
- (vi) use the official logo or seal of the ResSoc to campaign;
- (vii) use materials not approved by the C.R.O. ;
- (viii) display posters, flyers, signs, or brochures exceeding eleven by seventeen inches;
- (ix) use stickers to campaign;
- (x) campaign in a common room or within the dining room or servery of a cafeteria;
- (xi) appear for the purposes of campaigning at any floor or House meeting without permission of the organizer of the meeting;
- (xii) exceed a poster limit of one poster per ten eligible voters (the exact number shall be determined by the C.R.O.);
- (xiii) contravene the ResSoc Poster Policy or other policies of the ResSoc, the Alma Mater Society, or Queen's University;
- (xiv) use electronic mail or distribution lists for any purpose other than campaign organization; or
- (xv) be permitted to campaign who has not attended in person or sent a proxy to a briefing session, the time and date of which shall be indicated on the nomination form.

8.7.3 All campaigning shall cease prior to eleven o'clock in the evening of the day preceding the polling period. Each candidate must remove all of his or her campaign material by eight o'clock in the evening on the day preceding the opening of the polling period.

8.7.4 ResSoc staff members running for any elections (internal or external) must take a leave of absence, and may choose for the leave to be paid or unpaid at their discretion. The length of any leave of absence shall be determined by the length of the election as stipulated by the governance document of the society in which the election is taking place. An exception can be made to this bylaw if the voter audience does not overlap with the constituents of ResSoc.

8.7.5 ResSoc staff who choose to volunteer for a campaign for any election must take a leave of absence, and may choose for the leave to be paid or unpaid at their discretion.

8.7.6 Any staff acting as neutral arbitrators such as the Speaker or the Human Resources Officer are not allowed to volunteer for a campaign publicly or privately for any party.

**8.7.7 Executive Election Debate**

(i) There shall be a ResSoc Executive election debate occurring on either the last day of campaigning, or the Sunday of the weekend before campaigning ends.

(ii) There shall be at least one question prepared from each of the seven members of the current executive team.

(iii) The members of the General Assembly shall be given the opportunity to submit questions to be asked during the debate. This opportunity should be communicated to the General Assembly, by whichever means deemed the most convenient, at least one week in advance of the debate.

(iv) A good faith effort must be made to advertise the debate to all constituents. These efforts may include but are not limited to: social media posts, posters in high traffic areas, and posts by staff of the ResSoc in House Facebook groups. These efforts should be made at least one week prior to the debate.

## 8.8 Election Expenses

8.8.1 The spending limit for all campaign materials, including gifts, the value of any purchase discounts, and other personal contributions, shall be \$200.00 for the ResSoc Executive elections.

8.8.2 The C.E.O. may adjust these numbers according to inflation in relation to 2013 dollars.

8.8.3 All candidates or campaign teams shall deliver a typed and itemized account of all expenditures by and for a campaign to the C.E.O. before eight o'clock in the evening on the day preceding the opening of the polling period. These accounts shall include:

(i) a sample of all campaign material which bear the candidate(s) name and or symbol used on behalf of the candidate(s);

(ii) a written receipt or bill for each separate item of material, also including, where a name is not imprinted on the receipt, the supplier's address and phone number; and

(iii) a full description of professional services employed by the campaign, along with a written receipt or bill for these services.

8.8.4 Where the candidate or team of candidates or campaign team has not received a bill for materials, services, or advertisements rendered on its behalf for the purposes of the campaign, a written estimate signed by the supplier of such materials, services, or advertisements shall suffice.

8.8.5 All candidates who have complied with the above requirements shall be reimbursed by the ResSoc Elections Committee for campaign expenses if:

(i) they receive at least twenty percent of the vote in an election contested by two candidates or teams of candidates;

- (ii) they receive at least fifteen percent of the vote in an election contested by three or more candidates or teams of candidates; or
- (iii) if they receive at least one-third of the vote in a referendum.

## 8.9 Polling

8.9.1 All members of the Society may vote in ResSoc Executive elections and referenda.

8.9.2 Society members may vote in the House President election for the riding where they reside at the start of the polling period.

8.9.3 Members of a floor may vote for one or two floor representatives who represent either both the entire floor or who each represent separate wings or sections of a floor according to the decisions made by the House Councils as per section 2.03.04 (vi) of these Bylaws.

8.9.4 In the case of nominations in separate wings or sections of a floor, only those students living in a defined wing or section may vote for that wing or section's nominee(s).

8.9.5 The boundaries of each wing or section, if any, shall be determined by the House Council as per section 2.03.04 (vi) of these Bylaws.

8.9.6 For all ResSoc elections and referendum, all residents will be provided with online voting, with a notice of polling sent to all members at least 24 hours in advance.

8.9.7 Each ballot shall state the following:

- (i) the heading "ResSoc Executive Election";
- (ii) dates of the election or referendum;
- (iii) position(s) contested (for an election);
- (iv) number of candidates or options a voter may vote for;
- (v) for ResSoc Executive Elections, the surnames and given names of the candidates in the order: President, Vice-President (Residence Operations), Vice-President (Society Operations), listed in alphabetical order by the surnames of the presidential candidates.

8.9.8 At least twenty four (24) hours prior to the polling period, the C.R.O. shall provide the C.E.O. with a printed, numerically ranked list of their preference of candidates in each contested district. This envelope shall then be entrusted to the C.E.O. and will only be referenced in the event of tie for first position, in which case the C.R.O.'s preference breaks the tie.

8.9.9 The polling period for ResSoc Executive elections must extend at least 2 business days.

8.9.10 Polling for ResSoc Executive elections shall be held no later than the fourth Thursday after the beginning of the University Winter Term.



8.9.11 The winner of an election shall be the candidate or team of candidates who received the largest number of votes.

8.9.12 A referendum question shall pass if it receives a majority of affirmative votes, provided that the votes cast for that side number at least two hundred or ten percent of the population, whichever is greater.

8.9.13 In referenda or uncontested elections where at least twenty (20) percent of the eligible student electorate have cast ballots, the matter shall be considered approved if it receives fifty percent plus one (50% +1) of the total non-spoiled ballots cast. In cases where less than twenty (20) percent of the electorate have cast ballots, approval of the matter shall be subject to the following sliding scale based on total voter turnout:

Voter Turnout Percentage	15.00% to 19.99%	10.00% to 14.99%	5.00% to 9.99%	4.99% or less
Minimum Percentage of Votes in Favour Needed	55.00%	60.00%	65.00%	70.00%

8.9.14 The C.R.O. or the President shall announce the results of a ResSoc Executive election or referendum, on the condition that they will be given to the candidates before the public. The results shall be posted in public no later than two hours after the results have been confirmed by the C.R.O. regardless of the candidates' availability.

8.9.15 A candidate or team of candidates may demand a recount of ballots by submitting a request to the C.R.O. within twenty-four hours of the closing of the last poll. The results of a second recount shall be final.

8.9.16 The C.R.O. shall conduct an immediate recount if the margin of victory constitutes one percent or less.

8.9.8.1 Ballots from any given election (Executive, House President or Floor Representative) are to be counted within 24 hours of the polling stations closing. Results from elections are to be announced as soon as they become available. Successful and unsuccessful candidates must be notified of said results as soon as they become available.

## 8.10 Penalties and Disqualifications

8.10.1 Any violation of this policy, as determined by the C.E.O., may result in the disqualification of the offending candidate or team of candidates. Upon disqualification, the disqualified candidate or team's nominations shall become void.

8.10.2 Any appeals from a disqualification decision must be heard by the Constitutional Affairs and Ethics Committee within twenty-four (24) hours of notice of the decision.

8.10.3 The Committee shall only overturn a ruling by the C.E.O. if the appellant can establish to the Committee's satisfaction that the C.E.O.'s decision was patently unreasonable or inconsistent with elections policy.

8.10.4 In the event that the candidate or team of candidates who win the election is subsequently disqualified, the C.E.O. shall:

(i) if only two candidates or teams are running in the election and the second place candidate or team of candidates received at least forty percent of the votes, declare elected the second place candidate or team; or

(ii) if three or more candidates or teams are running in the election and the second place candidate or team received at least thirty percent of the votes cast, declare elected the second place candidate or team; or

(iii) if neither conditions (i) or (ii) above apply, declare the election void and start the election anew without new nominations.

8.10.5 In the event that the C.E.O., as a penalty, lowers a candidate or team's expense limit below what has already been spent, the candidate or team shall be required to destroy existing material so that the sum of the value of the destroyed materials equals or exceeds the difference.

8.10.6 In exercising his or her discretion, the C.E.O. shall consider the following factors:

(i) whether a violation was wilful;

(ii) whether a violation was flagrant; and

(iii) whether a violation likely affected the election results.

8.10.7 Any disputes/complaints must be brought to the attention of the C.E.O. no later than seventy-two hours after the last poll closes.

## 8.11 Definition of a Floor

8.11.1 Notwithstanding section 8.11.1, The Vice President (Society Operations) will have the power to appoint or remove floor reps to/from their post in consultation with the House President of each respective building.

<b>Addy/Ban Righ</b>		<b>Chown</b>	
Floor	Number Floor Reps	Floor	Number Floor Reps
Addy 1	1	Ground	1

Addy 2	1	1	2
Addy 3	1	2	2
Addy 4	1	3	2
Ban Righ 2	1	4	2
Ban Righ 3	1		
Ban Righ 4	1		
7 Floors	7	5 Floors	9

<b>Gordon/Brockington</b>		<b>Leggett</b>	
Floor	Number Floor Reps	Floor	Number Floor Reps
Brock 0	1	1E	1
G1/B1	1	2E	1
Brock 2	1	3E	1
Brock 3	1	4	1
Brock 4	1	5	1
Brock 5	1	1W	1
Gord 2	1	2W	1
Gord 3	1	3W	1
Gord 4	1	2N	1
Gord 5	1	3N	1
10 Floors	10	10 Floors	10

<b>Leonard</b>		<b>McNeil</b>	
Floor	Number Floor Reps	Floor	Number Floor Reps
Basement	1	1	2
1 East	1	2	2
1 West	1	3	2
2 Annex	1	4	2
2 West	1		
2 East	1		
3 West	1		
3 East	1		
4 West	1		
4 West	1		

10 Floors	10	4 Floors	8

<b>Morris</b>		<b>Victoria Hall (Lower)</b>	
Floor	Number Floor Repts	Floor	Number Floor Repts
Ground	1	1A	1
1	2	1B	1
2	2	1D	1
<b>Victoria Hall (Upper)</b>		<b>Waldron Tower</b>	
Floor	Number Floor Repts	Floor	Number Floor Repts
4A	1	2A	1
4B	1	2B	1
4D	1	2D	2
4E	1	2E	3
5A	1	3A	4
5B	1	3B	5
5D	1	3D	6
5E	1	3E	7
6A	1		8
6B	1		9
6D	1	12 Floors	10
6E	1		12
		11	1
		Expansion 1	1
		Expansion 2	1
		Expansion 3	1
12 Floors	12	12 Floors	13

<b>Watts</b>	
Floor	Number Floor Reps
1	1
2	2
3	2
4	2
5	2
6	2
6 Floors	1 1

<b>David C. Smith House</b>	
Floor	Number Floor
Reps Ground	1
1	2
2	2
3	2
4	2
5 Floors	9

<b>Brant House</b>	
Floor	Number Floor Reps
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
8 Floors	8

<b>Jean Royce Hall</b>	
Angus House	2
Upper Boucher-Bryce	1
Lower Boucher-Bryce	1
Upper Curran-Douglas	1
Lower Curran-Douglas	1
Upper Healey-Laird	1
Lower Healey-Laird	1

Upper Miller-Roy	1
Lower Miller-Roy	1
Upper Shortlife-Tracy	1
Lower Shortlife-Tracy	1
Trotter	2
Total	14

<b>Graduate House</b>	
Floor	Number of Floor Reps
1	1
2	1
3	1
4	1
Total	4

<b>Harkness International Hall</b>	
Floor	Floor
1	1
2	2
3	3
Total	Total

**Bylaw 9 Policies**

**9.1 General**

9.1.1 The General Assembly is hereby empowered to create, amend, or repeal policies and/or codes by resolution passed by a two-thirds majority where notice of the motion has been given at a previous meeting. These policies shall have the same authority as Bylaws.

9.1.2 Notwithstanding section 9.01.01, committee charters and the Society Financial Policy and Procedures shall form part of these Bylaws and shall not be amended or repealed by any other process except that which is outlined in section 9.02 of the Constitution.

9.1.3 No policy shall be valid which conflicts with these Bylaws, the Constitution, or the policies of the Alma Mater Society or Queen’s University.

## 9.2 Policy Mandate

9.2.1 Without limiting the ability of the General Assembly to pass any policy it deems wise and expedient, it shall be a duty of the General Assembly to establish and maintain, at a minimum:

- (i) a financial policy and procedure which establishes an adequate system of financial controls and reporting;
- (ii) a code of ethics for senior financial officers which outlines the ethical obligations of the Chief Financial Officer and the President with respect to finances;
- (iii) a transition policy which shall govern the change in duties in all offices;
- (iv) a poster policy which outlines rules and procedures for groups or individuals wishing to display posters in residence;
- (v) a hiring policy which establishes consistent procedures for the recruitment and selection of candidates for positions in the ResSoc;
- (vi) a workplace safety policy which helps prevent accidents, illnesses and injuries, increases safety awareness, and establishes safety responsibilities for staff of the ResSoc; and
- (vii) an attendance policy for General Assembly meetings which helps maintain high levels of attendance by, among other things, establishing accountability for attendance and consequences for absenteeism.

## Bylaw 10 Suspension of Bylaws

10.1 Unless otherwise specifically provided for in these Bylaws, no Bylaw shall be overridden, suspended, or otherwise set aside unless authorized by a two-thirds majority of Society members present and voting at a Society General Meeting where the number of voting members constitutes five percent or more of the Society membership.

10.2 Notwithstanding Bylaw 10.01, the following bylaws shall never be overridden, suspended, or otherwise set aside:

- (i) Bylaw 10;
- (ii) Bylaw 1.10.06;
- (iii) Bylaw 6.01;
- (iv) Bylaw 6.04, paragraphs 03, 05, and 13;
- (v) Bylaw 7.04;
- (vi) Bylaw 8.01; and
- (vii) Bylaw 8.09, paragraphs 01, 02, 04, 10, 14 and 15.

## Bylaw 11 Coming into Force

11.1 These Bylaws come into force on the first day of May in the year two thousand and thirteen ,

or on the day they are approved in third reading by the General Assembly, whichever is later.

11.2 Upon their coming into force, these Bylaws shall replace all previous MCRS and JRHS Bylaws and Policy Manuals.

### Bylaw 12 Emergency Powers

12.1 In a situation when either the Province of Ontario, or the City of Kingston issue a state of emergency for a period of time longer than one month, or in the situation where the structure and function of ResSoc is significantly affected by worldwide events or events on campus, the General Assembly has the right to invoke Emergency Powers.

- (i) Executive members to make TEMPORARY decisions during the summer without the General Assembly with unanimous decision in meeting minutes which in their opinion is the right course of action to combat adverse conditions. This needs to be retroactively approved by the first General Assembly after the decisions are made.
- (ii) General Assembly to approve TEMPORARY major changes to the bylaws and minor changes to the constitution with one vote of the General assembly with 80% or more of the general assembly being in favor of the action.
- (iii) Any changes MUST be documented in a separate documentation to be found on the ResSoc Website entitled ResSoc Bylaws/Constitution EMERGENCY ORDERS [Timeline]
- (iv) After emergency powers are lifted, the document must be archived and be available upon request. Temporary changes to the bylaws or constitution are nullified once emergency powers are lifted, and cannot be renewed unless voted on again by the General Assembly.
- (v) The activation of Emergency Powers will also strike an Emergency Response Committee dedicated to planning and discussion of the situation which is to meet once a month until Emergency Orders are lifted.

12.2 Emergency powers are activated by the vote of the General Assembly (Majority or 2/3rds) and can only be activated for a set period of time up to the Annual General Meeting at the end of the current academic year where the powers are subject to renewal by the incoming General Assembly. If the time expires or is set to expire soon and the General Assembly believes the powers should be extended, it needs to be voted on again in General Assembly with regular motion passing requirements.

Emergency Powers can only be extended past the Annual General Meeting by the incoming General Assembly.