



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

INTERHALL COUNCIL 2013 - 2014
CONSTITUTION, BYLAWS, POLICIES, AND APPENDICES INDEX
Last Revised By Kirsten Chung on Monday, March 31, 2014

CONSTITUTIONAL PREAMBLE

Article One: Name
Article Two: Purpose
Article Three: Membership
Article Four: Responsibilities of Members
Article Five: Ethical Pledge
Article Six: Finances
Article Seven: Voting/Meetings
Article Eight: Elections
Article Nine: Statutory Requirements
Article Ten: Proclamation of the Grandfather Clause
Article Eleven: Citations

DUTIES OF MEMBERS

Article One: Duties of Members
Article Two: Duties of the Interhall Central Executive
Article Three: Duties of Hall Presidents
Article Four: Duties of the West Residence President
Article Five: Duties of Hall Vice-Presidents
Article Six: Duties of Hall Social Coordinators
Article Seven: Duties of Hall Public Relations Officers
Article Eight: Duties of Hall Operations Managers
Article Nine: Duties of the IHC Advisor
Article Ten: Leadership Passport

OPERATING BYLAWS

Article One: IHC Central Executive Meetings
Article Two: Use of the Interhall Council Office
Article Three: Use of the Interhall Council Computers and Peripherals
Article Four: Supplies
Article Five: Use of Telephones, Fax Machine and Photocopier
Article Six: Interhall Council Executive Electoral Rules
Article Seven: Hall Council Electoral Rules
Article Eight: Selection of Non-voting Members
Article Nine: IHC Employees and Non-voting Members
Article Ten: Resignation from IHC
Article Eleven: Amendments



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

Article Twelve: Amendments to Hall Constitutions

Article Thirteen: Referenda

Article Fourteen: Student Concerns

FINANCIAL BY-LAWS

Article One: Deposits and Events Summary

Article Two: Financial Advancements

Article Three: Reimbursements

Article Four: Approval of Hall Funds by Hall Presidents

Article Five: Event Proposals

Article Six: Responsibilities of the Vice President- Finance

Article Seven: Financial Motions

Article Eight: Honouraria

Article Nine: Funding Allocations and Limitations

Article Ten: Hall Selling Practices

COMMITTEE BYLAWS

Article One: Attendance

Article Two: AD-HOC Committees

Article Three: Forming a Committee

DISCIPLINE BY-LAWS

Purpose

Pre-Amble

Article One: Classification of Infractions

Article Two: Progress Review Procedures

Article Three: Evaluation of IHC President

Article Four: Progress Review Appeals

Article Five: Dismissal from the Council

Article Six: Termination of a Member

Article Seven: Probation of a Member

Article Eight: Appeal of Termination

INTERHALL COUNCIL POLICIES

Interhall Policy on the rights of a Residence Student

Pre-Amble

Interhall Council Committee Policy

Pre-Amble

Article One: Duties of Committee Members



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

Article Two: External Committees

Article Three: IHC Coordinated Committees

Residence Advisory Board Policy and Terms of Reference

Purpose

Article One: Membership

Article Two: Meetings

Article three: Guidelines

Student Housing Services and Interhall Council Consultation Document

Pre-Amble

Article One: Timing for Consultation

Article Two: Issues for Consultation

Article Three: Process

Article Four: Summer Consultation

Article Five: Acknowledgement

Interhall Council Student Organization Policy (SOP)

Purpose

Article One: Student Organization Policy

Article Two: Procedure and Mechanisms of Registration of a PSO

Article Three: Responsibilities of PSOs

Article Four: Procedure Mechanisms of Registration of an ASO

Article Five: Responsibilities of IHC Affiliate ASOs

Article Six: Disqualification

Interhall Council Bus Policy and Terms of Reference

Pre-Amble

Intent

Scope

Article One: Bus Trip Protocol

Article Two: Bus Event Bookings

Article Three: Event Proposal Guidelines

Article Four: Further Suggestions and Responsibilities

Postering Policy

Pre-Amble

Intent

Scope

Article One: Posters

Article Two: Approval

Article Three: Locations



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

Article Four: Monitoring
Article Five: Violations
APPENDIX A- CSA (Public) Boards
APPENDIX B- Designate Locations for Banners
APPENDIX C- Checklist for all Posters within Residence Environment

Interhall Council Policy On The Hall Buddy Program

Pre-Amble
Purpose
Article One: Selection of Hall Buddy Partnerships
Article Two: Duties of the Central Hall Buddies
Article Three: Miscellaneous

Herd The Werd (HTW) Policy

Article One: HTW Objectives
Article Two: HTW Membership Structure
Article Three: Job Descriptions
Article Four: Publication Policy
Article Five: Miscellaneous

Interhall Council Policy on Conferences

Pre-Amble
Purpose
Article One: Selection of Delegation
Article Two: Duties of the VP-C
Article Three: Duties of the Spirit Leader
Article Four: Duties of Delegates
Article Five: Transportation
Article Six: Registration
Article Seven: Conference Behaviour
Article Eight: Finances

Guelph Residence Recognition Program

Pre-Amble
Purpose
Article One: Name
Article Two: Membership
Article Three: Duties of the GRRP Coordinator
Article Four: Duties of the VP-C
Article Five: Duties of the Hall Representatives



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

Article Six: Meeting's and Guidelines

Article Seven: Submission of "Of The Month Awards" (OTMAs)

Article Eight: Selection OTMA Winners

Interhall Council Awards

Purpose

Article One: General Policies

Article Two: Awards

Interhall Council Policy on Free Goods and Services

Article One: Alcohol

Article Two: Money

Article Three: Admission

Article Four: Miscellaneous

Interhall Council Petitions, Delegations, and Representations (PDR) Policy

Pre-Amble

Article One: PDR Policy

Article Two: Budget Allocated PDR Funding Policy

Interhall Council Audio/Visual Equipment Policy

Pre-Amble

Article One: Audio/Visual Inventory

Article Two: Audio/Visual Equipment Policy

Transitioning Policy

Interhall Council Policy on Alcohol

Pre-Amble

Article One: Personal Use

Article Two: Events

CSA Endorsement Policy

Pre-Amble

Article One: General Guidelines

Article Two: Responsibilities of the VP-C

Article Three: Process

Article Four: Removal of Support

Article Five: Criteria

Article Six: Guidelines for Endorsees

APPENDIX I

APPENDIX II



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

Interhall Council Constitution

Preamble

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

Article One: Name

- (a) An organization shall exist and be known as Interhall Council (IHC).
- (b) No other body, person or persons shall attempt to identify themselves with IHC or any of its constituent bodies in any manner, unless given the written permission of IHC. Said body would be subject to the provisions of this constitution.
- (c) To define constituent bodies, this group shall consist of all Twelve Residence Councils, namely:
 - 1) Artz Haüs Council
 - 2) East Hall Council
 - 3) East Village Council
 - 4) Johnston Hall Council
 - 5) Lambton Hall Council
 - 6) Lennox/Addington Hall Council
 - 7) Maritime Hall Council
 - 8) Mills Hall Council
 - 9) Mountain Hall Council
 - 10) Prairie Hall Council
 - 11) Watson Hall Council
 - 12) West Residence Council

Article Two: Purpose

- (a) To unite and coordinate all existing residence Hall Councils.
- (b) To take an active role in pursuing residence student's needs and objectives.
- (c) To provide the strongest voice for residence students when dealing with administrative bodies through advocacy work.
- (d) To facilitate an open line of communication with other existing student governments (e.g. Central Student Association, College Governments, etc.) and work to develop a cohesive relationship that can initiate and coordinate campus wide activities and initiatives.
- (e) To encourage cultural, educational, social and athletic development of residence students and to provide opportunities for leadership at the University of Guelph.



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

- (f) To subsidize, if appropriate, and aid in coordinating specific hall/campus activities initiated by residence students (e.g. Residence Life Staff).
- (g) To ensure proper guidance and direction for individual Hall Councils, through elected Hall executives.
- (h) To ensure appropriate methods of coordinating and conducting hall functions and finances.
- (i) To take an active role in pursuing involvement in residence associations; pending membership on a provincial, national and international level. This is in order to ensure proper recognition of our residence efforts, attributes and programming. As well as striving to build and develop the leadership skills of the students so that they may be a benefit to residence life, and our organization.
- (j) To use all available methods to disseminate information pertinent to residence students and ensure all constituents are well informed on issues that affect them.

Article Three: Membership

- (a) The membership of Interhall Council will consist of IHC Central Executive and Hall Executive as outlined in Appendix I: Members of Interhall Council.
- (b) Each Hall President will be the official representative of the residents of his/her respective hall to IHC.
- (c) The Executive of IHC shall consist of a President, Vice President - Internal (VP-I), Vice President - Finance (VP-F), Vice President - Activities (VP-A), Vice President - Communications (VP-C), and Vice President Operations (VP-O).
- (d) Appointed representatives of Student Housing Services and Student Affairs will have the opportunity to hold non- voting positions on IHC.
- (e) The IHC Chairperson and Guelph Residence Recognition Program (GRRP) Co-coordinator, and any other hired positions will be non-voting members of IHC.
- (f) The position of an IHC member is to be held accountable by both the Interhall Council Constitution, and their hall specific constitution.
- (g) The position of a member of IHC may become vacant if he/she takes part in, instigates or condones any action that could in any way reflect upon or jeopardize the integrity of IHC and the greater residence life community. He/She will be subject to disciplinary action under the Discipline Bylaws of IHC for any such actions.
- (h) IHC members must be registered students at the University of Guelph and live on campus in one of the student residence halls referred to in Article One (c) for the fall and winter semesters of his/her term. This includes Cooperative Education students living in residence.
- (i) Non-voting staff and appointed non-voting members of IHC do not have to live on campus for the duration of their term.
- (j) The term of office of IHC members, non-voting members, and non-voting staff members shall be May 1 until April 30 of the following year.



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

Article Four: Responsibilities of Members

- (a) IHC members shall act as the recognized means of communication between the residence students, IHC and the greater university community. In doing so, IHC members will remain professional and accountable in the representation of their constituents.
- (b) IHC members shall be an approachable resource.
- (c) IHC members shall create a positive residence environment through diverse intentional programming.
- (d) IHC members shall be proactive in addressing residence issues and/or students' concerns.
- (e) IHC members shall respect diversity and work towards the elimination of discrimination.
- (f) IHC members shall uphold the integrity of IHC.
- (g) IHC members shall be accountable to the organization, IHC members shall be accountable to the organization, it's members, and to the residence student body (h) IHC members shall remain accountable to the IHC Duties of Members Bylaws.
- (h) IHC members shall focus on fostering teamwork, and develop cohesion throughout the year
- (j) IHC members must participate in Fall and Winter Campus Preview to promote Residence.

Article Five: Ethical Pledge

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

Article Six: Finances

- (a) Source of Funds



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

- 1) Under the authority granted by the Board of Governors, in response to the referenda passed in 1991 and 2003, and 2007, the University shall assess, as part of the residence contract, each undergraduate resident of the University owned residence halls for the support of educational, social, cultural, and recreational activities and the interest of the student residents, the amount of \$16.33 (indexed to the cost-of-living index and non-refundable) each semester.
 - 2) As well as, under the authority granted by the Board of Governors, in response to the referenda passed in 2007, the University shall assess, as part of the residence contract, each undergraduate resident of the University owned residence halls for the support of educational, social, cultural, and recreational activities and the interest of the student residents, the amount of \$0.50 (Not- indexed to the cost-of-living index and non-refundable) each semester. \$0.25 shall be allocated for the annual audit. \$0.25 shall be allocated to the Entrance Scholarship.
 - 3) Any additional funds allocated to IHC shall be used in a manner authorized by the members of IHC and in accordance to the IHC Financial Bylaws.
 - 4) A financial review and the preparation of the financial statements shall be done at the end of the fiscal year, or upon request should the need arise. This fiscal year shall run from May 1 until April 30.
- (b) Allocation of Funds
- 1) Each respective Hall Council shall receive 29% of the residence student activity fee per student each semester. A portion of those funds, may be held in trust by the Central Account at the discretion of the VP-F and board for larger collaborative efforts.
 - 2) Interhall Council shall be allocated the remainder of the residence student activity fees received from each residence student.

Article Seven: Voting/Meetings

- (a) All regular IHC meetings shall be conducted under Robert's Rules of Order.
- (b) Voting members at IHC meetings shall be all hall presidents. A hall representative in accordance to each hall's constitution can be sent in proxy to fill a Hall President's seat at these meetings.
- (c) The board will consist of the Central Executive, IHC President, IHC Chair, IHC Scribe, IHC Housing Advisor, and all Hall Presidents.
- (d) Mobility Rights to all members of Interhall Council during board is encouraged.
- (e) All members that sit on board will be required to sign an Ethical Pledge. See Constitutional Preamble, Article five.
- (f) All board members are required to inform themselves of not only Robert's Rules of Order, but the procedures of the organization, as outlined by the constitution.
- (g) In the case of constitutional amendments, all current hall and central executive members may vote.



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

- (h) In the case of IHC Central Executive elections, all current hall and central executive members may vote. The IHC president vote will be counted only in the case of a tie.
- (i) (f) Each voting board member (As outlined in Article Six (b)) has one vote per motion. All IHC members may make motions. Motions will be carried by a simple majority vote.
- (j) Quorum shall be two-thirds of the voting IHC board members. Quorum must be present to hold an official IHC Board meeting.
- (k) Meetings shall be open to the general public.
- (l) There shall not be less than ten (10) meetings per semester (excluding the summer semester).
- (m) Ballots cast during a secret ballot vote will be kept for seven days, in a sealed envelope by the Chair or Chief Electoral Officer (CEO) (where ballots cast in elections are concerned). Within that seven-day period, a member of IHC may request that the Chair or CEO conduct a recount of votes. After seven days, the Chair or CEO will be responsible for destroying the ballots.
- (n) The tally of all votes cast in favour or against a motion must be made public. The tally of votes cast during a secret ballot vote must also be made public, although the choice of each secret ballot voter must not be disclosed.

Article Eight: Elections

- (a) Election procedures shall take place in a democratic manner as outlined in IHC Operating Bylaws.
- (b) IHC Central Executive elections shall take place at an additional, mandatory IHC meeting occurring during approximately the fifth (5th) week of the winter semester.
- (c) The hall election process shall take place following the central elections during academic week five - seven (5-7) of the winter semester. Subsequent rounds of election will take place within a standardized timeline, at the discretion of the Vice President-Internal.
- (d) The West Residence and East Village executive election(s) will function as an interview process. During this process a selection of executive members will sit in on the elections, at the discretion of the IHC President and VP-I.

Article Nine: Statutory Requirements

- (a) Qualification of Central Executive Candidates:
 - 1) The candidates for IHC President, VP-I, VP-F, VP-A, VP-C, and VP-O must currently hold IHC membership.
 - 2) The candidate(s) for President, VP-I, VP-F, VP-A, VP-C and VP-O must be residence students who are not incoming hall executives.
 - 3) The candidate(s) for President must have been at least a Hall President, or an IHC Central Executive.
 - 4) The candidate(s) for VP-I must have been a Hall President or IHC Central Executive member and must have sat on the Progress Review Committee (PRC).



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

- 5) The candidate(s) for VP-F must have been a Hall President or IHC Central Executive member.
 - 6) The candidate(s) for VP-C must have attended at least one of the following: ORHA (Ontario Residence Hall Association), GLACURH (Great Lakes Affiliate of College and University Residence Halls), or NACURH (National Affiliate of College and University Residence Halls) conference as a University of Guelph delegate.
 - 7) The candidate(s) for VP-A, VP-C and VP-O must have completed at least two terms in an executive position, or one term as a hall president.
 - 8) Non-voting staff and non-voting members will be eligible to run in IHC Central elections, providing they live in residence, after first round elections have been completed.
 - 9) In the event that any position continues to be vacant at the close of first round elections, it will then become available to any residence student, who is encouraged to have comparable IHC and/or hall council experience.
 - 10) In the event that any position remains vacant after reasonable efforts to fill it with a current residence student, IHC may motion that elections be opened to include students currently living off campus as well. The off campus student is encouraged to be an ex-Interhall member or have comparable experience with the portfolio.
- (b) Qualification of Hall Presidents:
- 1) Must have attended a minimum of half of the hall council meetings in their hall over the course of the year.
- (c) Qualification of general IHC Members:
- 1) No residence student will hold more than one IHC position concurrently.
 - 2) Any person that is dismissed will be considered ineligible to run for any IHC position of that academic year and the following academic year.
 - i) In the event that a person resigned from IHC due to not attaining the academic requirements set forth in IHC's Code of Ethical Standards, they will be considered eligible to run for future IHC positions upon increased grades following a minimum of 2 credits, or the equivalent standards set by the Centre for Students with Disabilities where applicable, in one full academic semester.
 - 3) No Hall President or Central Executive member shall seek to hold an executive position within any other Primary Student Organization (P.S.O.).
 - 4) Students may run in any hall on campus for the next academic year's elections.

Article Ten: Proclamation of the Grandfather Clause

- (a) We, Interhall Council recognize that this is a legally binding document
- (b) We, Interhall Council understand that our organization shall strive to abide by the policies and by-laws of the university, student housing, and our affiliates.



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

- (c) We, Interhall Council recognize that this document is reviewed and renewed every year to ensure the upmost integrity of this organization
- (d) We, Interhall Council recognize that the turn over and renewal of the organization's members and constitution occur from May 1st 2013 – May 1st 2014.
- (e) We, Interhall Council recognize the need for the maintenance of a representative body to voice the opinions and concerns of the students in residences. Additionally, Interhall Council will strive to foster leadership and provide diverse intentional programming. Interhall Council will maintain and further the expansions of effective cooperation and communication between the residence halls in the University of Guelph community.
- (f) Interhall Council will strive to remain an accountable and integral Organization to the Guelph community through the governing of this document.

Interhall Council Bylaws
2013 - 2014
DUTIES OF MEMBERS

Article One: Duties of Members

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



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

- (i) All members are responsible for attending all pertinent IHC training.
- (j) All members must assist in central events at the request of the VP-A.
- (k) All members must fulfill their respective duties as outlined in the IHC Bylaws and in their respective Hall Constitutions.
- (l) When creating room assignments, members of the same executive may not live together; that being in the same room, townhouse or apartment. A member of the IHC Central Executive may live with a Hall Executive at the discretion of the IHC Central Executive and the Hall Executive on which they sit.
- (m) All incoming members elected semester must be SRM trained by October 1st. Proof of SRM training must be presented prior to receiving any honourarium.
 - i) Any members elected during Fall or Winter byelection must be SRM trained within 3 weeks of being ratified.
- (n) All members must complete the requirements of the Leadership Passport as outlined in Article Thirteen.
- (o) All members are responsible for familiarizing themselves with Robert's Rules of Order.

Article Two: Duties of the Interhall Central Executive

- (a) The IHC Executive will provide support to all IHC members.
- (b) All IHC Executive shall promote communication, cooperation and interaction between Central, Hall Executives, and Hall Council Members.
- (c) All IHC executives are responsible for maintaining open lines of communication between themselves and their hall buddy executives.
- (d) The IHC Central Executive will conduct an assessment of IHC as an organization in hopes of developing sustainable goals to further the expansion and effectiveness of the organization.
- (e) All IHC Central Executive are responsible for maintaining the IHC office, all pertinent files, and equipment.
- (f) All IHC Central Executive are required to fulfill a minimum of two IHC office hours a week at the discretion of the VP-O.
- (g) All IHC Central Executive are responsible for completing their allotted office-cleaning schedule.
- (h) All IHC Central Executive have an obligation to attend IHC Board meetings, IHC Executive meetings, and allocated committee meetings.
- (j) All Central Executive are required to submit an Executive Report, outlining pertinent information for the upcoming board meeting, the Friday prior to the Board Meeting.
- (j) All IHC Central Executive are obligated to assist in Orientation and Central IHC events.
- (k) All incoming Central IHC Executive must attend the last two meetings of IHC prior to the conclusion of the current term of the council.
- (l) In the event, that an IHC Central Executive position is left vacant after reasonable efforts to fill the position, the incoming IHC Central Executive in partnership with a member of



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

- the outgoing IHC Central Executive, will initiate a hiring process for the vacant position(s) at the discretion of the Central executive.
- (m) All Central members are responsible for submitting, at the end of the winter semester, their IHC office keys, positional keys, final receipts prior to the receipt of their honourarium cheque.
- (l) Duties of the IHC President Elect:
- 1) Creation of the IHC President – Elect Position, to run from seven (7) days post the conclusion of the ratification of the IHC President for the upcoming academic year, until April 30th at 11:59pm.
 - 2) Set a meeting within five (5) days of assuming their role with the appropriate professional staff of the Center for New Students to outline each other's roles in an effort to create understanding between the two roles, particularly with regards to Orientation Week.
 - 3) Coordinate with the appropriate member(s) of the Orientation Team to run event planner sessions suited/adapted to the needs of incoming Interhall Council members to be executed prior to the commencement of the April examination period. Shall work in collaboration with the Centre for New Students to produce and execute a timeline and an active campaign for Orientation Volunteer recruitment and selection, with emphasis on recruiting among current residence students.
 - 4) Prior to the last day of classes in the winter semester, establish a written agreement with the Centre for New Students regarding:
 - a. OV T-shirts for elected IHC members
 - b. Shared costs pertaining to Orientation Week, including radios, BBQ's, Golf Carts, etc.
 - c. Various training needs through to the end of Orientation Week
 - d. Both formal and informal work arrangements during the summer time
 - 5) Begin the planning process for the Summer Presidents Conference to be held a minimum of one (1) full week, including the weekend prior to the deadline for Orientation Week event submissions are due:
 - a. Shall seek to have one on one meetings with the outgoing Central Executives as a form of 'exit interview' to reflect on the past year, areas of improvement, etc. This will be at the discretion of the incoming Central executive
 - b. Shall seek to have one on one meetings with the incoming Central Executive and if possible all of the incoming Hall Presidents
 - 6) Host weekly (minimum bi-weekly) meetings with the incoming Central Executive, and shall seek an audience with the outgoing Central Executive to



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

plan incoming/outgoing Central Executive meeting times; the agenda for which will be set by the incoming and outgoing IHC Presidents.

(m) Duties of the President:

- 1) The President will act as the representative of IHC and will speak to the university administration and all other bodies on behalf of IHC for its actions and policies.
- 2) The President is responsible for collecting and tabulating all business pertinent to discussion at IHC meetings, as well as coordinating the attendance of any desired guest speakers.
- 3) The President is responsible for coordinating and talking to PDR presenters for IHC Board meetings. See the PDR Policy.
- 4) The President will chair the meetings of IHC (or find a suitable alternate) in the case of the Chairperson's absence.
- 5) The President is required to sit on the Student Housing Services Single Student Budget Committee.
- 6) The President is responsible for chairing the Residence Advisory Board and the coordination of taking minutes at the meeting; they will also compile a full report outlining RAB proceedings at the end of their term for transition purposes.
- 7) The President shall have signing authority for the issuing of funds and must be implicitly familiar with all allocations of such funds.
- 8) The President has conditional veto power over financial matters as outlined in the IHC Financial Bylaws. This veto power may be used when:
 - i. The reputation and integrity of any hall council or IHC is endangered by the suggested use of funds.
 - ii. The proper financial procedures have not been followed in accordance to the IHC Financial Bylaws.
- 9) The President shall collect appeals to the Progress Review Committee's decisions and shall form a committee to consider all appeals in accordance to the Discipline Bylaws Article Four.
- 10) The President will collect and file Orientation and end-of-semester reports from IHC members, non-voting staff, and non-voting members.
- 11) The President shall manage the IHC email account. (ihc@uoguelph.ca) An appropriate response time, at the discretion of the IHC President, should be maintained.
- 12) The President, in conjunction with the VP-I, shall address internal concerns of Interhall Council to maintain the quality and integrity of the organization.
- 13) The President will hold Interhall Council Central Meetings.
- 14) The President shall meet regularly with the IHC advisor.



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

- 15) The President shall meet regularly with the Student Housing Services (SHS) director. The IHC President shall ensure that the Student Housing Services Consultation Document is signed by SHS Director and incoming IHC President.
- 16) The President shall hold one on ones with each IHC central executive and hall presidents during the fall semester, and winter semester.
- 17) The President shall coordinate new members training, in accordance to the fall election timeline.
- 18) The President shall coordinate training for members in January as well as training other new members elected at other times and familiarize them with the organization.
- 19) The President shall coordinate Old/New Day in accordance with the winter election timeline with the incoming Central Executive.
- 20) The President shall conduct IHC Executive elections according to Article Seven (7) of the Constitution.
- 21) The Interhall Council President will act as the Summer Training Director for the summer semester, and will secure this position upon his/her election in the winter semester. This salary shall be covered in accordance with a contractual agreement between Interhall Council (IHC), Student Housing Services (SHS) and the Center for New Students (CNS).
- 22) The Summer Training Director's contract shall include, but is not limited to the following:
 - i. To actively pursue integrated training programs in the forms of Hall President's Conference and August Training, and deliver them in a timely fashion and on budget.
 - ii. The President shall send bi-weekly reports of activities, committee reports and training updates to Associate VP-Student Affairs, Director of Student Housing Services, IHC Advisor(s) and all IHC members.
 - iii. The President shall sit on mandatory IHC, SHS and Student Affairs Committees.
 - iv. The President shall ensure representation for summer residence students.
 - v. The President is responsible for organizing the stuffing of envelopes for the Orientation Kit mail outs. The President shall also make order forms available to incoming residence students at the earliest possible date. The President shall also strive to meet the line item laid out in the IHC Budget.
 - vi. The President shall be an O-team member and act as the liaison between The New Student Orientation Program and Interhall Council.
 - vii. The President shall sit on Orientation Risk Management (ORM) and take an active role in event planning and approval and maintain strong communication between each hall and the progress of their orientation events.



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

- viii. The President shall hold a minimum of 5 office hours a week in the Interhall Council office.
 - ix. The President shall arrange the cleaning the IHC office before the commencement of August Training.
 - x. The President shall coordinate activities for summer residence students.
 - xi. Will be responsible for all finances as acting financial officer
 - 23) The President shall act as a liaison between all student groups, on and off campus.
 - 24) The President shall relay all pertinent information from Student Executive Council (SEC) to IHC; which includes promoting collaborative SEC events and initiatives in residence.
 - 25) The President shall chair the Ad-hoc Audit Committee when struck by the VP-F.
 - 26) The President shall obtain and distribute all IHC mail accordingly.
 - 27) The President's sectional shall consist of the Hall Presidents. The President shall initiate the Presidential project in the fall semester.
 - 28) The President shall manage the IHC email account (ihc@uoguelph.ca) as well as the IHC president account (ihcpres@uoguelph.ca) An appropriate response time, at the discretion of the IHC President, should be maintained.
 - 29) The President will assist the VP-C to send out an email on the first of every month with pertinent updates to the residence students listserve.
- (n) Duties of the Vice-President - Internal (VP-I):
- 1) The VP-I should be prepared to succeed the President in the event that the President is unable to continue in that position.
 - i. Upon succession, the VP-I may hold the position of President for the remainder of the term, or may choose to initiate an election process to fill the President position, in accordance with the IHC constitution.
 - ii. If the VP-I chooses to retain the role of President for the remainder of the term of office, he/she must initiate proceedings for a new VP-I election in accordance with the IHC Constitution.
 - iii. In the event that an appropriate candidate is not elected in the first round of eligibility, then the VP-I will assume the position of President.
 - iv. Any vacant positions across IHC as a result of these proceedings will be filled in accordance with the IHC constitution or that of the hall involved.
 - 2) The VP-I must be implicitly familiar with the duties of the President and assist him/her to the best of his/her abilities.
 - 3) The VP-I must be knowledgeable of IHC business and be prepared to support the President and the organization in discussions with both students and the University Administration.
 - 4) The VP-I will be responsible in ensuring that all IHC members are being held accountable and abiding by the IHC constitution.



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

- 5) The VP-I will be responsible for ensuring that all official meetings and committees have IHC representation wherever possible. (See Interhall Committee Policy)
- 6) The VP-I will be responsible for ensuring that all Ad-hoc committees being formed are following the appropriate process outlined by the constitution. (See Article 2: Committee By Laws)
- 7) The VP-I shall ensure that pertinent committee and other meeting information is reported to the board and that all committee reports are recorded and or filed if appropriate.
- 9) The VP-I shall have the IHC Constitution, Bylaws, and Policies in his/her possession during IHC meetings for referral and/or clarification if necessary.
- 10) The VP-I shall chair the Progress Review Committee in accordance with the Committee Bylaws Article Four and the Discipline Bylaws. As chair of the Progress Review Committee, the VP-I shall bring to the attention of the appropriate body, IHC or specific Hall Council, any questions he/she has concerning an IHC member's actions and/or performance.
- 11) The VP-I shall coordinate and Chair the Conduct Review Committee in accordance with the Committee Bylaws Article Four and the Discipline Bylaws.
- 12) The VP-I shall be responsible for Orientation Week supply run with the assistance of the Vice President – Communications (see Operating Bylaws).
- 13) The VP-I is responsible for ensuring that all amendments to the Constitution, Bylaws and Policies have been recorded and that an up-to-date copy is made at the conclusion of each term of office.
- 14) The VP-I shall ensure that all constitutions, both organization and hall specific, are made readily available in accordance with the Vice President – Operations.
- 15) The VP-I has signing authority to be used when needed (See Financial Bylaws).
- 16) The VP-I is responsible for running Hall Constitutional review training in the winter semester in coordination with the Vice President - Operations.
- 17) The VP-I will act as the Central CEO of Hall elections, acting as a primary resource to all hall CEO's
 - a. A CEO Sectional can meet to address concerns or issues as they arise.
 - b. An AEO of admin can be appointed internally to assist in the process of Hall elections, at the discretion of the Central Executive.
 - c. The VP-I is required to hold all CEO's of hall elections accountable within their roles. When and if a member cannot fulfill this role, an appropriate substitute will be appointed.
- 18) The VP-I shall manage the VP-I email account. (ihcinter@uoguelph.ca) An appropriate response time, at the discretion of the VP-I, should be maintained.
- 19) The VP-I shall be responsible for the organizing of Winter Training with the help of the Central executive.
- 20) The VP-I will act as the bookkeeper of:



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

- a. All motion forms
 - b. PRC Documents
 - c. Internal concerns
 - d. Election nomination Packages
 - e. CEO Paperwork
 - f. All membership statements of shared values
 - g. Committee Pertinent documents
 - h. Constitutions
- (o) Duties of the Vice President – Finance (VP-F):
- 1) The VP-F is responsible for maintaining a bank account and financial records under the name of Interhall Council. The preparation of the financial statements and the year-end report shall be done at the end of the fiscal year, which shall run from May 1 to April 30. These statements shall be submitted to the incoming IHC President and VP-F.
 - 2) The VP-F is responsible for reconciliations of the IHC financial records with the statements from IHC's banking institution on an ongoing basis. Reconciliations are to be kept and stored, in a central location, for future financial obligations for seven (7) years.
 - 3) The VP-F is responsible for assisting the hall presidents in reconciling any discrepancies between hall and central records.
 - 4) The VP-F must follow all procedures outlined in the IHC Financial Bylaws.
 - 5) The VP-F shall sit on the Student Housing Service Single Student Budget Committee.
 - 6) The VP-F is authorized to make payments for all bills incurred by IHC operations and is accountable to IHC members and IHC constituents.
 - 7) The VP-F will provide strong recommendations to the President to veto funds should it be necessary, based on considerations provided under the Financial Bylaws.
 - 8) The VP-F shall prepare and present financial documentation to IHC using the following schedule. Each shall be no later than:
 - i. The 10th week of the Fall Semester – Current Fiscal Year Forecast
 - ii. The 10th week of the Winter Semester – Current Fiscal Year Forecast.
 - iii. The 11th week of the Winter Semester – Budget for the Next Fiscal Year.
 - 9) The VP-F will assist IHC members in planning and implementing budgets.
 - 10) The VP-F will be responsible for providing a ledger of all spending for the financial form binder in the office to be updated on a minimum of a bi-weekly and monthly basis.



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

- 11) The VP-F will be responsible for initiating the annual audit at the end of the fiscal year in accordance to the SOP Policy.
 - 12) The VP-F will be responsible for creating and sitting on the Ad-hoc Audit Committee, which includes the IHC President.
 - 13) The VP-F is required to assist the VP-A in the maintenance of the storage rooms and all appropriate inventories.
 - 14) The outgoing VP-F will be responsible for assisting the incoming VP-F with creating the opening budgets for halls.
 - 15) The VP-F sectional will be the Operations Managers.
 - 16) In the event that the VP-F is hired, the successful candidate will fulfill duties 1 – 4 and 6 – 12 and 14. They will not be required to fulfill the Duties of Interhall Central Executive (see Article 2).
 - i. The IHC President will be responsible for ensuring delegation of these additional tasks and informing IHC members who these tasks will be split up to.
 - 17) The VP-F shall manage the VP-F email account. (ihcfin@uoguelph.ca) An appropriate response time, at the discretion of the VP-F, should be maintained.
- (p) Duties of the Vice President – Activities (VP-A):
- 1) The VP-A shall be available for the coordination of and/or assistance with IHC and Hall Council events.
 - 2) The VP-A is responsible for working with Residence Life Staff on events and facilitating cooperation between RLS and IHC in communication with the Interhall Council Advisor
 - 3) The VP-A is responsible for aiding in the planning of hall stress busters during the exam period under the discretion of the hall executive.
 - 4) The VP-A will ensure that all members are aware of the event proposal process, and will make all relevant forms available, as necessary.
 - 5) The VP-A shall be responsible for ensuring that all SRM forms are transferred to the SRM Coordinator.
 - 6) The VP-A must plan and coordinate at least one team-building event, per term of office, outside of training and old/new transition day.
 - 7) The VP-A is responsible for coordinating a minimum of two (2) Central IHC events during Orientation Week.
 - 8) The VP-A will be responsible for the coordination of at least two (2) programs per term, outside of Orientation Week, in accordance with the budget events line items.
 - 9) The VP-A will work in conjunction with all other IHC Executive Members on IHC sponsored events.
 - 10) The VP-A will be responsible for the formation of an Activities Committee composed of Social Coordinators from each hall. This committee will be



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

responsible for the development and coordination of hall and cross-campus events.

- 11) The VP-A will sit on the Student Risk Management committee.
 - 12) The VP-A shall be responsible for revising the IHC Bus Policy and Terms of Reference.
 - 13) The VP-A must coordinate in collaboration with the SRM coordinator, training sessions throughout the year to be attended by IHC Members. (Refer to SRMOR policy)
 - 14) The VP-A will be responsible for the coordination of the stress kit program in both the fall and winter semester.
 - 15) The VP-A will be responsible for establishing contact with local bus companies and ensuring that they have a copy of the IHC Bus Policy and Terms of Reference.
 - 16) The VP-A will be responsible for ordering all buses on behalf of Interhall Council, with timelines in accordance to the Interhall Council Bus Policy and Terms of Reference.
 - 17) The VP-A will be responsible for maintaining a master calendar of all pertinent IHC dates in the office, in collaboration with the VP-C and VP-O.
 - 18) The VP-A will assist the GRRP Coordinator in the planning of the End of the Year Banquet.
 - 19) The VP-A shall be required to coordinate all Audio / Visual rentals, primarily during Orientation Week.
 - 20) The VP-A shall manage the VP-A email account. (ihcact@uoguelph.ca) An appropriate response time, at the discretion of the VP-A, should be maintained
 - 21) The VP-A is encouraged to attend any Hall events as a support and/or resource to the Social Coordinators and Hall Executive planning the event, at the discretion of the Hall Executive.
- (q) Duties of the Vice President – Communications (VP-C):
- 1) The VP-C shall facilitate IHC membership of the Ontario Residence Hall Association (ORHA) and the Great Lakes Affiliate of College and University Residence Halls (GLACURH).
 - 2) Duties of the VP-C with respect to the aforementioned organizations will involve the following:
 - i. To maintain regular and necessary correspondence on a provincial, national and international level with the affiliated organizations.
 - ii. To inform IHC members of all updated and pertinent information obtained from such correspondence.
 - iii. To attend corporate business meetings at the provincial, national and international levels as the IHC/University of Guelph official



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

- representative when possible. (IHC shall attempt to cover the costs of transportation and registration for all corporate business meetings that the VP-C is required to attend.)
- iv. To form a delegation, coordinate registration, and transportation of delegates to ensure attendance at applicable provincial, national and international conferences.
 - v. This delegation will be composed according to the IHC Policy on Conferences. The delegation list will be compiled by the VP-C and then announced at an Interhall Council meeting. IHC will provide a financial subsidy to the conference delegates, providing it is feasible.
 - vi. To organize and construct a role call, a display and/or banner to be presented at conferences where applicable. This role call, display and/or banner will reflect IHC, the University and the theme of the conference.
 - vii. To review IHC activities in considering application for ORHA and other external awards along with the Guelph Residence Recognition Program (GRRP) Coordinator.
 - viii. To make sure that all membership dues are paid and registration forms are sent in on time.
 - ix. To organize and submit research contribution(s) (on current school activities or policies) to the NACURH and ORHA Resource File Index File (RFI).
 - x. To oversee and assist in fundraising conducted by delegates. In the event of fundraising all monies raised will go towards the costs of the entire delegation. Any PDRs requested will be done so on behalf of the entire delegation.
- 3) The VP-C will be responsible for the organization the Fall Leadership Interhall Conference in consultation with the Central Executive, which shall include one (1) session to address involvement opportunities on campus and in the community.
 - 4) The VP-C will monitor campus media for articles relating to IHC and bring them to the attention of IHC.
 - 5) The VP-C will act as a student advisor of the Guelph Residence Recognition Program.
 - 6) The VP-C will obtain all information pertaining to any relevant conference (other than ORHA, NACURH, or GLACURH) prior to its commencement so that IHC may decide whether representation is of significant importance and/or financially feasible.
 - 7) In the event that ORHA does not occur, a winter conference entitled WIC (Winter Interhall Conference) shall take it's place on campus. This conference will be aimed at student networks and student involvement on a university level.



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

- 8) The VP-C will be responsible for the formation of an Advertising Committee. This committee will be responsible for the promotion of IHC, Central events, and public relations support within their respective halls, and shall strive to meet biweekly throughout the semester. At minimum, the Advertising Committee shall meet three times a semester.
 - 9) The VP-C is responsible for making a contribution to Herd the Werd outlining IHC's activities.
 - 10) The VP-C shall manage the conference section of the IHC budget in conjunction with the VP-F. Reallocation of the conference section line item amount may be granted upon approval from both the IHC President and the VP-F.
 - 11) The VP-C shall establish and maintain contacts with Student Life and Career Services and Student Volunteer Connections in order to inform IHC of volunteer and charity opportunities, and shall coordinate IHC's involvement in such programs. Brief summary and contact information for the aforementioned programs shall be filed by the VP-C for future reference.
 - 12) The VP-C is required to represent IHC on the CSA Board of Directors and responsible for designating another central executive as an alternative.
 - 13) The VP-C is required to work with the Communications Commissioner of the CSA to promote communication between the two organizations.
 - 14) The VP-C will also coordinate advertising for across campus initiatives.
 - 15) The VP-C is responsible for maintaining the IHC Alumni contact list and sending a minimum of one email per semester.
 - 16) The VP-C is responsible for the creation and the distribution of an IHC newsletter entitled The Communicator to be sent to IHC members on a regular basis. Over the summer, at least six Communicators are required. At least two per Fall and Winter semester should be distributed.
 - 17) The VP-C shall be responsible for assisting the VP-I with Orientation Week Supply Run.
 - 18) The VP-C shall manage the VP-C email account. (ihccomm@uoguelph.ca) An appropriate response time, at the discretion of the VP-C, should be maintained
 - 19) The VP-C shall be responsible for coordinating any potential campaigns that represent the needs of residence students with consultation with approval from Board.
 - 20) The VP-C shall send an email on the first of every month with pertinent updates to the residence student listserve with the assistance of the IHC President.
- (r) Duties of the Vice President – Operations (VP-O)
- 1) The VP-O must ensure minutes are taken and attendance recorded at every IHC meeting, certifying that quorum is present.



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

- 2) The VP-O is responsible for ensuring that motion forms are available at all IHC Board Meetings.
- 3) The VP-O is responsible for ensuring that the minutes are edited and available to IHC members at least forty eight (48) hours prior to the next meeting (with assistance from the Scribe). The minutes must also be posted on the IHC website and I-Drive within the same time frame.
- 4) The VP-O shall be responsible for compiling the Board package; consisting of the agenda, PDR information, Executive Reports, and Central Minutes, for each IHC Board meeting. This Board Package must be sent out no later than 24 hours prior to the Board Meetings.
- 5) The VP-O shall be responsible for taking minutes at the Central Executive Meetings.
- 6) The VP-O will update and maintain the IHC Website and chair the Electronic Interhall Committee (e-IHC).
- 7) The VP-O will act as the Chairperson of the “Herd the Werd” (HTW) Committee and Editor-in-Chief of HTW. The membership of this committee is outlined in the HTW Policy. This committee will produce and circulate a minimum of three editions of "Herd the Werd" per each of the Fall and Winter semester, in addition to an Orientation Week Edition.
- 8) The VP-O must provide training for the HTW committee, on how to use the programs to publish HTW and acceptable language and content use in the publication. The VP-O is responsible for determining the medium in which the HTW is published with the consultation of the HTW committee.
- 9) The VP-O is responsible for ensuring the solicitation of adequate advertising (in accordance with the IHC Budget), and overseeing production and distribution of HTW.
- 10) The VP-O will construct and maintain an IHC and Hall Executive phone, e-mail and address list. This shall be completed no later than May conference, and shall be consistently updated as necessary.
- 11) The VP-O shall ensure that IHC members staff the IHC office during the established office hours. The VP-O is also required to facilitate the management of the IHC Office.
- 12) The VP-O will be responsible for the distribution of keys to hall presidents during President’s Training.
- 13) The VP-O will be responsible for the coordination of the changing of the lock in the event of missing keys.
- 14) If Orientation Kits are being ordered, the VP-O shall be responsible for organizing the content
- 15) The VP-O shall purchase office supplies when needed. (Refer to Operating Bylaws)
- 16) The VP-O shall ensure that all IHC members receive appropriate office training.



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

- 17) The VP-O will be the primary central responsible for the Interhall Council AV equipment inventory.
- 18) The VP-O will be responsible for coordinating the sign out procedures for AV equipments with the assistance of IHC Central Executive.
- 19) The VP-O shall be responsible for the maintenance of the office during Orientation Week, and to ensure it is staffed during regular business hours.
- 20) Will be responsible for coordinating the End of The Year slide show with the assistance of the Hall Vice-Presidents.
- 21) The VP-O will be responsible for coordinating IHC wide clothing, at discretion of the Central Executive and IHC Board. The process shall be completed no later then the final week of semester one classes.
 - a. A second round of IHC wide clothing may be coordinated for newly elected members in the Winter Semester, at the discretion of the Central Executive and IHC Board.
- 22) The VP-O shall manage the VP-O email account. (ihcadmin@uoguelph.ca) An appropriate response time, at the discretion of the VP-O, should be maintained

Article Three: Duties of the Hall Presidents

- 1) All Hall Presidents are responsible for coordinating weekly hall council meetings and ensuring that a chair is present.
- 2) All hall presidents are responsible for collecting and tabulating all business pertinent to discussion at hall council meetings as well as coordinating the attendance of any/all desired speakers.
- 3) All Hall Presidents are financially responsible to their hall in the following ways:
 - I. Will act as hall treasurer; keeping detailed ledgers of hall financial transactions, which are to be available upon request to those who wish to view them, and holds internal signing authority for their halls funds.
 - II. Must submit a hall budget by the third week of each semester as well as an Orientation Week budget by the first week of August Training. Must submit an updated budget (with actuals) by the eighth week of each semester.
 - III. Must present a reconciliation of Orientation Week, and semester budgets.
 - IV. Must provide each hall executive member, hall council member and the VP-F with a copy of the hall budget. The budget is to be kept with the financial records of the hall.
 - V. Must hand in a financial tracking sheet at the discretion of the VP-F, for verification with the VP-F's records. Should discrepancies exist between the VP-F and hall presidents, it is the duty of the hall presidents and the VP-F to reconcile said discrepancies.
- 4) All hall presidents have an obligation to attend IHC Board meetings. In the event that another member of their executive or Senior Representative is unable to attend, a designated non-IHC member alternate may attend on their behalf. Non-IHC Member Alternates will contribute to quorum but will not be given a vote in meetings.



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

- 5) All Hall Presidents are responsible for ensuring a liaison exists between Resident Life Staff and Hall Council as deemed appropriate by the Residence Manager and Executive.
- 6) All Hall Presidents shall meet at least once a semester with their Residence Manager to discuss hall issues. Further meetings can be arranged at the discretion of the President and Residence Manager.
 - i) With the exception of Artz Haus and Watson at the discretion of their executives and Residence Manager.
- 7) All Hall Presidents are responsible for bringing forth all committee information pertinent to IHC from the Hall and Hall Council Executive.
- 8) All Hall Presidents are required to fulfill a minimum of two (2) IHC office hours per week at the discretion of the VP-O.
- 9) All Hall Presidents are responsible for completing their allotted office-cleaning schedule.
- 10) All Hall Presidents are responsible for submitting, at the end of the winter semester, their hall cashbox, IHC office keys, storage room key(s), hall stamp, hall actuals, and store room inventory list prior to the receipt of their honourarium cheque.
- 11) Each incoming hall president must attend the last two (2) meetings of IHC prior to the conclusion of the current term of office.
- 12) All Presidents shall be responsible for the duties of the Social Coordinator in halls that do not have a Social Coordinator, unless otherwise specified in their individual Hall Constitution.

Article Four: Duties of the West Residence President

- 1) At the beginning of the year, the West President shall be responsible for gauging interest in residence surrounding the formation of a hall council.
- 2) The President is responsible for coordinating hall council meetings and ensuring that a chair is present, this is only relevant when there is enough interest from students living in the community.
 - I. The frequency of these meetings shall be determined by the president in collaboration with the students who have shown interest.
- 2) The president is responsible for collecting and tabulating all business pertinent to discussion at hall council meetings as well as coordinating the attendance of any/all desired speakers.
- 3) West President is financially responsible for their communities in the following ways:
 - I. Will act as council treasurer; keeping detailed ledgers of financial transactions, which are to be available upon request to those who wish to view them, and holds internal signing authority for their council's funds.



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

- II. Must submit a budget by the third week of each semester as well as an Orientation Week budget by the end of August Training.
 - III. Must present a reconciliation of Orientation Week, and semester budgets.
 - IV. Must provide each interested hall council members, the West Residence Community Assistants and the VP-F with a copy of this budget. The budget is to be kept with the financial records of the council.
 - V. Must hand in a financial tracking sheet at the discretion of the VP-F, for verification with the VP-F's records. Should discrepancies exist between the VP-F and presidents, it is the duty of the presidents and the VP-F to reconcile said discrepancies.
- 4) The President has an obligation to attend IHC Board meetings. In the event that the President cannot attend, a designated non-IHC member alternate may attend on their behalf; this includes the West Residence Community Assistant. Non-IHC Member Alternates will contribute to quorum but will not be given a vote in meetings.
 - 5) The President shall meet regularly with their Residence Manager(s) to discuss hall issues.
 - 6) The President is responsible for bringing forth all committee information pertinent to IHC.
 - 7) The West President is required to fulfill a minimum of two (2) IHC office hours per week at the discretion of the VP-O.
 - 8) The West President is responsible for completing their allotted office-cleaning schedule.
 - 9) The West President is responsible for submitting, at the end of the winter semester, their hall cashbox, IHC office keys, storage room key(s), hall stamp, hall actuals, and storage-room inventory list prior to the receipt of their honourarium cheque.
 - 10) Each incoming West president must attend the last two (2) meetings of IHC prior to the conclusion of the current term of office.
 - 11) The West President shall be responsible for collaborating with their West Residence Community Assistant to ensure that adequate programming is provided in their respective communities.
 - 12) Shall be responsible for communicating pertinent IHC business with students in their communities.
 - 13) Shall be responsible for sitting on all committees that require geographical representation, however will not be assigned to external committees, unless they otherwise choose to.
 - 14) Shall be responsible for fulfilling the roles and responsibilities of a regular IHC member.
 - 15) Shall be responsible for fulfilling the duties of Vice-President, Social Coordinator, Public Relations Officer, and Operations Manager, on an as needed basis:
 - I. These responsibilities can be delegated to interested members in the community, if appropriate.



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

II. These responsibilities may also be delegated to the West Residence Community Assistant, only if approved by the Community Life Manager.

Article Five: Duties of Hall Vice-Presidents:

- 1) All Vice Presidents must be implicitly familiar with the duties of the hall president and assist him/her to the best of his/her abilities.
- 2) All Vice Presidents will be responsible for fulfilling the duties of the hall president in his/her absence.
- 3) All the Vice Presidents are responsible for the coordination of hall clothing and attending all pertinent training sessions. When and if items are not returned in a timely manner, necessary charges will be deducted from their hall budget, at the discretion of the VP-F.
- 4) All Vice Presidents shall have the Hall Constitution in his/her possession during Hall Council meetings for referral and/or clarification if necessary
- 5) All Vice Presidents shall be knowledgeable of their Hall Constitutions and ensure that it is being adhered to.
- 6) All Vice Presidents are responsible for chairing their hall's Constitutional Review and attending Constitutional Review Training.
- 7) All Vice Presidents are responsible for ensuring that all amendments to the Hall Constitutions have been recorded and that an up-to-date version is made and submitted to the incoming VP-I at the conclusion of each term of office.
- 8) All Vice Presidents are required to assist with HTW production and attend HTW meetings as outlined by the VP-O.
- 9) All Vice Presidents are responsible for soliciting submission for each HTW issue.
- 10) All Vice Presidents shall be responsible for the duties of the Operations Manager in halls that do not have an Operation Manager position, unless otherwise specified in their individual Hall Constitution.
- 11) All Vice Presidents are members of the VP-O sectional.
- 12) Are responsible for aiding the VP-O in creating the End of The Year Slide show.

Article Six: Duties of Hall Social Coordinators:

- 1) All Social Coordinators must attend Activities Committee meetings to be called by the VP-A.
- 2) All Social Coordinators must submit all forms as required to run an event, by the appropriate deadlines outlined by the VP-A.
- 3) All Social Coordinators must submit a semester events calendar to the VP-A.
- 4) All Social Coordinators are required to plan a minimum of three (3) events per semester with the exception of formal and stress busters.



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

- a. Formals are an optional event that is at the discretion of all Social Coordinators and the central executive.
- 5) All Social Coordinators must ensure that the Interhall Council Bus Policy/Terms of Reference and Student Organization Policy are being followed when running an event or activity.
- 6) All Social Coordinators are responsible for coordination of advertising for events in the absence of a Public Relations Officer.
- 7) All Social Coordinators shall be responsible for the duties of the Public Relations Office in halls that do not have a Public Relations Officer, unless otherwise specified in their individual Hall Constitution
- 8) All Social Coordinators, in consultation with the Hall President, must submit a budget for each event to the VP-F in accordance to the same time line as SRM deadlines.

Article Seven: Duties of Hall Public Relations Officers:

- 1) All hall executives responsible for public relations within their respective halls must attend Advertising committee meetings to be called by the VP-C.
- 2) All Public Relations Officers will be responsible for advertisement within their hall.
- 3) All Public Relations Officers are responsible for taking down any posters found in residence that do not adhere to the Student Housing Postering Policy.
- 4) All Public Relations Officers are responsible for the coordination and maintenance of a hall website under the discretion of the executive.

Article Eight: Duties of Hall Operations Managers:

- 1) All Operations Managers are responsible for the creation of an Agenda for each Hall Council meeting.
- 2) All Operations Managers are responsible for taking minutes at each Hall Council meeting. These minutes will be distributed to pertinent individuals within 48 hours of the meetings adjournment, and uploaded to the IHC website within a week.
- 3) All Operations Managers are responsible for creating a schedule for their hall's selling table and ensuring that the selling table runs smoothly.
- 4) All Operations Managers are responsible for ensuring that proper selling table ledgers as outlined by the VP-F are being used at selling table.
- 5) All Operations Managers are under the VP-F for a sectional.

Article Nine: Duties of the IHC Advisor



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

- 1) The IHC Advisor shall attend IHC meetings in order to provide an external perspective to the organization. In the event that the Advisor cannot attend, she/he will find a suitable alternate from the Resident Life Management Team. (RLMT)
- 2) The IHC Advisor shall regularly update the RLMT on current IHC events, news and issues.
- 3) The IHC Advisor shall meet with the IHC President at least once a month. It is encouraged they meet more frequently, to address any concerns and build further collaborative efforts between RLS and IHC.
- 4) The IHC Advisor shall meet with the incoming IHC President at least once a month during the Winter and Summer Semesters to discuss relevant issues pertaining to SHS, RLS and IHC such as, but not limited to, O-Week events, move-in day and August Training.
- 5) The IHC Advisor shall sit on Residence Advisory Board as the RLMT member.
- 6) The IHC Advisor will attend provincial, national and international residence hall conferences, when requested by the VP-C. In the event that the Advisor cannot attend, he/she will find a suitable alternative.
- 7) The IHC Advisor shall, where possible, act as a resource to all IHC members, regarding matters such as promoting positive RLS/IHC relationships within halls and between Residence Life Managers (RLMs) and Hall Presidents, event planning, intentional programming and conflict management.
- 8) The IHC Advisor shall host a session during August Training including but not limited to the topic of IHC/RLS relations
- 9) The IHC Advisor is responsible for submitting PRC evaluations for each member of the Central executive

Article Ten: Leadership Passport

- a) All members are required to fulfill a minimum of three tasks per semester as the requirement of the Leadership Passport with a minimum of one task from each category.
- b) Leadership tasks (LTs) are included, but not limited to, the following list:

Internal	External
-attend a board meeting (in the gallery) -go to another hall's council meeting -go to another sectional's meeting -monitor at another hall's event -have a joint council meeting -chair a council meeting -PO an event that isn't a stress buster -apply to a conference	-attend a CSA Board meeting -attend a LEAD@Guelph workshop -complete accessibility training -attend an SLG -volunteer on or off campus (can use SVC for assistance) -attend a committee meeting (not a sectional) that you aren't a member of



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

	-attend a Rumour Mill
--	-----------------------

- c) LTs that are not listed on the above list must first be approved by the IHC President and/or the IHC advisor
- d) Failure to complete the Leadership Passport requirements will result in an automatic level 2 on section 2 of PRC.

OPERATING BYLAWS

Article One: IHC Central Executive Meetings:

- (a) Every central executive member will be required to attend a weekly executive meeting.
- (b) The purpose of the central executive meetings will be to formulate an agenda for the upcoming IHC meeting. In addition there may be discussion of items of interest to each position and to IHC in general.
- (c) Minutes of the IHC central executive should be taken by the VP-O and made available at the request of any IHC member. These minutes will include business related occurrences during the executive meeting.

Article Two: Use of Interhall Council Office:

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

Article Three: Use of Interhall Council Computers and Peripherals:



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

- (a) Use of the computers shall be prioritized as follows:
 - i) First priority is given to any IHC member during his/her regularly scheduled office hours, provided it is IHC related business.
 - ii) Barring priority will be given to any IHC member who has IHC related work which requires a computer.
 - iii) Computers may be used for any other reason by any IHC member. (It is recommended that notification be given to other members in the event that an IHC member plans to use a computer for a prolonged period of time outside of regularly scheduled office hours)
- (b) Care should be taken when eating while working on a computer.
- (c) No programs shall be installed on the computers without permission from the VP-O.
- (d) Programs that are password protected are only to be accessed by those designated by the IHC President. Any violations will be taken to the University Police, who may be notified by any member of IHC.
- (e) All personal printing will be billed at the discretion of the VP-O and VP-F.

Article Four: Supplies:

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

Article Five: Use of the Telephones and Photocopier:

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

Article Six: Interhall Central Executive Electoral Rules:

- (a) A Chief Electoral Officer (CEO) shall be appointed by IHC to supervise the elections and shall be assisted by at least one appointed scrutineer. Neither scrutineer nor CEO shall hold voting rights in said election.
- (b) Candidates for all executive positions must be present at the IHC meeting in which elections for that position occur. All current members of IHC will elect them. All candidates must be prepared to deliver a short presentation and answer questions.
- (c) Nominations for each executive position must be open for a minimum of one week prior to the election.



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

- (d) Voting shall be by secret ballot, presided over by the CEO. In the event that there is only one candidate for a position, that election shall be done on a yes/no basis.
- (e) The President will label his/her ballot, which will only be counted in the case of a tie.
- (f) If the candidate standing for election is currently a member of IHC, he/she will forfeit his/her vote for that position.
- (g) Quorum for IHC Central Executive elections shall be 50% +1 of Interhall Council plus a maximum of one voting residence student per hall, selected by the hall executive via an application process created at the discretion of the VP-I and/or CEO. Second round Central Elections will require quorum of 50% +1 of Interhall Council.
 - i) The Coordinator of Orientation Programs will have one vote, with consultation of the incoming Orientation Team, for the position of the IHC President.
- (h) In the case of two candidates the vote will require a simple 50% plus one majority of the voting member in attendance.
- (i) In the event of three or more candidates running for a given position voting shall be conducted using the following method:
 - 1) If no candidate receives 50% plus one of the vote, then the candidate with the fewest votes will be struck from the ballot and voting held again. This procedure is to continue until one candidate receives 50% plus one of the votes or greater.
 - 2) Should no candidate receive 50% plus one of the vote and a tie result prevents the elimination of a candidate, a revote will occur. A preferential voting process will take place and voters will then indicate first and second choices on their ballots.
- (j) A nominator may only nominate one person for each position. A nominator must not be running for election for a position in which he/she nominates another person.
- (k) In order for an IHC member to have a vote in an election for a specific position he/she must be present to hear all electoral speeches for that position. Consequently, IHC members may not proxy their votes for IHC elections.
- (l) The candidates shall be required to remain outside the meeting room while other candidates for the same position are presenting and while votes are being cast.
- (m) There will be no campaigning permitted for central executive candidates.
- (n) Each candidate shall be permitted a handout during Central elections which is a maximum 8.5"x11" in size.
- (o) All emails that may pertain to an election, must be approved by the CEO before distribution.
- (p) Any material to be used in a presentation during Central Elections, must be approved by the CEO. This includes, but is not limited to, anything such as a Powerpoint, a diagram, pictures, or models.



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

Article Seven: Hall Council Electoral Rules:

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



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

- (u) Polling should take place over a minimum of a three-day period for a minimum of ten (10) hours, with the exception of polling in Artz Haüs and Watson Hall. Voting can begin following the Hall Executive election presentation(s).
- (v) Quorum must be met for polling to close.
- (w) Quorum shall be defined below.
 - 1) Quorum in Artz Haüs shall be 25 ballots
 - 2) Quorum in East Hall shall be 75 ballots
 - 3) Quorum in Johnston Hall shall be 90 ballots
 - 4) Quorum in Lambton Hall shall be 90 ballots
 - 5) Quorum in Lennox Addington Hall shall be 120 ballots
 - 6) Quorum in Maritime Hall shall be 120 ballots
 - 7) Quorum in Mills Hall shall be 75 ballots
 - 8) Quorum in Mountain Hall shall be 120 ballots
 - 9) Quorum in Prairie Hall shall be 120 ballots
 - 10) Quorum in Watson Hall shall be 25 ballots
- (x) Ballots for each individual position must be on a separate ballot.
- (y) Ballots should be numbered and/or signed by the CEO.
- (z) The Hall president vote will be labeled, withheld and only counted in the case of a tie.
- (aa) A spoiled ballot may not be counted. There should be signage up at the polling station designating what is an acceptable ballot.
- (bb) Polling stations must be in established spots for the duration of each day of balloting.
- (cc) The CEO shall appoint a minimum of two scrutineers for ballot counting.
- (dd) The winner of the election will be determined by a simple plurality system, meaning the candidate with the greatest number of votes will be declared the winner.
- (ee) Candidates have the right to know the final count. They are entitled to one recount as long as it is requested within three days of the announcement or the required time according to each Hall Constitution. If the difference is within 15 votes, there should be an automatic recount.
- (ff) Appeals should be submitted in writing within three days or the required time according to each Hall Constitution. Ballots must be destroyed after the designated appeal time is over, unless an appeal is pending.
- (gg) In the event that the position still remains unfilled, the position will then be filled through an interview process that will be open to students campus-wide. The interview panel will include all outgoing and incoming executives and one (1) of the IHC Central Executive.

Article Eight: Selection of Non-voting Members:

- (a) Non-voting members of IHC include the Chair, the Scribe, and the GRRP coordinator
- (b) Non-voting members shall be selected through an interview process.
- (c) The panel of interviewers can include, but is not limited to the incoming IHC Central Executive and current non-voting members.



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

- (d) Any person wishing to be considered for one of these positions must write a letter outlining why he/she wishes to assume this position and providing a resume
- (e) These positions will be advertised by all means available.
- (f) The non-voting member term of office shall be May 1 to April 30 of the following year.

Article Nine: IHC Employees And Non-voting Members:

IHC Chairperson

1. Term: May 1 –April 30
2. Honourarium: \$300.00 (per semester)
3. Supervisor: IHC President
4. Training: Required to receive training from outgoing chair
5. Job Description:
 - a) The IHC Chairperson will be responsible for chairing all official IHC meetings under Robert's Rules of Order.
 - b) The IHC Chairperson shall be responsible for completing office hours at the discretion of the VP-O.
 - c) The Chairperson shall collect PRC appeals in the event that the President is unable to do so.
 - d) The Chairperson shall sit on the Progress Review Appeals Ad-Hoc Committee (PRAAC) (see Discipline Bylaws)
 - e) The Chairperson shall attend Executive meetings and events at the discretion of the IHC Executive.
 - f) The Chairperson must submit ONE transition report at the end of the winter semester.
 - g) The Chairperson must be flexible on Monday evenings for Board meetings since the ending times vary.
 - h) The Chairperson must be the CEO for Central elections in the Winter Semester and any other election process regarding Central if need be throughout the year.
 - i) The Chairperson must provide all members of the board with a copy of Robert Rules before the first board meeting at May Conference.
 - j) Chairperson must be available for IHC training in May and August at the discretion of Central.
 - k) The Chairperson must complete PRC at the end of each semester evaluating Central and other non-voting members.
 - l) The IHC Chairperson shall be responsible for running a session during August Training for all of IHC and at New Member's Training explaining proper board etiquette and Robert's Rules of Order.
6. Qualifications and experience:
 - a) Candidates should be a student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.



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

- b) Prior experience in IHC Board Meetings and/or past experience in chairing meetings, doesn't have to be IHC related
- c) Past experiences with student groups at the University of Guelph, or other institutions, is an asset.
- d) Ability to work flexible hours, including some situations that may require short notice
- e) A strong understanding of, and belief in, the creation of a safe space and areas of accessibility
- f) Excellent communication
- g) Proven successful experiences working as a member of a team

IHC Scribe:

1.Term:

- a. September 14-November 30 (approx. 3hr/week)
- b. January 11-March 29 (approx. 3hrs/week)

2.Salary: \$300 (per semester)

3.Supervisor: Vice President - Operations

4.Training: Required to receive training from outgoing chair

5.Job Description:

- a) The IHC Scribe shall attend all IHC Board Meetings
- b) The Scribe shall take minutes and attendance at each Board Meeting.
- c) The scribe shall ensure that all motion forms are signed and collected to allow them to be input into the minutes.
- d) The Scribe shall send out IHC Meeting Minutes to all IHC Members, Employees and non-voting members within 48 hours of the board meeting adjournment.
- e) The IHC Scribe shall report to the VP-Operations, in matters relating to job performance, performance evaluations, completing assigned duties and logging of hours worked.
- f) The Scribe must be present at all Central Election meetings.
- g) The Scribe is responsible for attending at least one Operations Manager meeting in the Fall semester, at the discretion of the VP-F, in order to instruct the proper methods of minute taking and distribution. The Scribe can attend other sectional meetings at the discretion of the sectional chairs.

6. Qualifications and Experience:

- a) Successful candidate should be able to work flexible hours, including evenings
- b) An understanding of Robert's Rules of Order for meetings is an asset, but not a requirement.
- c) Timely, reliable and prompt



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

- d) Previous experience working with student groups at the University of Guelph or other institutions should be highlighted in the application and/or cover letter
- e) A strong understanding of, and belief in, the creation of a safe space and areas of accessibility
- f) Candidates should be a student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.

IHC GRRP Coordinator:

1.Term: May 1 - April 30

2. Honourarium: \$300.00 (per semester)

3. Supervisor: Vice President - Communications

4.Training: Required to receive training from GRRP Coordinator

5.Job Description:

- a) The Recognize Coordinator shall conduct 'Of the Year' awards meetings during the winter semester with the assistance of the GRRP Committee.
- b) The Recognize Coordinator shall conduct of the month evaluations with the assistance of the GRRP Committee and act as the official spokesperson for the committee.
- c) The Recognize Coordinator shall solicit nominations from various members of campus for both the OTM and OTY awards.
- d) The Recognize Coordinator shall coordinate Halloween and Valentine-o-grams with the assistance of the GRRP Committee.
- e) The GRRP coordinator shall be responsible for submitting a transition report at the end of each semester to the President.
- f) The GRRP coordinator shall be responsible for soliciting an ORHA representative under the discretion of the VP-C and working with them to submit a minimum of two (2) Of The Months Awards (OTMAs) to the Ontario Residence Hall Association (ORHA).
- g) The GRRP coordinator shall be responsible for working in collaboration with the VP-A and VP-C to coordinate the IHC year-end awards banquet, specifically the awards and recognition components.
- h) The GRRP coordinator shall be responsible for advertising GRRP within residence halls by various means available.
- i) The GRRP coordinator shall be responsible for presenting all OTMA winners or representatives with a certificate and a letter.
- j) The GRRP coordinator shall be responsible for confirming the award criteria for all eligible GRRP Three Year Service Award winners.



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

- k) The GRRP coordinator shall be responsible for adding a recognition component to the Fall Leadership Interhall Conference.
- l) The GRRP coordinator shall be responsible for an OV recognition program during Orientation Week.
- m) The GRRP coordinator will be responsible for the review of both hard and soft copies of the GRRP nominations forms prior to the start of each nomination period.
- n) The GRRP coordinator shall be responsible for adhering to the IHC Committee Policy.
- o) The GRRP coordinator shall be responsible for overseeing GRRP funds in consultation with the VP-F
- p) The GRRP coordinator shall be responsible for determining OTMA nomination form deadlines.
- q) The GRRP coordinator shall be responsible for keeping minutes of GRRP committee meetings. Said minutes will be distributed in a timely fashion when requested.
- r) The GRRP coordinator shall be responsible for organizing fundraisers upon consultation with the VP-C and the GRRP committee.
- s) Will monitor and maintain the GRRP email account: grp@uoguelph.ca
- t) The IHC Chairperson shall be responsible for completing office hours at the discretion of the VP-O.
- u) GRRP coordinator must be available to run a session at IHC Training in August at the discretion of Central.
- v) GRRP must attend at least one IHC board meeting a month. The GRRP coordinator shall attend Executive meetings and events at the discretion of the IHC Executive.

6. Qualifications and Experience:

- a) Candidates should be a student currently enrolled in the University of Guelph, with the intention of remaining in Guelph and/or on campus for both the Fall and Winter Semesters.
- b) Past experiences with student groups at the University of Guelph, or other institutions, is an asset.
- c) Ability to work flexible hours, including some situations that may require short notice.
- d) A strong understanding of, and belief in, the creation of a safe space and areas of accessibility.
- e) Excellent communication and organizational skills. Proven successful experiences working as a member of a team.



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

Article Ten: Resignations from IHC:

- (a) The resignation of any IHC member must be made formally in writing and given to both their Hall president and the VP-I. In the case of a Hall President resignation, notice must be given to the Hall's Vice President and the VP-I. The resignation will outline the date by which he/she will leave office.
- (b) If a member of the IHC Central Executive, the GRRP Coordinator or the IHC Chairperson wishes to resign, he/she must present a copy of his/her resignation to the President or Chairperson.
- (c) The individual in question is expected to continue to fulfill their constitutional duties for a minimum of two weeks following the submission of their resignation letter, except where extenuating circumstances exist and an individual is unable to continue. If an individual fails to do this they will not be eligible for any upcoming honourarium amount.
- (d) **IHC Central Executive Resignations:**
 - 1) Should any member of the IHC central executive resign part way through the year, the election process for the position in question must begin within one (1) week of receipt of the resignation letter and must follow the election procedures as outlined in the Operating Bylaws Article Six.
- (e) **Hall President Resignations:**
 - 1) Should the President resign, the Vice President shall assume the office of the President. In the event that the VP is unwilling to assume permanent office, they will hold the position until an election for President occurs. An election will be conducted within three weeks of resignation.
 - 2) The appointment of a new hall Vice President will then be conducted as with other Hall Executive Resignations.
- (f) **Hall Executive Resignations:**
 - 1) Should any member of the hall executive resign from office, the hall executive, may appoint any member from their hall to fill the vacancy following these requirements.
 - i. The appointment process must be initiated within one week of resignation except during holiday periods.
 - ii. The need to fill the vacant position will be advertised hall wide.
 - iii. Applications for the position must be made available for a minimum of one week.
 - iv. Upon submission of applications, an interview process will occur to determine the successful applicant. The panel of interviewers will include the following: the remaining hall executive, one hall council member and one member of the IHC central executive.
 - v. This appointment must be approved by fifty percent (50%) plus one (1) of the voting members of Hall Council.



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

- 2) Should two (2) or more members of the Executive resign, the President must hold a confidence vote among the hall council. If failing to obtain a fifty percent (50%) plus one (1) majority, the President must resign and call an election within the hall following the electoral guidelines. An exception will be made for resignations occurring during the summer semester.
- (g) Upon the resignation of any member, the IHC President shall put forth a motion to IHC to acknowledge the resignation of the indicated member.
- (h) In the event that a person has resigned, not due to academic reasons, they will be considered illegible to run for any IHC position for two full semesters. (Refer to Preamble Article Nine C2)

Article Eleven: Amendments

- (a) Amendments to the constitution, bylaws or policies may be proposed by any member of IHC. The Interhall member shall be required to present the amendment to the other IHC members one week prior to voting. Following this period, a proper vote will be conducted. Quorum for constitutional amendments will be two-thirds of voting members and a two-thirds majority of IHC voting members present is required to pass an amendment.
- (b) The VP-I is responsible for making all IHC members aware of any proposed amendments two (2) days before being brought forth at an IHC Board meeting.
- (c) No amendments may be voted on during the summer semester, although they may be proposed.
- (d) The VP-I may, at their discretion, edit the format of the IHC constitution, where it applies to presentation, grammar, or spelling mistakes. Any alterations must be made known at the following board meeting and must be approved by a majority vote from the voting board members.

Article Twelve: Amendments to Hall Constitutions

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

Article Thirteen: Referenda

- (a) A referendum may be held on any reasonable issue of general concern to the residence student body.



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

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

Article Fourteen: Student Concerns:

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



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

FINANCIAL BY-LAWS

Article One: Deposits and Events Summary:

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

Article Two: Financial Advancements:

- (a) Every member requesting a financial advancement for the purchase of items or services shall complete and submit to the VP-F a financial advancement form accompanied by a quote or other financial documentation at the discretion of the VP-F. Once the items/services have been purchased the receipts must be submitted.
- 1) Advancement forms must be submitted at least two (2) weeks before the date of purchase.
 - 2) If the receipts total less than the advance, the remaining cash must be submitted at this time.
 - 3) If the receipts total more than the advance, a financial request form should be completed for this amount.
 - 4) The receipts or money left over must be returned within seven days of the cheque advancement date.

Article Three: Reimbursements:

- (a) Every member will be required to have fully completed a financial request form any time they are requesting reimbursement for expenditures incurred for IHC or Hall Councils. All receipts must be attached to this form. Failure to do so will result in a denial of this request.
- 1) The receipts received shall be full authentic receipts; no hand drawn facsimiles or photocopies will be accepted, at the discretion of the VP-F.
 - 2) The item/service purchased shall be written on the receipt, as well as totaled on the financial request form under the "summary of receipts" section.
 - 3) Reimbursements forms must be submitted no later than two (2) weeks after the purchase date. Failure to do so will result in a denial of this request at the discretion of the VP-F.
 - 4) Purchases costing over \$20 are required to be done so using credit/debit/student card unless prior arrangements with the VP-F have been made. This applies to all purchases, including but not limited to IHC and RLS PDRs.



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

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

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

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

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

Article Five: Event Proposals:

- (a) The IHC VP-F shall be consulted and approve each individual Hall Council's and Interhall Council’s budget.
- (b) A tentative budget shall be submitted to the VP-F for approval, in accordance with the SRM timeline, at least ten days prior to any Interhall event Interhall monies are to be used which exceeds \$500.
 - i. After the event, a summary of revenues and expenditures shall be submitted to the VP-F within seven days of the event date.
- (c) The VP-F may refuse all event proposals under conditions outlined in IHC Financial Bylaws.

Article Six: Responsibilities of Vice President – Finance:

- (a) The VP-F is responsible for the upkeep of a control ledger, which shall contain all transactions of the twelve halls and the IHC central balance.
- (b) The VP-F is authorized to make payments for any bills incurred by IHC operations.
- (c) The VP-F is also responsible for the formation of the budget for the fiscal year following his/her term, in cooperation with the IHC Budget Advisory Group (IBAG). The budget will be presented to the current Interhall Council by the second last meeting of the year for approval at the last meeting of the year.

Article Seven: Financial Motions:



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

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

Article Eight: Honouraria (Effective Fall 2008):

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

President	\$962.50
Vice-President - Internal	\$887.50
Vice-President – Finance	\$887.50
Vice-President - Activities	\$887.50
Vice President - Communications	\$887.50
Vice-President - Operations	\$887.50
Hall Presidents	\$775.00
Hall Executives	\$300.00
Scribe	\$300.00
Chair	\$300.00
GRRP Coordinator	\$300.00

- 1) 50% of the honourarium is to be awarded to all IHC voting members as a baseline amount for the fall semester and winter semester. This holds true for individuals who do not receive an honourarium in the first evaluation of the semester. The only exception to this is the IHC President’s first semester honourarium.
- 2) The remaining 50% shall be awarded to a degree decided by the IHC Progress Review Committee. (See Discipline Bylaws)
- 3) Members may only receive the first 50% baseline amount of their honorarium during the first half of Fall semester if they have been in their position starting May 1st. Furthermore during the Winter semester the member will only receive their baseline amount if they have been in their position from January 1st.
- 4) Members who commence their terms in the Fall Semester, either through election or appointment, will receive the 50% guaranteed portion of their honorarium in the Fall Semester. This amount is guaranteed. These members in the Winter Semester will revert to the full amounts (as outline by Financial Bylaw Article 8 a)of their respective position although.



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

- 5) The IHC Chair, GRRP Coordinator and Scribe will not be subject to a variable honourarium.
- (b) IHC will contribute to the Interhall President's pay for the position of Summer Training Director as agreed upon by the Interhall Council (IHC), Student Housing Services (SHS) and Center for New Students (CNS) contract.
- (c) Any IHC member who wishes an advance of his/her honourarium must make a written request to the IHC executive outlining his/her reasons for this advance and how much money is being requested. This request shall not exceed the 50% guaranteed portion of the member's semester honourarium and will be granted under the discretion of the IHC Central executive. Furthermore the member will be notified of the decision within seven (7) days of receipt of the request.

Article Nine: Funding Allocation and Limitations:

- (a) Allocation of Funds:
 - 1) At the end of a fiscal year, any halls with a deficit will have their balances set to zero at the discretion of the outgoing VP-F.
 - 2) Two authorizing signatures are required to validate a cheque, these being the VP-F and President. The VP-I will have signing authority in the case that the VP-F or President is unavailable. If a cheque is to be written, the VP-F and President must both be notified.
- (b) Limitations on the use of Funds:
 - 1) Hall funds may be used in payments for purchases or services rendered for the exclusive benefit of that hall, provided that they do not conflict with the University of Guelph Policy regarding funds and the IHC Financial Bylaws. The IHC Central fund may be used in accordance with motions adopted at IHC meetings and in accordance with the Fiscal Year Budget, with the exceptions noted in the Interhall Council Financial Bylaws.
 - 2) If the majority of the IHC Central Executive votes to prevent disbursement of funds, the IHC President will have veto power over the allocation procedures of such funds.
 - 3) All vetoes must be presented to all voting members at the next regular IHC meeting.
 - 4) Inappropriate withholding of funds or outstanding balances could lead to withholding of honouraria and/or legal action taken by IHC. Prior to disciplinary or legal action the IHC President and VP-F shall demand that all hall and/or IHC funds be surrendered immediately.
 - 5) Individual Hall Councils cannot use funds to program events which would violate any University of Guelph policy.
 - 6) IHC's funds cannot be used to obtain alcohol by direct or indirect methods (including but not limited to drink tickets) or to program events which violate the University's Alcohol Policy (Refer to Interhall Council's Policy on Alcohol).



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

- 7) Funds may not be used for personal gain or benefit of any individuals outside of any IHC related activities. Funds may also not be used for any means which violates University, municipal, provincial and federal law or may reflect negatively on the integrity of Interhall Council.
- 8) In the event of outstanding IHC monies owed to members, those involved have six (6) months after the completion of the fiscal year in question to collect outstanding monies. Upon the expiry of six (6) months IHC no longer has any financial commitments to the involved members. If members wish to collect outstanding money, a formal written request must be presented to the IHC President and VP-F. These requests are to be dealt with within thirty (30) days.

Article Ten: Hall Selling Practices:

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



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

COMMITTEE BYLAWS

Article One: Attendance:

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

Article Two: AD-HOC Committees:

Purpose

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

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

Article Three: Forming a Committee:

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



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

DISCIPLINE BYLAWS

Purpose:

The purpose of the Interhall Council Progress Review Committee (PRC) shall be to evaluate the performance and progress of each Interhall Council member, give feedback, suggestions for improvement, and determine the proportion of the variable component of his/her honourarium to be awarded. The PRC is in place to ensure that individual members are being held accountable to residence students, and to provide a confidential avenue in which individuals feel comfortable expressing their concerns and praises of IHC members.

Preamble:

As outlined in Article Three (e) of the Interhall Council Constitution: The place of a member of IHC may become vacant if they take part in, instigate or condone any action that could in any way reflect upon or jeopardize the character or integrity of IHC. The PRC shall decide appropriate consequences for all infractions of the discipline bylaws, and will allocate honorarium funds accordingly. A letter will be written to the council member outlining areas the person is doing well, those areas in need of improvement, and suggestions for how the individual can improve. The letters will also indicate the levels achieved in each section with an explanation for each. Any illegal activity deemed by University policy that an IHC member takes part in will lead to immediate notification of the Campus Police, and will result in an immediate motion for dismissal. Any member of IHC may notify the police of such actions.

Article One: Classification of Infractions:

- (a) The division of honouraria for IHC Executive members and Hall Presidents shall be as follows:

Section 1: 65% Allocated to an IHC member for fulfilling their individual Hall Constitution and Duties of Members from the IHC Constitution.

Section 2: 20% Allocated for maintaining the responsibilities of an IHC member. These may include but are not limited to the following:

- Attending committee meetings
- Attending mandatory IHC functions
- Maintaining the integrity of IHC
- Not jeopardizing the SOP status of IHC
- Submitting PRC in a timely manner.
- Completing their Leadership Passport
- Relationship with RLS team
- Timely and Respectful Communication
- Effectiveness and use of Hall Mentor System



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

Section 3: 15% Discretionary portion: Allocated at the discretion of the PRC for items including but not limited to the following:

- Maintaining a positive attitude
- Being able to separate personal and professional
- Showing respect to all IHC members and the organization as a whole
- Adequately representing views of constituents
- Maintaining visibility to all pertinent individuals
- Partaking in consultation where appropriate
- Contributing to the IHC community team

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

Article Two: Progress Review Procedures

- (a) The PRC shall consist of the VP-I, the IHC President, the IHC advisor (in case of absence, another appointed SHS Professional) and no more than one (1) executive member from each geographical location, with the exception of North. The membership of PRAAC and CRC will be separate from PRC and will be differentiated subcommittee on which a member (excluding the VP-I and IHC president) may not sit on both PRC and PRAAC and/or CRC.
 - 1) North shall have 2 representatives. One from one of the halls north of College Ave, and another from South of College Ave.
 - 2) The IHC advisor will be the Chair during Central review (in case of absence another appointed SHS Professional).
- (b) Quorum will be full attendance with the exception of:
 - 1) No Hall Council Executive member shall be present to evaluate his/her own Hall President, or Hall Council Executive.
 - 2) If there is a conflict of interest that member shall be asked to leave for the evaluation.
 - 3) If a member of a Central section is being evaluated, and the sectional leader is present, they shall be asked to leave for their evaluation.
 - 4) No IHC Central Executive shall be present for the evaluation of another IHC Central Executive member, the Advisor



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

- (c) The IHC President will be Vice Chair.
- (d) The Progress Review Committee shall evaluate the IHC Central Executive last among all members of IHC.
- (e) The VP-I shall chair all of PRC, excluding Central PRC.
- (f) The committee shall conduct no less than two (2) evaluations per year of each IHC member, GRRP coordinator, and the IHC Chairperson.
- (g) Evaluations will occur at the end of week 6 and then again at week 12 for each semester.
- (h) For each evaluation the committee may decide whether or not personal interviews will be used.
- (i) During the final evaluation of each semester, the committee shall determine the level received in each section as outlined in the Discipline Bylaws. The variable component of the honourarium will be dependent upon the level received in each section.
- (j) These amounts shall be declared in a written statement signed by the PRC Chairperson or Vice-Chairperson.
- (k) Prior to each evaluation, the committee shall send out a call for submissions through Hall Council meetings, residence life staff, IHC Executives, students at large and via ihcinter@uoguelph.ca.
- (l) Submissions shall include, but are not limited to hall council evaluations, RLS evaluations, personal goal sheets, peer evaluations, committee evaluations, and self-evaluations.
- (m) A “call for submissions” shall be no shorter than one week
- (n) Written submissions must be signed. Submissions may be presented to the committee in person or submitted via email.
- (o) Submissions will be considered confidential in their entirety, but public when presented anonymously at the discretion of the VP-I.
- (p) All documentation of the Progress Review Committee shall be sealed and filed for a period of one year from the conclusion of the hearing, after which all documentation must be destroyed.
- (q) The VP-I has the following obligations regarding this process:
 - 1) To inform IHC members of this process and how it functions.
 - 2) To inform IHC members of the method of appealing the committee’s decisions in accordance with the Discipline Bylaws.
 - 3) To provide sufficient notification to IHC and committee members of all meetings.
 - 4) To ensure that no submission that is unsigned or anonymous shall be accepted.
 - 5) The hearings of the committee shall be considered in camera to protect the rights of all IHC members as well as the committee.
 - 6) The committee shall consider aspects such as program diversity, social relevance and “attempts”, but not solely consider aspects such as attendance, profitability and overall “success”.
 - 7) All IHC members will be required to submit a personal goal sheet prior to the start of each semester of his/her term.
 - 8) The VP-I will act as chair of PRC.



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

- (r) The Vice-Chairperson has the following obligations regarding the process:
- 1) To assist the VP-I in their duties.
 - 2) To chair the meeting in the absence of the VP-I.
- (s) The Evaluation Process should be as follows:
- 1) All valid responses will be taken into consideration by the committee. A level will be assigned and will represent the following monetary values
Level 4 – 100%
Level 3 – 75%
Level 2 – 50%
Level 1 – 25%
Level 0 – 0%
 - 2) Levels may fall between these percentages and will be calculated accordingly when creating honourariums.
 - 3) Criteria for these levels will be decided by the PRC at the beginning of the year.
- (t) All Interhall Members, the IHC Chairperson and the IHC Advisor(s) may submit a self-evaluation (personal statement), or interview request as outlined by the VP-I, during the call for evaluations.
- (u) All Hall Presidents will be responsible for submitting an evaluation of all IHC Central Executive members, all Hall Executives, the IHC Chairperson, GRRP Coordinator and the IHC Advisor where appropriate. All Executive members are required to submit evaluations of one another, the committees they sit on, and their hall buddy (when and if applicable). All members are allowed to submit a letter evaluating any member of the organization throughout the process.
- (v) A letter, summarizing the discussion and any decisions, will be written to each person being reviewed by the PRC. The members of the PRC shall write these letters. If, for any reason, the representative is unable/unfit to write this letter, the VP-I will complete the letter on their behalf.

Article Three: Evaluation of the IHC President

- (a) The IHC President's performance from May 1st to the end of Orientation Week will be evaluated no later than academic week six (6) of the fall semester. This process shall be chaired by the VP-I.
- (b) Submissions for this evaluation may include but are not limited to evaluation forms from June Conference and August training, submissions from summer residence students, IHC executive members, and any member of IHC at large.
- (c) Submissions should also be solicited from the Orientation Team and Director of Student Housing Services one week prior to the start of Orientation Week.



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

- (d) The forms for these evaluations will be put together by the VP-I in consultation with the PRC, IHC Executive and the IHC President.
- (e) 75% of the honorarium will be given out on the basis of the appropriate completion of the President's summer duties. 25% will be given out at the discretion of PRC for items outlined in the Discipline Bylaws.

Article Four: Progress Review Appeals

- (a) Appeals of all PRC's decisions must be made in writing to the IHC President. In the case of the President making an appeal, it must be made in writing to the IHC Chairperson. All appeals must be made within seven days of receiving a letter detailing PRC's decision.
- (b) Appeals can be made on the following grounds:
 - 1) The decision was based on inappropriate or unreasonable documentation.
 - 2) The appellant has evidence that is credible, not previously considered by the PRC, which conflicts with or addresses directly the grounds upon which the PRC decision was based.
 - 3) The PRC has not followed the constitution, bylaws, or policies in the case of the appellant; the committee has not taken enough action; or, reasons of compassion.
- (c) The President, or Chairperson, upon receiving the appeal, must strike a committee consisting of the IHC President, an IHC member with PRC experience at the discretion of the IHC President and VP-I, the VP-I, and the IHC Chairperson. This committee will be known as the Progress Review Appeals Ad-Hoc Committee (PRAAC).
- (d) If there is a conflict of interest declared by any of the committee members, he/she must withdraw from the committee. The committee may meet provided that there is a minimum of two members present.
- (e) If there is only one original member remaining on the committee, the VP-I will choose a Hall Council Executive member who is not involved with the appellant's Hall Council and who is not on the PRC.
- (f) A member of the PRAAC shall notify the PRC Chairperson within twenty-four (24) hours of receiving an appeal, that such an appeal has been received.
- (g) Within one (1) week of being notified of an appeal, the PRC Chairperson must present the PRAAC with a summation of the PRC's decision, all documentation and evidence that the PRC based their decision upon, and any other documentation that the committee has obtained regarding the appellant.
- (h) The PRAAC will make a decision with regards to the appeal within one week of receiving evidence from the PRC Chairperson.
- (i) This committee will decide the validity of the appeal after requesting a summary of the PRC's decision and the evidence the decision was based on.
- (j) After consulting the appeal material and the PRC's summation, this committee may either:
 - 1) Uphold the PRC's decision, or
 - 2) Increase or decrease the awarded honorarium for the appellant, or



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

- (k) A letter written by the IHC President, to the appellant, will detail the committee's decision. This letter should follow the format of a standard PRC letter. In the case of their absence, the IHC Chairperson will write this letter
- (l) Decisions of the PRAAC are final.

Article Five: Dismissal from the Council:

- (a) Removal from Office as conducted by the PRC.
 - 1) An IHC member's, GRRP Coordinator's or Chairperson's dismissal from the Council may be initiated by the PRC through a motion being presented at a regular IHC meeting.
 - 2) The motion for dismissal must outline the specific reasons that warrant dismissal, and should delineate any infractions of the IHC Constitution, Bylaws and/or Policies, and/or Student Housing Services Policies and/or University Policies. The IHC member in question must be presented with the motion at least one week before the IHC meeting where that motion will arise.
 - 3) The IHC member in question named in the motion must have an opportunity to respond to each charge, and any questions IHC members have about the motion presented.
 - 4) Each side has the right to call a maximum of three (3) witnesses to speak. These witnesses will be given an opportunity to present and be asked questions by the council.
 - 5) After the IHC member in question has been given a fair opportunity to be heard, a debate of the motion for dismissal must ensue.
 - 6) The IHC member in question must not be present during such a debate.
 - 7) After all such debate is finished there will be a vote by secret ballot, by all members of IHC. For the IHC member in question to be dismissed, there must be a 2/3 majority vote.
 - 8) In the event that an Interhall Central Executive member is dismissed from the Council, an election will be held according to the Article Seven (7) of the IHC Constitution.
 - 9) In the event that the IHC Chairperson or GRRP Coordinator is dismissed, the IHC Executive will advertise for the available position, and follow the process outlined in the Operating Bylaws.
 - 10) Any IHC member that is dismissed will be considered ineligible to run for any IHC position of that academic year and the following academic year.
- (b) Removal from Office as conducted by a Hall Council:
 - 1) Any member of a hall can be removed from office for:
 - i. Failing to uphold significant elements of the Hall Constitution.
 - ii. Severe financial wrongdoing.
 - iii. Missing three (3) hall council meetings without cause per semester.
 - iv. Making slanderous, threatening or harassing remarks and/or actions towards another member of IHC.



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

- v. Failing to abide by the IHC Constitution Article 4 (Responsibilities of Members) and/or failing to uphold the Interhall Council Policy on the Rights of a Residence Student.
- 2) Removal from office must be conducted under Robert's Rules of Order at a regular Hall Council meeting. Either a member of the IHC Central Executive or the IHC Chairperson will chair this meeting to ensure that there are no conflicts of interest.
- 3) Procedure for Removal:
 - i. A motion for removal shall contain the following elements.
 - a. Mover and Secunder
 - b. Date of Motion
 - c. Statement Indicating Removal from Office
 - d. Grounds for Removal
 - ii. The motion for removal must be formally brought in writing to the VP-I and President who must make a decision as to whether the motion has been properly written and to advise on proper removal procedure within seventy-two (72) hours of the receipt of the motion.
 - iii. The notice must be presented to the charged individual within one (1) week of approval. If the notice is not approved, it must be returned to the Mover so that revisions can be made if appropriate.
 - iv. The charges shall not be disclosed to any hall member until formally presented at a Hall Council meeting.
 - v. The motion for removal must be brought to the next regularly scheduled Hall Council meeting. This must happen a week following the receipt of the motion by the charged individual.
 - vi. It is then the job of the Hall Vice President to bring charges to the attention of the Hall Council. If the charges are against the Vice President, the Hall President must inform Hall Council of the charges.
 - vii. Quorum for the meeting is 2/3 of all voting members.
 - ii. An in camera session must then be called by the Chairperson and the rules of an in camera session must be explained by the chairperson to all present. Only the necessary individuals will be allowed to remain at the discretion of the council.
 - iii. The Mover of the charge will then give testimony about the alleged wrong doings of the accused.
 - iv. The Accused will then be given equal opportunity to stage a defense.
 - v. Both the mover and the accused may call up to three (3) individuals to speak on their behalf.
 - xii. At the conclusion of the testimony, a secret ballot vote for removal will occur. This vote will include each voting member of the Hall Council present and the hall executive except the following: the Mover and Secunder of the motion, any individual who was one (1) of the three (3) supporters, and the Accused.



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

- 4) In order for the removal of the accused to take place, there must be a two thirds (2/3) majority vote.
- (c) The removal of an IHC member can occur at anytime during the year once a formal letter of complaint is submitted to the VP-I. In the case of the VP-I, letter will be submitted to the Vice Chair and the other Central member on PRC. The VP-I or vice chair of PRC will initiate an investigation with the assistance of the PRC Committee and if deemed necessary a removal process will be initiated in accordance with Article Five: Dismissal From Council; Point (a) Removal from Office, as conducted by PRC.

Article Six: Conduct Assessment of a Member

- (a) In the event that a member radically breaches the Code of Ethical Standards within the organization, as outlined by the constitution, they are in question for termination of their membership.
- (b) In the event that a member receives one or more levels that are less than or equal to 1 on their PRC in any given semester, they are in question for termination of their membership.
- (c) When and if a termination is in question, the members listed will strike a committee, CRC (Conduct Review Committee), to review the member's position on the organization
- (d) The Conduct Review Committee shall consist of the following members:
 - 1) IHC President
 - 2) Vice President – Internal
 - 3) IHC Advisor
 - 4) IHC Chair
 - 5) A PRC Member
- (e) If there is a conflict of interest declared by any of the committee members, he/she must withdraw from the committee. A minimum of 3 CRC members must be present in order to meet.
- (f) Following the decision, these charges will be presented to board in the form of a motion, and voted upon.
- (g) The decision of this committee and the IHC Board may be overturned in the event that an appeal is submitted to PRAAC to review, and successful following review by PRAAC.
- (h) The PRAAC will make a decision with regards to the appeal within one week of receiving evidence from CRC
- (i) In the event that a termination does not occur, an educational sanction may be assigned at the discretion of CRC.

Article Seven: Probation of a Member

- a) In the event that a member breaches the ethics or standards within the organization, as outlined by the IHC constitution, Student Rights and Responsibilities, or the Residence Community Living Standards, they are in question of probation of their membership.



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

- i. In the event that a member is placed on Residence Probation upon breaking the rules and expectations outlined in the Residence Community Living Standards or Students Rights and Responsibilities, they are automatically considered to be on Interhall Council probation at the discretion of the President and VP-I.
- b) In the event a member is reported breaching these documents outlined in section (a), an investigation will be performed by a Central member to explore the validity of the claim.
 - a. An investigation should proceed in the following manner:
 - i. Discussion with the member in question regarding the incident
 - ii. Discussion with appropriate officials who may have been a part of the incident. This includes:
 1. Residence Assistants
 2. Residence Life Management
 3. Student Housing Officials
 4. Campus Police
 - iii. Presentation of any evidence to the member in question
 - iv. Probation proposed to CAC
 - c) When probation or termination is in question, the members listed below will strike a committee Conduct Assessment Committee (CAC), to review the member's position on the organization.
 - d) The CAC shall consist of the following members:
 - a. Vice President Internal
 - b. IHC Chair
 - c. IHC Advisor/External University Professional
 - d. IHC Judicial Member
 - e. Any Interhall Council member who opts for the position, chosen at the discretion of the Vice-President Internal
 - e) If there is a conflict of interest determined by any member of the committee or the member in question, he/she must withdraw from this committee session. A minimum of 2 CAC members must be present in order to meet.
 - f) Outcomes:
 - a. Warning
 - b. Probation
 - c. Restitution
 - d. Termination
 - g) The probationary period will last a minimum of two weeks after an outcome has been decided at the discretion of CAC.
 - h) The probationary period will conclude with a follow up meeting with the member in which probation will be lifted based on a 50+1% majority.
 - i) The termination of a member can be proposed by anyone to the CAC with supporting evidence.



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

- j) A warning, probation or restitution outcome cannot be appealed. The member in question has a right to appeal the decision of termination to CAAC Evidence would be provided to the appeal board from the CAC and the member in question (if any new, pertinent evidence can be presented).
- k) In the event termination does occur, the member will be ineligible to run for any IHC position of that academic year and the following academic year.

Article Eight: Appeal of a Members Termination.

- a) In the event that a member wishes to appeal the decision made by the CAC, they have a 7-day, period to submit a written appeal.
- b) The Conduct Assessment Appeal Committee (CAAC) will consist of the following members:
 - a. IHC President
 - b. VP-Internal
 - c. IHC Chair
 - d. IHC Advisor
 - e. A maximum of two Interhall members who will be chosen at the discretion of the VP-I.
- c) A If there is a conflict of interest determined by any member of the committee or the member in question, he/she must withdraw from this committee session. A minimum of 3 appeal committee members must be present in order to meet.
- d) Appeals can be made on the following grounds:
 - a. The decision was based on inappropriate or unreasonable documentation
 - b. The appellant has evidence that is credible, not previously considered by the CAC, which conflicts with or addresses directly the grounds upon which the PRC decision was based
 - c. The CAC has not followed the IHC constitution, bylaws, or policies in the case of the appellant; the committee has not taken enough action; or, reasons of compassion
- e) One or more of the reasons listed in section (d) must be explained in full or else the appeal will be considered null and will therefore not go through
- f) Following the appeal hearing, the committee may take one or more of the following courses of action:
 - a. Confirm a finding;
 - b. Reverse or alter a finding;
 - c. Confirm a penalty; or
 - d. Assess a different penalty from with the range of penalties available to the original decision maker.
- g) The decision of this committee is final in the hearing of an appeal and takes effect immediately.



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



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

**Interhall Council Policies
2012 - 2013**

INTERHALL POLICY ON THE RIGHTS OF A RESIDENCE STUDENT

Preamble

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

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



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

- (q) The right to twenty-four (24) hour residence desk service.
- (r) The right of access to all Constitutions, Policies, Bylaws, and Budgets that govern IHC, Student Housing Services and Hospitality Services.



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

INTERHALL COUNCIL COMMITTEE POLICY

Preamble:

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

Article One: Duties of Committee Members:

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

Article Two: External Committees :

- e) Approved committees will have mandatory IHC representation on an annual basis under the discretion of the VP-I in consultation with the rest of the central executive
- f) Any external committee may PDR the IHC board for IHC representation (abiding by the IHC PDR Policy)
- g) Approved mandatory external committees currently include

Name of Committee	Number of IHC Members	Positions
Alcohol Safety Committee	1	
Alcohol Task Force	1	
Athletic Advisory Committee	1	
Awareness and Sexual Assault Prevention Committee	1	
Central Students Association	1	VP-C
Student Leaders and Administration	1	IHC President
Ethical Conduct For Suppliers and Contractors	1	
Homecoming Committee	2	VP-A and one other member
	18	One North Rep, One South Rep, One



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

Hospitality Services Advisory Committee (HSAC)		East Rep., Two representatives each from Maritime, Mountain, Prairie and L/A. One representative each from Arts, East, East Village, Johnston, Lambton, Mills, Watson.
Information Technology Student Advisory Group	1	
Library Master Planning Committee	1	
Orientation Week Advisory Committee	1	IHC President
Orientation Risk Management	1	IHC President
Residence Advisory Board	3	Minimum (to a maximum of 5). IHC President is chairperson.
Residence Community Integrity Board	1	First year IHC member
Sexual Assault Free Environment	1	
Single Student Budget Committee	3	IHC President, VP-F and one other member.
Student Executive Council	1	IHC President
Student Health Advisory Group	1	
Student Rights and Responsibilities	2	
Student Risk Management	1	VP-A
University Judicial	1	
Women's Campus Safety Initiative	1	

Article Three: IHC Coordinated Committees

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

Name of Committee	Number of IHC Members	Positions
Herd the Werd	13	VP-O and all hall VPs
Interhall Activities Committee	13	VP-A and all hall SoCos
Interhall Advertising Committee	13	VP-C and hall PROs or other representative if none exist
Interhall Budget Advisory Group	4	IHC President, VP-F, incoming IHC President and incoming IHC VP-F



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

Interhall Progress Review Committee	14	VP-I, one IHC Central Executive member, and one member of each hall executive.
Guelph Residence Recognition Program	14	VP-C, GRRP Coordinator, one representative from each hall.
Interhall Constitutional Review Committee	6	VP-I, incoming IHC President, incoming VP-I, one representative from each of North, South and East.
Electronic Interhall	4	VP-O, one representative from each of North, South and East.



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

RESIDENCE ADVISORY BOARD POLICY AND TERMS OF REFERENCE

Purpose

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

Article one: Membership

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

Article Two: Meetings

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

Article Three: Guidelines

- (a) The Chairperson shall determine the agenda for the meetings through consultation with IHC members and the SHS Director. Meeting agendas should address issues that are important and relevant to residence students. Agendas should be circulated to all board members a minimum of one day before meetings.
- (b) IHC members shall use the RAB to represent the rights, issues and interests of residence students.
- (c) IHC shall encourage SHS members to recognize the board as an important forum and consultative tool for the discussion of issues raised by students. The board shall strive to solicit the input of students with regards to issues pertaining to SHS.
- (d) IHC members have an obligation to inform residence students of all RAB proceedings.
- (e) SHS members have an obligation to provide answers to all reasonable questions raised by students at RAB meetings within a reasonable time frame.
- (f) The IHC President will provide the incoming IHC President with a full report of RAB proceedings from the previous year as part of his/her executive transition.



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

STUDENT HOUSING SERVICES & INTERHALL COUNCIL CONSULTATION DOCUMENT

Preamble

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

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

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

Article One: Timing for Consultation

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

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

Article Two: Issues for Consultation

The issues that would normally be expected to be submitted to the consultation process must be significant in their potential impact on Interhall Council. This principle may present a stumbling



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

block in practice. A fair degree of leeway and trust is needed on the part of Student Housing Services and Interhall Council in order for the process to work.

Examples of issues that could benefit from consultation include:

- (a) Policies affecting student/Student Housing Services interaction, including changes to the residence contract.
- (b) Fees and budgets
- (c) Need for additional residence spaces or the reallocation of residence space
- (d) Changes in the nature or level of residence services provided
- (e) Deposit appeals decisions
- (f) Changes to an existing environment or student composition within an existing residence space
- (g) Issues affecting the safety of students
- (h) Any lengthy and ongoing disruption expected due to construction or maintenance issues.

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

Article Three: Process

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

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

Article Four: Summer Consultation

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

Article Five: Acknowledgement

This document is to be reviewed each year in the month of May by the Director of Student Housing Services and the Interhall Council President. Both parties must recognize their



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

responsibility in the process of consultation and strive to uphold this document. The onus is on both the SHS Director and IHC President to ensure this document is signed and filed each year.



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

INTERHALL COUNCIL STUDENT ORGANIZATION POLICY (SOP)

Purpose

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

Article One: Student Organization Policy (SOP)

- (a) Interhall Council in its capacity as a Primary Student Organization recognizes the following bodies as Accredited Student Organizations
 - 1) Artz Haus Council
 - 2) East Hall Council
 - 3) East Village Council
 - 4) Johnston Hall Council
 - 5) Lambton Hall Council
 - 6) Lennox Addington Hall Council
 - 7) Maritime Hall Council
 - 8) Mills Hall Council
 - 9) Mountain Hall Council
 - 10) Prairie Hall Council
 - 11) Watson Hall Council
 - 12) West Residence Council
 - 13) Guelph Residence Recognition Program (GRRP)
- i) Archive
 - a. Brock House
 - b. Macdonald Hall Council
- (b) All groups wishing to be registered must file an application for registration with SOP on an annual basis.

Article Two: Procedure and Mechanisms of Registration of a PSO

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



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

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

Article Three: Responsibilities of PSOs

- a) As a recognized student organization by the University, Interhall Council has the following responsibilities that they must follow as outlined by the Student Organization Policy
- 1) Financial Responsibility
 - 2) Adherence to the By-laws, Polices and Procedures of their Board
 - 3) Adherence to University Policies and Procedures
 - 4) Risk Management Responsibility

Article Four: Procedure and Mechanisms of Registration of an ASO

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

Article Five: Responsibilities of IHC Affiliate ASOs

- (a) All IHC affiliate ASOs are bound by IHC and its Constitution, Bylaws and Policies. If IHC determines that an affiliate ASO is blatantly and repeatedly violating either the IHC or their respective Hall Constitution, IHC will reserve the right to disqualify that ASO group.



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

- (b) All IHC affiliate ASOs must comply fully with the current Student Risk Management Manual and all policies and procedures outlined within it. Failure to do so will subject the IHC affiliate ASO to disqualification.
- (c) All hall executives must participate in one SRM training session throughout the year, to be coordinated by the VP-A.
- (d) All IHC affiliate ASO must abide by the following Financial Responsibilities
 - (i) Each IHC affiliate ASO will be held financially responsible for all debts to the University that that group incurs.
 - (ii) Each IHC affiliate ASO will receive a portion of the residence student activity fees in an amount per student to be determined yearly through the budget process of IHC.
 - (iii) Each IHC affiliate ASO shall be required to follow all financial policies of IHC. Failure to do so may result in the freezing/loss of assets.
 - (iv) Each IHC affiliate ASO may request extra funding from IHC through the IHC Hall Council PDR line.

Article Six: Disqualification

- (a) If an IHC affiliate ASO through its actions, jeopardizes the integrity and nature of IHC, then IHC may suspend or deny registration of the affiliate ASO.
- (b) An IHC affiliate ASO may be defined as a single member of Interhall Council, a respective hall council, or hall executive group.
- (c) ASO may be suspended by the SRM committee, by a unanimous decision of the IHC Executive or the PRC, or as a motion voted on by IHC voting members.
- (d) An IHC affiliate ASO may have its status disqualified by the SRM Committee, a decision of all members of Interhall Council, or by the Associate Vice President Student Affairs. Only the Associate Vice President Student Affairs or the SRM Committee can remove IHC's ASO status as an organization.
- (e) Upon suspension, the IHC VP-F will take absolute control of the finances of the group. He/She will be responsible to ensure that the finances are spent properly and in a manner that will best benefit the residents of the hall affected.
- (f) Upon removal of ASO status, the group is no longer able to run events according to SRM policy, and as such, must have a Primary Organizer who is not affected by the ASO suspension.
- (g) Where the decision to deny or suspend registration to any group was made by the executive or PRC, an appeal may be made to Interhall Council. Otherwise, the decision can be appealed to Student Executive Council.



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

INTERHALL COUNCIL BUS POLICY AND TERMS OF REFERENCE

Preamble

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

Intent

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

Scope

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

Article One: Bus Trip Protocol

- (a) Tickets sold must not exceed the capacity of the bus(es) travelling to the event. The only exception to this is shuttling.
- (b) Bus Monitors:
 - 1) Two per bus are required at all times (1male/1female or 2 females). It is recommended that three be used for large events.
 - 2) Briefing by the Primary Organizer (PO) of duties and responsibilities, as well as the proper completion of a Bus Monitor contract must be done prior to the event departure.
 - 3) While boarding, one monitor shall place himself or herself outside the bus to control entry, while the other counts the number of people boarding.
 - 4) Have control over directing the bus driver in opening and closing bus doors and they can stop loading the bus if they feel the situation is unsafe.



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

- 5) Must ensure that all those entering the bus have completed a proper waiver form. Bus monitors will collect these waivers.
 - 6) Once the bus is loaded, one monitor should be at the back door, ensuring no one leaves via the emergency door, while the other monitor is at the front door. They will both ensure the rules of the bus are respected.
 - 7) When dropping off at the end of the event, should no line monitors be present it will become the responsibility of the bus monitors to ensure that the area around the bus is safe and that the bus can pull away from the stop. Upon conclusion of the event bus monitors must make the effort to ensure the drop-off area is clear.
 - 8) All must adhere to the guidelines set forth by the SRM Bus Monitor Contract.
 - 9) Will ensure that students follow all rules while on the bus. Any incidents or accidents must be documented and reported to the Primary Organizer before the conclusion of the event.
 - 10) The PO is responsible for collecting ticket waivers and all bus/event/line monitor contracts and returning them to the VP-A.
- (c) Barricades:
- 1) All bus trips with more than 200 participants must use adequate barricades to ensure that the pick-up area is controlled and safe.
 - 2) Line monitors should take down barricades at the conclusion of the pick-up, as they will be problematic if still standing when students are dropped off.
- (d) Line Monitors:
- 1) All events with over 200 people must use line monitors. The main duty of line monitors is to maintain control of those waiting to enter the bus and assist the bus monitors in ensuring everyone boards the bus safely.
 - 2) At least two line monitors are required for each pick up location, and three in larger events. This does not apply to events in which one geographic location is the primary departure point. For example, a North area event which stops at South and East as a courtesy does not require line monitors at South and East.
 - 3) The line monitors shall become the ticket collectors and hand markers instead of the bus monitors.
 - 4) The monitors shall remind participants in or prior to the event that all tickets should be signed and any other information they may need (e.g. Identification and money) should be on their person(s) at the time of departure. If alcohol is found it will be confiscated and disposed of.
 - 5) Line monitors must adhere to the guidelines set forth by the Line Monitor Contract.
 - 6) Line monitors are responsible, with the bus drivers, to coordinate the buses so that a maximum of two are loaded at one time.
 - 7) Line monitors must ensure that the barricades around the pick-up area are respected.
 - 8) Line monitors will ensure the area around the bus is safe before the bus pulls away.
- (e) Event Monitors



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

- 1) Event monitors must be visible at a venue.
 - 2) Event monitors must help direct student traffic in an orderly manner to and from venue/bus(es).
 - 3) Event monitors are to assist the PO in ensuring that the event is running smoothly and reporting any incidents that may occur, and to act as an extra set of “eyes and ears.”
 - 4) Event monitors must help ensure the safety of our students.
 - 5) Event monitors must adhere to the guidelines set forth by the event monitor contracts.
 - 6) The number of monitors shall be decided by the PO and VP-A.
 - 7) Monitors will be sent on the first bus to the venue so they can become familiar with the venue/facilities before participants arrive.
- (f) **Waivers and Ticket Selling Policy**
- 1) Individual waiver forms are required for each participant boarding the bus. These waivers must be completed properly before boarding.
 - 2) Upon purchasing a ticket, the purchaser must immediately sign the event waiver(s).
 - 3) Any individual signing a waiver must not be under the influence of any illegal substance or alcohol. If an individual is under the influence, the waiver will become null and void.
 - 4) Waivers are not to be signed immediately before boarding the bus or entering the event. Any individual who has not signed a waiver prior to boarding the bus will not be permitted on the bus.
 - 5) Waivers must be collected by the bus monitors and returned to the Primary Organizer at the conclusion of the trip. The Primary Organizer will then return the waivers to the IHC VP-A
 - 6) An outline of the event, inherent risks, and any other information the student may need must be located at the point of sale.
 - 7) Any one-way trips for student(s) to or from an event must be arranged with the PO.
 - 8) The wording of the waiver must comply with the Student Risk Management Policy of the University of Guelph.
 - 9) All IHC members reserve the right to not sell an individual an event ticket.

Article Two: Bus Event Bookings

- (a) The PO must fill out a bus order form and submit it to the VP-A at least two (2) weeks prior to the event
- (b) The VP-A shall order busses at least seven (7) days prior to the event and send a copy of the confirmation to the PO and VP-F in a timely manner.
- (c) In order to give direction to IHC members booking shuttle buses, the following formula has been devised:

1 bus.....	150-250 tickets maximum
2 buses.....	300-500 tickets maximum



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

- 2 buses + 1 bus at peak time*500-700 tickets maximum
- 2 buses + 2 buses at peak time.....800-900 tickets maximum
- 3 buses + 3 buses at peak time.....1100 tickets maximum

*for example, a trip, which starts at 9pm, would reach peak time at approximately 10pm.

- (d) The number of tickets sold per bus is never to exceed 250.
- (e) Err on the side of caution by booking the maximum number of buses and then canceling before the minimum cut off time, rather than trying to call in an extra bus at the last minute.
- (f) Remember to include the bus monitors and all event staff in the numbers so that bus capacity is not exceeded.

Article Three: Event Proposal Guidelines

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

Article Four: Further Suggestions and Responsibilities

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



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

POSTERING POLICY

Preamble

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

Intent

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

Scope

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

Article One: Posters

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

Article Two: Approval

Approval to poster in residence buildings must be given by Student Housing Services. If Student Housing Services fails to grant approval, the proposed poster cannot be displayed. Application for approval by both groups may be done at any of the weekly Interhall Council meetings. Posters must be stamped with the date of approval. When possible, all posters should carry a logo identifying the organization to which they belong.



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

- a) All posters approved by Student Housing Services must be stamped and dated on the original copy.

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

- a) All banners must be approved by the Residence Life Manager and Hall President of the building in which they are to be displayed.
- b) Student Housing Services and Interhall Council reserves the right to remove any and all posters deemed to be inappropriate or in violation of this policy.
- c) In regards to CSA elections, the Chief Electoral Officer is to contact Student Housing Services at least one month before campaigning is to begin in order to make arrangements.

Article Three: Locations

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

- a) Posters are not permitted on painted, brick or glass surfaces. They must not obstruct access to any fire detection or safety equipment. Posters must not cover any room numbers.
- b) There is only one poster per event permitted on any board or poster rail at one time. This includes multi-day events.
- c) Posters/Banners may not be displayed for more than 3 weeks and should be removed no later than 2 days after the event.
- d) In South, arborite washroom doors may be used for posting notices. All posters in any washroom space including mirrors and stalls must be done in consultation with an Assistant Director-Facilities and Desk Services.
- e) Student Housing Services will label each bulletin board in accordance with this policy.
- f) All other boards and rails are for the exclusive use of the Student Housing Staff, Hall Councils and students in the section. Posters are not permitted in any location other than those listed in the appendices.

Commercial Posters



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

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

Article Four: Monitoring

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

Article Five: Violations

Posters found in areas other than those designated, or any infractions of the policy may result in the following:

1. Removal of posters
2. A warning from Interhall Council or Student Housing Services or both
3. An invoice for necessary repairs if the poster cause physical damage to a building
4. Persistent violations may result in a withdrawal of postering privileges for the group.

Appendix A- CSA (Public) Boards

1. South Residences

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

2. East Residences

Lanark, Glengarry and Dundas Halls

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

East Village

Bulletin boards in Village Townhall

3. North Residences

Johnston Hall

Bulletin boards on second floor landing south of front stairwell

Artz Haus

Bulletin Board inside door on left in first floor hallway



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

Mills Hall
Bulletin board to right of main stairwell in entrance

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

Lennox/Addington Hall
Board on 1st and 2nd commons just inside doors from lobby

Watson Hall
Board just inside door

Appendix B Designated locations for banners

1. South Residences
Crossroads in each hall attached to 'rails'- in consultation with Residence Life Manager and/or Hall President
2. East Residences
With permission only- in consultation with Residence Life Manager and/or Hall President
3. North Residences
With permission only- in consultation with Residence Life Manager and/or Hall President

Appendix C- Checklist for all posters within the residence environment

1. Is the poster within the size guidelines?
2. Does it contain material contrary to the University of Guelph Human Rights policy?
3. Are there offensive imagery and/or wording on the poster?
4. Does this type of advertising belong in residence?
5. Is this group/individual allowed to poster in residence?
6. Is the poster in accordance with the Alcohol Policy?
7. Does the poster indicate who is postering? (Who made the poster, group individual, organization)
8. Is the poster dated?
9. Has the poster been approved by Student Housing Services?



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

INTERHALL COUNCIL POLICY ON THE HALL BUDDY PROGRAM

Preamble

The hall buddy program is a resource for Interhall Council Members that provides confidential assistance, guidance, and support. The program allows Central Executive Members the opportunity to connect with their allocated hall executive(s), as well as the chance for executive members to involve their assigned Hall Buddy with the internal affairs of their hall(s)

Purpose

This policy was developed by IHC in order to facilitate the participation of the Central Executive in the business of hall executives, so that the central executive can fulfill the objective of being an effective resource and support system for all Residence Hall Councils. This policy should also be followed, where applicable, to ensure that all members are informed and guided throughout the year effectively. A hall will not only be paired with a central member, but buddy hall(s) as well. This also gives the opportunity for corresponding halls to integrate with one another through initiatives such as council meetings, programming, and teamwork. This is in accordance with the pairings listed below.

Article One: Selection of Hall Buddy Partnerships

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

Article Two: Duties of the Central Hall Buddies

- (a) The member has the following minimum requirements each semester:
 - a. Attend 1 event per buddy halls.
 - b. Attend 1 council meeting per buddy halls,
 - c. Attend 1 executive meeting per buddy halls,
 - d. Aid in initiatives at request of the Hall executives.
- (b) The member is required to have a one on one meeting with each hall executive during the first semester after election.



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

- (c) The member should be utilized for any issues that arise throughout the year through conflict resolution, mediation, and support.
- (d) The member should act as a resource and liaison for Interhall Council's affiliated Organizations. (See Article Five: Responsibilities of IHC Affiliate ASOs)
- (e) The member should encourage and aid in the collaboration between hall executives paired within the program.
- (f) The member is required to give updates on their hall buddies to the Central Executive as well as write a report to submit to PRC.

Article Three: Miscellaneous

- (a) The program is to be used at the disposal of the executive(s), and all happenings within the program shall be kept confidential when and if appropriate.
- (b) The program shall foster development, encouragement, and support
- (c) The program is meant to be a resource, and the success of the program depends upon the involvement of all members.

HERD THE WERD (HTW) POLICY

Article One: HTW Objectives

- (a) To provide a balance of informative and entertaining material, with an emphasis on residence, campus life, IHC and residence issues.
- (b) To provide accurate, well-researched information to residence students about issues that affect them.
- (c) To promote awareness and involvement in residence, campus and community events and activities.
- (d) To provide a forum for residence students to voice opinions, share ideas, and submit other works for publication.
- (e) To promote appreciation and recognition for residence students and programs that made a positive difference in residence life.
- (f) To promote awareness and diversity on campus.

Article Two: HTW Membership Structure

- (a) It is recommended that one person be appointed to hold each of the following five positions. Committees can be formed to support each of these positions, and recommended
- (b) These positions will be assigned at the discretion of the VP-O. However, it is strongly advised that these positions are filled with students who are interested and skilled in their respective areas.



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

Article Three: Job Descriptions

- (a) Each Hall Vice President is responsible for submitting or soliciting from their respective halls two articles per issue.
- (b) Editor-in-Chief (EIC) (1-2 people, one of whom must be the VP-O, and additional committee of 2-3 editors can be used for initial proof-reading; the EIC must approve the final copy).
 - 1) Responsible for coordinating activities and meetings of HTW committee and being the liaison between HTW and IHC.
 - 2) Responsible for soliciting articles and other materials.
 - 3) Ultimately responsible for overseeing HTW and ensuring production.
 - 4) Responsible for ensuring that all layouts are edited, removing oppressive and discriminatory material with discretion and in accordance with human rights guidelines.
 - 5) Responsible for choosing appointed positions, assigning tasks, and ensuring their completion.
 - 6) Responsible for the distribution of the publication.
 - 8) Responsible for ensuring timely distribution of the publication to those who contributed who would not otherwise receive a personal copy, as well as a thank-you card should the committee see fit.
 - 9) Schedule for due dates of articles, submissions, ads, etc. and publication dates should be produced at the beginning of each semester. This should be realistic, but also a consistent schedule.
 - 10) Qualifications include: strong English and grammatical skills; sensitivity training; strong organizational and networking skills; at least basic computer knowledge; and strong leadership and motivating skills.
- (c) Layout Director/Editor (1 person with a committee of approximately 6 additional layout designers is advised since this is the most time consuming task)
 - 1) Overseeing, and contributing to, overall layout design and production of the paper, including the cover of each paper (with help from the Artistic Director).
 - 2) Responsible for organizing and/or providing training and help to others interested in layout design.
 - 3) Responsible, in conjunction with the EIC, for ensuring that all layouts are completed within a given time frame.
 - 4) Qualifications include: proficient with computers, particularly layout software, scanners, etc.; previous layout experience strongly recommended; can work alone or in a team setting; proficiency or ability to learn PhotoShop, PageMaker, or whatever programs are being used to produce the paper; and creativity and innovation recommended.
- (d) Artistic Director (1 person; an additional committee of 2-4 people is recommended)



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

- 1) Responsible for finding and/or creating art and/or graphics for every article and the cover.
 - 2) Responsible for collecting and returning photos and/or graphics that are submitted.
 - 3) With EIC and Layout Director, responsible for creating cover designs
 - 4) Qualifications include: creative and artistic; talents in visual art and photography are assets; and networking skills.
- (e) Advertising Director (1 person; an additional committee of 3-4 is recommended)
- 1) To actively solicit advertising with the goal of producing revenue from the paper.
 - 2) To assist the EIC in creating a realistic and practical budget.
 - 3) To keep records of an ad history and contact book.
 - 4) In charge of billing advertisers and ensuring that proper revenue is received.
 - 5) In charge of communications with advertisers, including expressing appreciation and ensuring that advertisers receive copies of the paper and are pleased with their ad.
 - 6) In charge of screening ads to ensure that they are not discriminatory or oppressive.
 - 7) In charge of keeping a stockpile of issues to be used for ads and promotions.
 - 8) Come up with ways to improve HTW visibility and promotions.
 - 9) Qualifications include: strong public relation, communication and networking skills; good organization; able to work independently; and budgetary experience is an asset.

Article Four: Publication Policy

This policy exists in order to guarantee a continuing standard of what (HTW) editorial staff will and will not publish. The policy is to be administered by the VP-O, the EIC. In all cases a 'publication' will be defined as, but not limited to: advertisements, stories, pictures and feature articles.

- (a) The EIC reserves the right to refuse publication of any or all parts of an article deemed to be oppressive, racist, homophobic, or otherwise offensive to human rights or jeopardizing the integrity of Interhall.
- (b) The EIC reserves the right to make grammatical and spelling changes, but in the case of a conflict of contents, suggest the author make any necessary changes to meet the requirements of Publication Policy.
- (c) Should an individual submitting an article to HTW for publication wish to challenge the decision of the HTW EIC, they may do so at the next Interhall Council meeting where a PDR may be presented.
- (d) Submissions may be published anonymously at the author's request, provided the HTW EIC receives contact info to reach the author if need be.



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

Article Five: Miscellaneous

- (a) Each and every issue, including the first, will involve the work, input and contributions from as many committee members as possible. No issue should be done by one or two people alone.
- (b) The newly elected VP-O will observe and/or participate in as many (ideally every) aspect(s) of production of the paper as possible in the spring before he or she is officially in their term of office. As many new committee members as possible should also participate in and/or observe in production.
- (c) The new and old committee should meet for a discussion and question/answer period before the final examination period in the winter semester.



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

INTERHALL COUNCIL POLICY ON CONFERENCES

Preamble

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

Purpose

This policy was developed by IHC in order to facilitate the participation of residence students in the Ontario Residence Hall Association (ORHA) annual conference, the Great Lakes Affiliate of College and University Residence Halls (GLACURH) annual conference and the National Association of College and University Residence Halls (NACURH) annual conference. This policy should also be followed, where applicable, for other conferences.

Article One: Selection of Delegation

- (a) The Vice President - Communications should approach, where necessary, the IHC advisor(s) or recommended Residence Manager(s) to invite him/her/them to be advisor(s) to the delegation.
- (b) The VP-C should select one Spirit Leader for each conference from past ORHA/GLACURH/NACURH delegates. This Spirit Leader must currently reside on campus, and should demonstrate willingness and the ability to lead the delegation.
- (c) Each conference should be advertised at an Interhall Council meeting and, through the hall presidents, to each of the hall councils no less than four weeks prior to the registration deadline (where possible).
- (d) Selection of the Spirit Leader.
 - 1) A Spirit Leader will be selected based on an application process for each conference.
 - 2) The Spirit leader will be a current IHC member. If this isn't possible, all residence students, who have been to a conference, will be eligible.
 - 3) The VP-C shall make these applications available to all hall presidents who shall make them available to all qualified candidates.
 - 4) Applications shall be dropped off by applicants and collected as outlined by the VP-C.
 - 5) The VP-C will review the applications with another member of the IHC Executive and/or Conference Advisor.
- (e) Selection of the remainder of the conference delegates should take place in the following manner:
 - 1) Delegates will be selected based on an application process for all conferences. No more than \$50 may be spent on an application for any given conference.
 - 2) The VP-C shall make these applications available to all Hall Presidents who shall make them available to all students in their hall.



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

- 3) Applications shall be dropped off by applicants and collected as outlined by the VP-C.
- 4) The VP-C will review the applications with the Spirit Leader and/or another member of the IHC Executive.
- 5) Selection of delegates for conferences will be at the discretion of the VP-C, the IHC advisor and one other IHC Executive member and/or the spirit leader. Priority for delegation selection will be as follows:
 - a) For the GLACURH conference, in order of priority:
 - i. Any residence students and IHC members who are first time delegates.
 - ii. IHC members who have previously attended a conference.
 - iii. Residence Life Staff who are first time delegates.
 - iv. Residence Life Staff who have previously attended a conference.
 - b) For the ORHA conference, in order of priority:
 - i. Any residence student who are first time delegates.
 - ii. IHC members who have previously attended a conference.
 - iii. Residence Life Staff who are first time delegates and will continue to be involved in Residence Life for the following school year.
 - iv. Residence Life Staff who have previously attended a conference and will continue to be involved in Residence Life the following school year.
 - v. Any other residence students.
 - c) For the NACURH conference, in order of priority:
 - i. Incoming Central members.
 - ii. Incoming IHC members who are first time delegates.
 - iii. Incoming IHC members who have previously attended a conference.
 - iv. Incoming Residence Life Staff who are first time delegates.
 - v. Incoming Residence Life Staff who have previously attended a conferece.
 - d) The VP-C shall strive to maintain across campus representation in the delegation selected

Article Two: Duties of VP-C

- (a) To select a spirit leader
- (b) To make conference applications available to residence students.
- (c) To select delegations based on priority listings.
- (d) To collect all registration information and submit it to the conference
- (e) To create a preliminary budget for expenditures prior to conference and a precise budget two weeks following the conference or upon receipt of the last conference invoice.



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

- (f) To create a payment contract and ensure they are signed by all delegates before the conference
- (g) To organize the PDRing of funds to subsidize the conference for delegates
- (h) To explore and be responsible for all transportation options to the conference location.
- (i) To ensure the submission of at least one program from the University of Guelph.
- (j) To coordinate all delegate meetings.
- (k) To submit an “Event Proposal” in accordance with the SRM policy.
- (l) To assure all funds and wrap-up reports are collected after a conference.

Article Three: Duties of Spirit Leader

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

Article Four: Duties of Delegates

- (a) Members shall be required to sit on one sub-committee. (e.g. banner, display, spirit, fundraising where applicable)
- (b) Members must agree to attend the specified conference by signing the required waiver/liability forms and alcohol/drug free contracts.

Article Five: Transportation

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

Article Six: Registration

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



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

- (d) The original registration forms are to be brought to the conference by the VP-C for conference liability reasons.

Article Seven: Conference Behaviour

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

Article Eight: Finances

- (a) The VP-C, in consultations with the VP-F, is in charge of all finances having to do with the conference.
- (b) The VP-C should make an educated guess, using conference fees and transportation estimates, at the cost of the conference prior to the search for delegates.
- (c) Before and after the conference, the VP-C should create a list of expenditures for the conference. These expenditures should be shared equally by all members of the delegation.
- (d) The division of the Interhall conference subsidies must be confirmed with the VP-F, to ensure accountability in the number of delegates acquiring the subsidies and to ensure that all members of the delegation are in good financial standing with Interhall Council
- (e) The conference subsidies, as outlined in the Interhall budget, should be divided equally among all of the delegates, unless the delegates agree unanimously that the division of funds should be distributed otherwise or unless otherwise stated by the VP-F.
- (f) A final cost for the conference should be worked out no later than either 2 weeks after the conference or 2 weeks after the last bill is received by the VP-C, whichever is later.
- (g) The VP-C will maintain open lines of communication with the VP-F in regards to any financial outstanding debts of delegates
- (h) In the event that any delegates do not pay their outstanding balances, delegate names should be forwarded to the VP-F, who will take appropriate action.
- (i) In the event that a delegate is a member of Interhall Council and/or an individual requesting funds from Interhall Council, no transactions will be made until payment is received for outstanding conference fees. Interhall Council members who are not able to pay outstanding conference fees will have their honouraria deducted in the amount of the outstanding balance.



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

- (j) All delegates shall be required to agree to and sign a payment contract, and pay the associated conference fess, as outlined by the VP-C
- (k) The IHC subsidy will be a maximum of \$150 per delegate for GLACURH, \$50 per delegate for ORHA and \$75 per delegate for SLIC.
- (l) Upon submission of a conference report, delegates will recived the allocated IHC subsidy
- (m) No delegate shall receive more funding then the cost of the conference.

GUELPH RESIDENCE RECOGNITION PROGRAM

Preamble

This committee was developed by Interhall Council in order to recognize individuals for their outstanding contributions to the betterment of residence life.

Purpose

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

Article One: Name The name of this organization shall be the RECOGNIZE committee: Guelph Residence Recognition Program (GRRP) at the University of Guelph.

Article Two: Membership

- (a) The following will be members:
 - 1) The voting member will be one representative from each residence hall
 - 2) The GRRP Coordinator
 - 3) The Vice President – Communications (VP-C)
 - 4) The term of office for the GRRP Coordinator shall be from May 1st until April 30th of the following year.
 - 5) Quorum will be seven (7) voting members with a minimum of one member from each geographic location.

Article Three: Duties of the GRRP Coordinator

- (a) Refer to Operatin Bylaws Article Nine: IHC Employees and Non-Voting Members

Article Four: Duties of the VP-C

- (a) The VP-C is responsible for assisting the GRRP Coordinator.
- (b) The VP-C is responsible for acting as a student advisor to the committee.
- (c) The VP-C is responsible for coordinating the GRRP committee in the absence of the GRRP coordinator



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

Article Five: Duties of the Hall Representatives

- (a) All Hall Representatives are responsible for advertising GRRP within their respective residence hall by all means available.
- (b) All Hall Representatives are responsible for assisting in the selection of all OTMA winners.
- (c) All Hall Representatives are responsible for assisting in the organization of fundraisers in consultation with the GRRP Coordinator and the VP-C.
- (d) All Hall Representatives are responsible for assisting the GRRP Coordinator with a recognition component at the IHC Leadership Conference.
- (e) All Hall Representatives are responsible for assisting in the collection and solicitation of OTM awards.
- (f) All Hall Representatives are responsible for adhering to the IHC Committee Policy.
- (g) All Hall Representatives are responsible for assisting the GRRP Coordinator with other GRRP business.

Article Six: Meetings and Guidelines

- (a) The GRRP Coordinator will call all official meetings.
- (b) Meetings should be called based on need, with a minimum of one meeting per month as decided by the GRRP Coordinator.

Article Seven: Submission of “Of The Month” (OTM) Awards

- (a) The categories for OTM awards are as follows: Interhall Member, Hall Council Member, Residence Student, Residence Life Staff (Residence Assistants, Cluster Leaders, Program Facilitators, Academic Programmer), Program, Staff- Hospitality, Staff- Housekeeping, Professional Residence Life Staff, Hall Programmer, and Spotlight (Other).
- (b) Nomination forms must be completed and submitted to be considered for an OTM awards.
- (c) Nomination forms will be available at all residence desks, the IHC office, online and from any GRRP representative.
- (d) Nomination forms can be returned to the GRRP mailbox in the Interhall Council office, via email/online and to any GRRP representative.
- (e) Deadlines for OTM awards nomination forms will be determined by the GRRP coordinator, and advertised within residence.

Article Eight: Selection of OTM Award Winners

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



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

INTERHALL COUNCIL AWARDS

Purpose

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

Article One: General Policies

- (a) Awards can be given to any member of the residence student leadership community. This includes but is not limited to RLS, IHC members, CSA Executive or Board of Directors, Peer Helpers, Orientation Volunteers. With the exception of the IHC 25th Anniversary Award, students must live in residence to be eligible.
- (b) Awards will be given out at a year-end award banquet. The banquet will be organized by the VP-A , VP-C and the GRRP Coordinator.
- (c) Nominations must be handed in to the GRRP committee according to the deadlines for the IHC awards by the GRRP coordinator.
- (d) Selection of the award winner(s) will be made by the GRRP committee with the exception of those otherwise specified. If any member of the GRRP committee is nominated for an award, they will be excused from the selection process for that award.
- (e) Nominators may seek out support from other individuals.

Article Two: Awards

- (a) IHC 25th Anniversary Award: This award recognizes the outstanding contributions and leadership that a residence student has given in numerous areas to residence life at and the University of Guelph community over a number of years. The individual must be involved for two years or more on more than one organization (IHC, College Government, RLS, Senate, etc.) To Nominate someone for this award, it must be supported by at least two or more people
- (b) Residence Life Award: This award recognizes the outstanding service, leadership, and dedication that a member of Residence Life Staff has shown to better residence life for the section they live in, and the building community at large. The nomination must include evident of community building.
- (c) Hospitality Staff Member of the Year: This award recognizes a member of Hospitality Services who has gone above and beyond to better the residence community. The nomination should include evidence of how this individual contributed to the betterment of residence life.
- (d) IHC Rookie Award: This award recognizes the outstanding achievements of a first year member of IHC who has gone above and beyond their duties to better residence life. Refer to the IHC and hall specific constitutional duties to determine the extent of going above and beyond



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

- (e) Program/Initiative of the Year: This award recognizes any member(s) of the residence community for excellence in programming. The program considered must be non-alcoholic, and can be run by any member of the residence community at any level (section, building, campus-wide). Include event information (attendance, description, scope)
- (f) IHC Member of the Year: This award recognizes any member of IHC who has shown outstanding service, leadership and dedication to IHC and who strives to better residence life and the community at large. This individual should be a positive and motivating person, who always encourages others to become involved in leadership. This individual has excelled at their duties while at the same time showing commitment and support to IHC as a whole. To nominate someone for this award, it must be supported by at least two people. Refer to hall specific and/or IHC constitutional duties to determine the extent of going above and beyond.
- (g) Delegate of the Year: This award recognizes a delegate who has made a significant contribution to the residence community after attending a leadership conference. The delegate should be a positive influence on the delegation as a whole and contribute to motivating others throughout the conference. This award will be selected at the discretion of the VP-C.
- (h) Spirit Award: This award recognizes the efforts of any member of IHC who has, through outstanding service, leadership and dedication worked to motivate others and keep spirits high within their Hall Council and IHC as a whole throughout their entire term of office.
- (i) Half Time: This award recognizes the achievements of a member of IHC who was elected after the Winter Break and has gone above and beyond their duties to better residence life. Refer to the IHC and hall specific constitutional duties to determine the extent of going above and beyond. This award will be selected at the discretion of the VP-I.
- (j) Hall of the Year: This award recognizes the residence hall that has strived to fulfill both IHC and hall goals throughout the year. The hall must be committed to the betterment of residence life of students within the hall. The hall must have initiated new and diverse programs to educate residents and improve residence life. The hall must demonstrate continuous motivation, spirit and involvement.

The Hall of the Year Bid is split into two components: the written and creative piece:

- i) The written will consist of 15 pages or less (double spaced, one 12 pt fonts, Times New Roman, 1 inch margin) to be written by hall executives, council or students of the hall. You may wish include pictures in this, however the document must remain 15 pages or less.
- ii) The creative piece should be able to be viewed in its entirety in 15 minutes or less and the production can only cost a maximum of \$30.
- iii) A hall must provide a minimum of one OTM submission per month, by any resident of the hall, to be considered for Hall OTY



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

- iii) The hall of the year bid will be marked as follows:
- Effort/Presentation: 10%. The bid must be visually pleasing, and the GRRP committee must be able to see the effort that went into the bid
 - Executive Strength: 20%. The bid must attest to how the executive has functioned as a whole and must demonstrate teamwork and a cohesive foundation. The bid must show how the executive strives to better their residence community.
 - Initiatives Programs: 20%. The bid must attest to diversity and educational programming as well as programs and initiatives that build hall spirit. Note: programs outlined in the Hall of the Year bid do not necessarily have to have been successful.
 - RLS Collaboration: 20%. The bid must attest to the cohesion and teamwork between RLS staff and IHC members and/or hall council.
 - Overcoming Challenges: 10%. The bid should outline conflicts or issues that the hall has had to face. It should continue to outline how the hall dealt with such issues and made improvements or the future.
 - Student Involvement: 20%. The bid must attest to student involvement at the hall council and residence wide level. This may include but is not limited to: hall council run programs/initiatives, student help with executive and hall goals, IHC/RLS/OV recruitment.

The GRRP committee will establish a marking sheet criterion for Hall of the Year Award, which will be made available to all members under the discretion of the GRRP coordinator.

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



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

- diverse programming within their individual halls and the greater residence community. This award will be selected at the discretion of the Interhall Council Central Executive.
- (o) Advertising Committee Award: This award recognizes a member of the Advertising Committee who shows outstanding dedication to this committee and its efforts within their own residence and the greater residence community. This award will be selected at the discretion of the Interhall Council Central Executive.
 - (p) Operations Manager Sectional Award: This award recognizes any member of the OM sectional who has shown outstanding commitment and dedication to the sectional, their residence hall, and the greater residence community. This award will be selected at the discretion of the Interhall Council Central Executive.
 - (q) Hall Council Member of the Year: This award recognizes the efforts of any Hall Council member who has gone above and beyond their role to aid the hall executive in bettering the residence community. The individual should be a positive influence on the Hall Council and show enthusiasm towards their initiatives. Please describe their role and how they went above and beyond.
 - (w) First Year Experience: This award recognizes a first year residence student who has made a significant contribution to residence and/or the University of Guelph community. Evidence of the individual's contribution should be included within the nomination.
 - (e) Residence Life Professional Staff Award: This award recognizes the effort of any professional employee of Student Housing Services, (such as a Residence Manager, Desk Staff, Housekeeping Staff, Director Student Housing Services, Director Residence Life, etc.), who has gone above and beyond their job expectations to better residence life. Refer to job description.
 - (t) Three Year Service Award
 - 1) The GRRP Three Year Service Award is an award given to those students who have spent at least three years of their university career living in residence halls, constantly striving to better residence life.
 - 2) Award Criteria:
 - a. The involvement may be in any aspect of residence life including hall council executive, IHC executive, and Residence Life Staff.
 - b. The candidate must demonstrate active and positive involvement. Nominees must be able to verify involvement.



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

INTERHALL COUNCIL POLICY ON FREE GOODS AND SERVICES

Article One: Alcohol

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

Article Two: Money

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

Article Three: Admission

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

Article Four: Miscellaneous

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



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

INTERHALL COUNCIL PETITIONS, DELEGATIONS AND REPRESENTATIONS (PDR) POLICY

Preamble:

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

Article One: PDR Policy

- (a) Any community member or group may present a single PDR to IHC for any given event. A community member is to be defined as any campus student, organization, collection of individuals, or recognized University of Guelph department.
- (b) The PDR Request form must be completed and returned to the IHC President a minimum of one week before the PDR is to come before an general Interhall Council Meeting. Other PDRs will be accepted at the IHC President's discretion.
- (c) No more than three PDRs shall be present on any given IHC meeting agenda.
- (d) A petitioner shall have five minutes to present to the IHC meeting, with a question and answer period following immediately.
- (e) A petitioner must supply a budget (if applicable) to the council in the PDR request outlining the overall costs of the event.
- (f) The petitioner must declare all other sources of funding/support and planned PDRs of other organizations
- (g) Should a PDR be supported by IHC, each IHC member shall offer full support of the conditions of the PDR as outlined in the approved motion.
- (h) The Interhall Council President shall be responsible for contacting the petitioner and relaying the council's decision as to the outcome of the PDR.
- (i) All persons who wish to PDR Interhall or an individual hall for monetary support must sign a contract and must enter an agreement outlining stipulations of means of repayment. It will be the responsibility of the IHC President to outline this contract. (This may include, but is not limited to, presenting information to the council, teaching the council about what they have learned, providing programming for the council, etc.)
- (j) Interhall Council reserves the right to withdraw its support from any PDR that has been previously supported by a majority vote if the presenters in any way misrepresented their intentions or the uses to which the funds received (if applicable) from Interhall Council were put to use. This includes, but is not limited to, presenting a PDR to several halls for the same event/purpose or not fulfilling the requirements of the council's motion. (These requirements may include presenting information to the council, teaching the council about what they have learned, providing programming for the council)
- (k) A community member or group may choose to PDR from IHC centrally, or from its individual halls, but not from both. Exceptions may be made to this for campus-wide residence programming.
- (l) Review of the PDR form will be conducted by the IHC President in the fall semester.



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

- (n) If a PDR cheque is being made out to an individual, as opposed to an organization, the receipts must be provided to the VP-F upon receiving the cheque.
 - i. If this timeline cannot be met, alternate arrangements must be made at the discretion of the VP-F
- (o) PDR submissions, including support, funding and/or advertising based, must be submitted at least one week before the event.
- (p) PDRs solely for requesting advertisement will be heard by a separate advertisement PDR committee.
 - i. This committee will be made up of the hall PROs, or their alternates, and chaired by the VP-C.
 - ii. This committee is required to meet weekly, upon receiving submission the prior week
 - iii. This committee can be combined with AdComm meetings at the discretion of the VP-C
 - iv. The VP-C is responsible for coordinating the PDRs.
 - v. The petitioner does not have to be present for this meeting, however a copy of the poster or any other form of advertising must be made available to the VP-C prior to the meeting.

Article Two: Budget Allocated PDR Funding Policy

Should an organization (an individual or group) successfully PDR the board three (3) years in a row for a given amount of monies, that amount shall be set aside for that group in the following year's budget.

- (a) The amount set aside must not exceed \$500.
- (b) If the group is successful, three (3) years in a row for different amounts, monies can be budgeted for that group for their lowest PDR request, or an average at the discretion of IBAG.
- (c) If an organization fails to PDR in the fourth (4th) consecutive year the monies shall no longer be set aside.
- (d) Once monies have been set aside, if a group changes their PDR request the original amount shall be maintained until the new PDR request has been maintained for three (3) years.
- (e) If a greater amount is requested than that set aside for the organization, additional monies can be granted from an appropriate PDR line item.
- (f) If at any point an organization is denied their request from the board, the three (3) year process shall start again



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

INTERHALL COUNCIL AUDIO/VISUAL EQUIPMENT POLICY

Preamble:

The Interhall Council Audio/Visual Equipment Policy exists to allow members and students access to various AV equipments belonging to Interhall Council for use in a sustainable and equitable manner.

Article One: Audio/Visual Inventory

This policy will include the following but is not limited to the following equipment:

- i) DLP Projector (including remote and all appropriate cords)
- ii) Screen
- iii) Speakers
- iv) Loud Speakers
- v) Mics and Stands

Article Two: Audio/Visual Equipment Policy

- (a) Use of the equipment and accessories are strictly restricted to training, events or other hall council needs.
- (b) The equipment will be stored in the office.
- (c) The request for equipment must be made a minimum of two weeks in advance.
- (d) By signing out the equipment you are accepting full liability for the duration of the sign out.
- (e) The equipment can only be signed out for a maximum of 24 hours (1 day).
- (f) General use of the equipment for residence students is acceptable only by signing out through IHC or RLS. Liability will be then placed on IHC or RLS who signed it out on their behalf.
- (g) RLS may sign out the equipment at the IHC office.
- (h) RLS will be liable for any repairs if equipment and accessories are returned damaged.
- (i) You must have two (2) people (when using the screen) remove it from the office – due to its large size.
- (j) When signing out any or all component(s) they must be returned together.
- (k) Misuse or abuse of the equipment and accessories will result in a loss of privileges for the entire hall – including RLS, IHC and students for 2 weeks. Upon a second infraction, their use is suspended for 1 month. Upon a 3rd infraction use is suspended indefinitely as determined by the Central Executive.
- (l) For use of the equipment on the weekend by RLS it must be returned to the Hall President (who has the office key) so they can return it to the office.
- (m) If the equipment or any accessories are returned damaged – the hall who last signed it out will incur any costs associated with repairs.
- (n) Failure to complete the necessary form for use of the equipment and its accessories will result in a warning and further ramifications as outlined by the Central Executive.



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

TRANSITIONING POLICY

- a) All outgoing IHC members must transition the incoming member to their position according to this policy.
- b) All incoming IHC members are required to shadow the outgoing member for a minimum of two weeks for all professional responsibility. This shadowing should include the member not only watching but performing key tasks done by the position.
- c) Outgoing members are required to take the incoming member to all pertinent meetings, where permissible.
- d) A binder is to be collected of all pertinent information for the position and passed on to the incoming member.
- e) All important contact information should be provided to the incoming member.
- f) All members are responsible for submitting a transition report once at the conclusion of O-Week, once at the conclusion of Fall Semester, and once at the conclusion of Winter Semester.
- g) The IHC President will be responsible for distributing a template to all members, outlining requirements. This will coincide with the transition report due dates
- h) Failure to submit a transition report will result in that member having their honourarium withheld at the discretion of the IHC Central Executive.



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

INTERHALL COUNCIL POLICY ON ALCOHOL

Preamble:

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

Article 1 – Personal Use

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

Article 2 – Events

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



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

CSA ELECTION ENDORSEMENT POLICY

Preamble:

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

Article One: General Guidelines

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

Article Two: Responsibilities of the VP-C

- (a) The VP-C will inform the CSA CEO that an IHC endorsement is available. The CEO will inform all candidates about this opportunity and direct them to the VP-C if they are interested.
- (b) If the VP-C is running for a position on the CSA, or is the campaign manager for a candidate, an alternative member of the Central Executive will be chosen.
- (c) The VP-C will chair the CSA Endorsement Committee, which will be comprised of one (1) member from North, South, East and Central campus.
- (d) The VP-C is not permitted to be on any CSA Campaign team for the purposes of preventing a bias.

Article Three: Process

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

Article Four: Removal of Support

- (a) Interhall Council shall hold the right to withdraw endorsement of a candidate if any violation of the CSA Elections policy or the guidelines set out by Interhall Council occur.



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

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

Article Five: Criteria

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

Article Six: Guidelines for Endorsees

- (a) This list of guidelines will be a hardcopy contract to be signed by all candidates chosen for IHC endorsement.
- (b) The chosen candidates will be able to use the IHC name/logo on all campaign materials, in the following manner ONLY: "Endorsed by Interhall Council".
- (c) The candidate will abide by CSA Elections procedures and guidelines specified by IHC.
- (d) The endorsee will not spread slanderous comments against any component of residence life (IHC, RLS, housing, etc.).
- (e) The candidate may not use their endorsement to manipulate voters (ie. Tell residence students they are required to vote for them if endorsed by IHC).
- (f) Candidates may not use their endorsement against other candidates (explicitly saying others have applied for the endorsement and were not chosen).
- (g) Endorsed candidates will not be given any additional advantage over any other candidate in terms of speaking within residence/access into buildings.



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

Appendix I

MEMBERS OF INTERHALL COUNCIL

Preamble

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

IHC Central Executive

- a) President
- b) Vice President – Internal
- c) Vice President – Finance
- d) Vice President – Activities
- e) Vice President – Communications
- f) Vice President – Operations

Artz Haus

- a) President
- b) Vice President
- c) Social Coordinator

East Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

East Village

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

Johnston Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager



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

Lambton Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

Lennox Addington Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

Maritime Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

Mills Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Operations Manager

Mountain Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager

Prairie Hall

- a) President
- b) Vice President
- c) Social Coordinator
- d) Public Relations Officer
- e) Operations Manager



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

Watson Hall

- a) President
- b) Vice President
- c) Social Coordinator

West Residence

- a) President
- b) Vice President



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

Appendix II

Interhall Council Code of Ethical Standards

Preamble

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

Student Support and Confidentiality

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

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

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

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

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

Drugs and Alcohol

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

We will not consume alcohol and/or illicit substances within 12 hours of an IHC event, meeting or leadership development workshop (including but not limited to conferences) that we have intentions of attending.



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

Students and Staff Teams

- A. We expect a high level of ethical behaviour from members and are obligated to communicate concerns to appropriate resources (e.g. Central executive and advisor).
- B. As student staff, we should not express negative evaluations, criticisms, or damaging comments of others to others.

Role Modeling

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

1. Role model honesty, confidentiality, approachability, positive attitude, compliance with University and residence policies and procedures, and interest in academic and social aspects of University life.
2. Display attitudes and behaviours consistent with those of a positive role model for the community by
 - (a) displaying attitudes and behaviours that are equitable and fair towards all community members,
 - (b) promoting awareness regarding any attitudes or actions that may be discriminatory to other students or guests,
 - (c) encouraging the free and open expression of ideas, consistent with University documents, such as Student Rights and Responsibilities
 - (d) creating an environment in the residence and on campus, especially in the lounges, hallways, and other public areas of the community, that is comfortable for all students and is free of discriminatory material.

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

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

Academic Role Modeling

A. We will maintain full-time status as a student for the duration of our employment on IHC. We will enroll in a minimum of 2 credits per semester or the equivalent Center for Students with Disabilities standards where applicable.

B. We will maintain a minimum 60% cumulative average.



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

C. If at any time you believe that you are not maintaining the required average, it is your responsibility to discuss this with a Central member and the appropriate measures (academic assistance, learning support, etc.) will be taken at Central's discretion.

Administrative Functions

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

Paraprofessional Conduct

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

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

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

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

E. Acknowledgement

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

Name

Signature

Date