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<b>TITLE:</b>	<b>Bylaws of the Main Campus Residents' Society</b>
<b>POLICY NUMBER:</b>	2003-01
<b>CONTACT:</b>	MCRC President
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<b>APPROVED BY:</b>	General Assembly

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## BYLAWS OF THE MAIN CAMPUS RESIDENTS' SOCIETY

### Bylaw 1 Officers of the Society

#### 1.1 General

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

1.1.2 All officers shall:

- (i) delegate their responsibilities where necessary and expedient while maintaining direct accountability to the President;
- (ii) attend training as determined by the President;
- (iii) serve as consultants to the President in formulation of new programs and activities; and
- (iv) wherever practicable, live in separate halls within the Main Campus residences.

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

1.1.4 Employment contracts for Vice Presidents shall be in writing.

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

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

#### 1.2 Vice President (Residence Affairs)

**1.2.1** There shall be a Vice President for Residence Affairs who shall:

- (i) be elected as per the Constitution;
- (ii) be the senior Vice President of the Society;
- (iii) report directly and be accountable to the President;
- (iv) assume all the powers and responsibilities of the President in his or her absence;
- (v) directly supervise the House Presidents and oversee the functions of all Houses on Main Campus;
- (vi) be generally responsible for all hiring and human resources functions of the MCRC including those pertaining to volunteer positions, the Chief Information Officer, and elections; and
- (vii) recommend and participate in the development of MCRC policies and procedures; and
- (viii) oversee the work of all standing committees except the Finance and Audit and Constitutional Affairs and Ethics committees.

**1.2.2** A vacancy in the office of Vice President (Residence Affairs):

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

### **1.3 Vice President (Discipline)**

**1.3.1** There shall be a Vice President for Discipline who shall:

- (i) be elected as per the Constitution;
- (ii) report directly and be accountable to the President;
- (iii) work closely with Queen's University Residences to ensure the smooth and effective operation of the system of non-academic discipline in residence;
- (iv) supervise and assist the Discipline Facilitators in the execution of their duties;
- (v) chair the Peer Judicial Board and be responsible for its effective operation;
- (vi) chair the Judicial Advisory Board and be responsible for its effective operation;
- (vii) represent the Society to outside parties on all discipline-related matters; and
- (viii) maintain an expert working knowledge of all applicable policies and procedures.

**1.3.2** A vacancy in the office of Vice President (Discipline):

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

## **1.4 Vice President (Finance)**

**1.4.1** There shall be a Vice President for Finance who shall:

- (i) be appointed annually in February by the President-elect with the advice and consent of the General Assembly-elect;
- (ii) be the Chief Financial Officer, and Treasurer of the Society;
- (iii) report directly and be accountable to the President;
- (iv) oversee and be generally responsible for the financial operations of the MCRC;
- (v) keep an account of all MCRC funds, which shall be public information;
- (vi) maintain, uphold and strictly adhere to the Society Financial Policy and Procedures;
- (vii) present and maintain the annual budget of the MCRC;
- (viii) periodically review MCRC finances and present regular financial statements to the Finance and Audit Committee;
- (ix) oversee the Social Facilitators in their capacity as House treasurers and conduct a mid-term review of each House's finances; and
- (x) provide support and guidance to the Finance and Audit Committee as a non-voting member.

**1.4.2** In the event of a vacancy in the office of Vice President (Finance), the President shall with the advice and consent of the Executive Board appoint an individual to fill the vacancy.

## **1.5 Events Coordinator**

**1.5.1** There shall be an Events Coordinator who shall:

- (i) be appointed annually in February by the President-elect with the advice and consent of the General Assembly-elect;
- (ii) report directly and be accountable to the President;
- (iii) be responsible for and facilitate the execution of two major inter-house events per term open to participation by all houses (at the discretion of the house council), including but not limited to: a Montreal trip, a semi-formal and a dodgeball tournament.
- (iv) facilitate inter-house events by acting as a resource and central contact for House Presidents and Social Facilitators;
- (v) be responsible for the promotion and execution of the MCRC Skip-a-Meal program once per term;
- (vi) be responsible for the coordination of MCRC staff events;
- (vii) be responsible for the coordination of MCRC alumni relations;
- (viii) be responsible for all marketing and promotional functions of the MCRC; and
- (ix) manage MCRC event resources including but not limited to equipment bookings and sustainable event supplies.

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

## **1.6 Services Coordinator**

**1.6.1** There shall be a Services Coordinator who shall:

- (i) be appointed annually in February by the President-elect with the advice and consent of the General Assembly-elect;
- (ii) report directly and be accountable to the President;
- (iii) be responsible for the coordination and management of all MCRC services, including but not limited to:
  - (i) front desk equipment rentals;
  - (ii) long term equipment leases;
  - (iii) MCRC keytags;
  - (iv) MCRC corporate partnerships;
  - (v) STOP theft security plate sales; and
  - (vi) MCRC Rezbook development and sales.

**1.6.2** In the event of a vacancy in the office of Services Coordinator, the President shall, with the advice and consent of the Executive Board, appoint an individual to fill the vacancy.

## **1.7 Sustainability Coordinator**

**1.7.1** There shall be a Sustainability Coordinator who shall:

- (i) be appointed annually in February by the President-elect with the advice and consent of the
- (ii) General Assembly-elect;
- (iii) report directly and be accountable to the President;
- (iv) be responsible for the management and coordination of all MCRC sustainability initiatives, including but not limited to Weekend Clean-Up Crew, residence vermicomposting, indoor gardens and Queen's Students Against Wasting Food;
- (v) represent the MCRC to campus-wide and residence sustainability groups and act as a liaison between the MCRC and sustainability groups seeking to work with residences at the discretion of the President and General Assembly;
- (vi) audit the MCRC from a sustainability perspective to ensure that unnecessary expenses are avoided; and
- (vii) through the use of the Green Team, look for new and innovative ways to make the MCRC and residences more sustainable.

**1.7.2** In the event of a vacancy in the office of Sustainability Coordinator, the President shall, with the advice and consent of the Executive Board, appoint an individual to fill the vacancy.

## **1.8 Chief Compliance Officer**

**1.8.1** There shall be a Chief Compliance Officers who shall:

- (i) be appointed for a five year term by the President, subject to ratification by the General Assembly;
- (ii) report directly and be accountable to the President;

- (iii) be responsible for ensuring that the MCRC upholds its responsibilities as a business including, but not limited to:
- (iv) Regulations and requirements for registered corporations;
- (v) Sales tax collection and remittance;
- (vi) Payroll tax collections and remittances; and
- (vii) Regular filings with the appropriate government agencies.
- (viii) serve as a second signatory (along with the President) on contracts and agreements lasting beyond the current academic year between the MCRC and other parties;
- (ix) follow up on cases of misuse or violations of Intellectual Property owned by the MCRC;
- (x) audit the MCRC on a yearly basis to ensure compliance with financial and regulatory policy;
- (xi) serve as a reference on contractual obligations of the MCRC; and
- (xii) serve as a reference on matters of insurance.

### **1.9 Code of Ethics for Executive Board**

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

**1.9.1** As members of the Executive Board, we will uphold the Constitution and Bylaws of the Main Campus Residents' Society.

**1.9.2** As members of the Executive Board, we will show integrity and good faith in being promoters, maintainers, and developers of the Society's vision.

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

**1.9.3** As members of the Executive Board we will approach decision making with:

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

(vii) a dedication to disclose possible conflict of interest.

**1.9.4** As members of the Executive Board we will be sufficiently acquainted with relevant aspects of the residences, residence life, and the University in general to:

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

**1.9.5** As members of the Executive Board we will ensure that the Society's work environment:

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

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

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

**1.9.7** Concerning the responsibility of the Executive for the vision and direction of the Society, we Executive members will:

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

## **1.10 Code of Ethics Enforcement**

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

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

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

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

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

**1.10.6** Retaliation of any kind towards an individual bringing forward a complaint in good faith will not be tolerated and may result in disciplinary action.

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

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

**1.10.8** Malicious allegations may result in disciplinary action.

## **1.11 Removal of Officers**

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

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

**1.11.3** The Vice President (Finance) and the Coordinators shall not be removed from office except by the President for neglect of duty or inappropriate behaviour or conduct.

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

## **Bylaw 2 The Corporation**

### **2.1 General**

**2.1.1** The name of the organization shall be the Main Campus Residents' Council of Queen's University Incorporated (the acronym of which is "MCRC Inc."), hereinafter referred to as the Corporation.

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

2.1.3 The mission statement and the operating principles of the Corporation shall be as described in the MCRS Constitution (Policy 2003-01).

2.1.4 The Corporation shall act on behalf of the Main Campus Residents' Society, in accordance with Article 3 of the MCRS Constitution (Policy 2003-01).

## **2.2 Board of Directors, Officers and Operations**

2.2.1 For the purposes of the Corporation, the Board of Directors shall be the General Assembly, the composition of which is as described in Article 4 of the MCRS Constitution (Policy 2003-01).

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

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

## **2.3 Protection of Officers and Employees**

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

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

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

## **Bylaw 3 House Councils**

### **3.1 General**

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

### **3.2 Composition and Structure**

**3.2.1** The Main Campus Residences are divided into eleven (11) houses, each with its own House Council:

- |                              |  |
|------------------------------|--|
| (i) Adelaide/Ban Righ Hall   | (vii) Waldron Tower                                |
| (ii) Chown Hall              | (viii) Leggett Hall                                |
| (iii) McNeill House          | (ix) Watts Hall                                    |
| (iv) Morris Hall             | (x) Upper Victoria Hall (Floors four through six)  |
| (v) Gordon-Brockington House | (xi) Upper Victoria Hall (Floor one through three) |
| (vi) Leonard Hall            |  |

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

### **3.3 Legislative Authority**

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

- (i) all Facilitators residing within the House;
- (ii) the Floor Representatives elected annually in September; and
- (iii) the President of the Society (ex-officio, non-voting)

**3.3.2** The Residence Life Coordinator(s) shall have standing invitations to attend all meetings of the House Council with speaking rights.

**3.3.3** The House Council is responsible for:

- (i) approving the annual House budget and ensuring continuing adherence to budget;
- (ii) establishing House rules and policies in accordance with the Constitution of the Society; and
- (iii) generally ensuring that the objectives of the Society are fulfilled at the House level.

**3.3.4** The House Council shall:

- (i) for whatever matters of procedure not considered in the Bylaws of the Society, be governed by the Robert's Rules of Order in its latest edition;

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

**3.3.5** The House Council has the power to:

- (i) resolve itself by majority vote to a certain opinion or agreement of principle on matters relevant to residents of the House;
- (ii) expend funds and approve expenditures in accordance with the Society Financial Policy and Procedures;
- (iii) pass House regulations in accordance with section 3.04 of these Bylaws;
- (iv) consult and cooperate with
  - (a) persons, organizations, and groups, public or private, interested in, affected by, or concerned with Main Campus Residences, and/or
  - (b) agents and officials of the University concerned with or having jurisdiction over the residences;
- (v) exercise all such powers as are or may be conferred on it by the University; and
- (vi) delegate functions to committees where appropriate.

**3.4 House Regulations**

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

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

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

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

### **3.5 Executive Authority**

**3.5.1** The executive authority of the House shall be vested in a House President, who shall be chosen annually no later than the first day of March by Society members residing in each House voting in a House election carried out in accordance with these Bylaws.

**3.5.2** The House President shall hold a term of office of one year commencing on the first day of May following his or her election to office and extending until the last day of April in the year following his or her election. A vacancy in the office of House President shall be filled by the Vice President (Residence Affairs) until such time as a replacement is elected as per the procedure established by the General Assembly in these Bylaws.

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

- (i) was living in residence at the time of nominations or had lived in residence for at least one year by the time of nominations;
- (ii) is considered eligible to hold a seat on the General Assembly according to section 5.07 of the Constitution; and
- (iii) will live in the particular House being contested during the term of office.

**3.5.4** Once a House President has been elected, he or she shall be offered employment by the MCRC and receive a compensation as determined by section 7.04.03 of these Bylaws. The roles of a House President as a representative and as an employee are separate and mutually exclusive. Except for the duty outlined in 3.05.08 (v), all duties and powers of the House President are derived from his or her status as an employee.

**3.5.5** Employment contracts for House Presidents must be in writing.

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

**3.5.7** The House President has the power to:

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

**3.5.8** The House President shall:

- (i) report directly and be accountable to the Vice President (Residence Affairs);
- (ii) call to order and preside over all meetings of the House Council;
- (iii) ensure all decisions of the House Council are carried out;

- (iv) attend training as determined by the Vice President (Residence Affairs);
- (v) act as the House representative to the General Assembly and keep the House informed of MCRC business; and
- (vi) be an ex-officio member of all House committees.

### **3.6 Removal and Replacement of the House President**

**3.6.1** The House President, as an elected representative, shall not be removed from this role except by a two-thirds vote of the Executive Board acting under the authority hereby delegated to it by the General Assembly.

**3.6.2** Notwithstanding section 3.06.01, the President of the MCRC retains the authority to sever the employment relationship of a House President for neglect of duty or inappropriate behaviour or conduct.

**3.6.3** If a House President vacancy should occur for any reason during the year, the General Assembly shall fill the vacancy within three weeks by appointing an individual who is in their second or subsequent University year. Notwithstanding any provisions in these Bylaws to the contrary, the individual appointed to replace the House President shall be encouraged but not required to live in the House during his or her term of office.

### **3.7 Removal and Replacement of the Floor Representatives**

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

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

### **3.8 Funding**

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

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

## **Bylaw 4 Executive Board**

## **4.1 Composition**

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

**4.1.2** The Executive Board shall be comprised of six voting members: Vice President Residence Affairs, Vice President Discipline, Vice President Finance, Events Coordinator, Services Coordinator, and Sustainability Coordinator.

**4.1.3** The President may, from time to time, appoint to the Board any number of additional, non-voting, members as he or she deems appropriate.

## **4.2 Responsibilities and Powers**

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

**4.2.2** The Executive Board shall:

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

**4.2.3** The Executive Board has the power to:

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

## **Bylaw 5 Committees**

### **5.1 System of Committees**

**5.1.1** The Main Campus Residents' Council shall maintain a system of committees in order for the General Assembly to distribute its workload while efficiently and effectively carrying out its legislative and oversight duties.

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

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

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

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

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

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

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

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

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

## **5.2 Advisory Committees**

**5.2.1** There shall be four (4) standing advisory committees for the purpose of:

- (i) increasing general awareness of the nature of the MCRC;
- (ii) improving communication between residents and the MCRC; and

(iii) providing advice and recommendations to the President and the General Assembly on a broad range of policy issues.

**5.2.2** These committees shall represent First-Year students, Upper-Year students, Dons and MCRC Council staff

**5.2.3** These committees shall be chaired by a member of their respective student group to be elected in September by the General Assembly from Society members.

### **5.3 Constitutional Affairs and Ethics Committee**

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

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

### **5.4 Finance and Audit Committee**

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

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

### **5.5 Judicial Advisory Board**

**5.5.1** There shall be a Judicial Advisory Board for the purpose of:

- (i) reviewing on an annual basis the system on non-academic discipline in residence and recommending changes to the Vice President (Discipline) as appropriate;
- (ii) providing a forum for discussion of residence rules and regulations and formulating amendments for the consideration of the Vice President (Discipline); and
- (iii) generally providing vision and direction for the system of non-academic discipline in residence.

## **Bylaw 6 General Assembly**

### **6.1 Composition**

**6.1.1** Each of the eleven (11) House Presidents shall be a voting student representative on the General Assembly.

**6.1.2** The President, the elected Vice Presidents shall also be voting members.

**6.1.3** The appointed Vice President(s), the Speaker, and advisory committee chairs shall be non-voting members.

### **6.2 Minutes**

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

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

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

### **6.3 Speaker**

**6.3.1** There shall be a Speaker of the General Assembly who shall be a member of the Society who is not an officer or employee of the MCRC.

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

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

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

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

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

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

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

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

## **6.4 Standing Rules**

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

**6.4.2** Notwithstanding section 5.04.01, meetings of the General Assembly may be closed by majority resolution. Minutes shall be kept during closed session, but may only be viewed by members of the General Assembly and may not be distributed. No Society member, except those who are voting Assembly members, shall be permitted to be present during a closed session except by specific permission of the Speaker. No voting Assembly member may be excluded from a closed session except by a two-thirds majority resolution of the entire Assembly, including the member(s) in question.

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

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

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

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

**6.4.7** Notwithstanding section 5.04.06, no meeting of the General Assembly shall extend past midnight unless two-thirds of members present agree to extend the meeting.

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

**6.4.9** There is no notice requirement for special or emergency meetings. Notwithstanding section 5.04.05, quorum for such meetings shall be two-thirds of the voting members.

**6.4.10** The Speaker is responsible for ensuring that a meeting agenda is circulated to all members no later than forty-eight hours prior to a regular meeting. Motions not included on the agenda may

not be considered except by permission of the Speaker and the consent of two-thirds of members present.

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

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

**6.4.13** All members of the Society shall be empowered to:

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

## **Bylaw 7 Finances**

### **7.1 Policy**

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

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

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

### **7.2 Responsibility of Financial Officers**

**7.2.1** All senior financial officers, including the President, the Vice President (Finance), and the Vice President (Residence Affairs), shall adhere to the Code of Conduct for Senior Financial Officers and to the Society Financial Policy and Procedures.

**7.2.2** It shall be an offence of these Bylaws for the President or the Vice President (Finance), to:

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

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

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

### **7.3 Collection of Moneys**

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

### **7.4 Remuneration Policy and Schedule**

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

**7.4.2** The Executive Board shall be remunerated as follows:

- (i) The President will receive a total remuneration of
  - (a) the equivalent of 4/5 of the full room and board rate (rate calculated as of September of the year in office) for the period beginning the first day of May of the term of office and ending the last day of August, plus
  - (b) the equivalent of the value of full room and board for the period beginning the first day of September and ending the last day of April.
- (ii) The Vice President (Residence Affairs) and the Vice President (Discipline) will each receive total remuneration of the equivalent of the value of 4/5 of the room and reduced board rate.
- (iii) The Vice President (Finance) will each receive total remuneration of the equivalent of the value of 7/10 of the room and reduced board rate.
- (iv) The Coordinators will each receive total remuneration of the equivalent of the value of 3/5 of the room and reduced board rate.

**7.4.3** House Presidents shall be compensated according to a schedule determined annually prior to the last day of March by the Executive Board-elect with the advice and consent of the General Assembly.

**7.4.4** The Executive Board-elect shall determine compensation for all non-elected positions other than the Vice President (Finance) and Coordinators annually prior to the last day of May.

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

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

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

## **7.5 Internally Restricted Funds**

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

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

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

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

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

7.5.6 The Finance and Audit Committee may, from time to time, put forward a motion to the General Assembly to transfer from the restricted fund to the operating fund, or to change the nature of a certain restriction. The Committee shall give notice for any such motion. The General Assembly shall consider the motion at its first meeting following the meeting at which notice was given. A minimum of seven days must elapse between the meeting where notice was given and the meeting where the motion is considered. In accordance with the Constitution, the motion requires a three-quarters majority to pass.

7.5.7 That the money collected from fines and bonds exceeding the organization's security costs shall be donated to a local charity (or charities) in the Kingston area whose chief mandate is to provide some form of shelter, be it temporary or permanent, to those in need, or to those charities who, by majority resolution of the General Assembly, are deemed beneficial to the Queen's and Greater Kingston Community.

## **Bylaw 8 Elections and Referenda**

### **8.1 General**

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

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

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

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

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

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

## **8.2 Chief Electoral Officer**

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

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

**8.2.3** The Chief Electoral Officer shall:

- (i) be available at all times during the nomination, campaigning, and polling periods to receive any disputes or complaints as they arise;
- (ii) oversee and supervise the Chief Returning Officer;
- (iii) prior to the end of classes of the Fall Term, establish the dates for the MCRC Executive and House President elections including:
  - (a) the opening and closing of the nomination periods,
  - (b) the starting and ending of the campaign periods,
  - (c) the opening and closing of the polling periods, and
  - (d) a mandatory briefing session for all candidates;
- (iv) prior to the end of classes of the Fall Term, establish the spending limit for MCRC Executive and House President elections in accordance with section 8.08.02 of these Bylaws;
- (v) prior to the end of the first week of September, establish spending limits and appropriate dates, including all the dates indicated in section 8.02.03 (iv) of these Bylaws, for the Floor Representative elections;
- (vi) no later than the first regular meeting after the referendum has been called, set the dates for any referendum which shall be no more than four school weeks from the time the referendum was called;

- (vii) remain neutral throughout all MCRC elections and referenda;
- (viii) rule on all election and referendum campaigning, expenses and disputes arising before, during or after the election or referendum.
- (ix) hold at least 4 hours of publicized office hours to be divided equally between the day of the all-candidates meeting and the day immediately following.
- (x) hold in trust and security the vote of the Chief Returning Officer twenty four hours before the first polling station opens; and
- (xi) submit a brief written report to the General Assembly at the meeting following an election or referendum summarizing any disputes or complaints and rulings made.

**8.2.4** The Chief Electoral Officer has the power to:

- (i) in the event of an infraction of elections rules, order any remedy which, in his or her opinion, makes whole a grieved party or otherwise returns the two parties to the state they were in prior to the grievance including, but not limited to, reducing allowable campaign expense limits;
- (ii) make a ruling in a manner consistent with the spirit of this document where a situation arises that is not explicitly considered herein;
- (iii) officially declare qualified and properly nominated individuals candidates;
- (iv) where he or she determines that an elections officer has committed a material breach of these Bylaws or otherwise demonstrated incompetence or neglect of duty, replace the elections officer;
- (v) alter, extend, or cancel the previously set election or referendum dates except where such alteration, extension, or cancellation takes place less than twenty-four hours prior to the previously established date; and
- (vi) alter and amend ballots.

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

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

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

**8.3 Deputy Electoral Officer**

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

**8.3.2** The Deputy Electoral Officer shall:

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

## **8.4 Chief Returning Officer**

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

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

**8.4.3** The Chief Returning Officer shall:

- (i) enforce the MCRS Constitution and Bylaws, decisions of the C.E.O., and any decisions made by the AMS Judicial Committee;
- (ii) prior to the second meeting of the General Assembly in September, appoint a Deputy Returning Officer from among the general membership of the Society;
- (iii) bring disputes or complaints immediately to the attention of the C.E.O.;
- (iv) no fewer than one week before the nomination period begins, publish and promote any positions to be nominated;
- (v) make readily available on the first day of the nomination period or, in the case of a referendum, before the campaign period begins, the following material:
  - (a) Bylaw #8 - Elections and Referenda from the MCRS Bylaws;
  - (b) dates of the election set by the C.E.O.;
  - (c) proper nomination forms (in the case of an election); and
  - (d) decisions reached by C.E.O. as per 8.02.02 of these Bylaws;
- (vi) make a written report to the MCRC at the first official meeting of the MCRC after an election or referendum which shall include such things as the results of the election and any unusual events occurring throughout the election period as well as recommendations for improvements to election policy;
- (vii) ensure the organization and advanced publicity of all-candidates debates for each election;
- (viii) verify that all MCRC ballots are designed in accordance with MCRC bylaw **8.9.7**;
- (ix) ensure the thorough review of all nomination signatures to determine validity;
- (x) be responsible for all polling matters; and
- (xi) prior to campaigning, hold a mandatory briefing session for all candidates to deliver campaigning policies;
- (xii) ensure that nomination forms be available at front desks and the website no less than 10 days before the opening of the nomination period;
- (xiii) publish and promote a reminder to vote three days before the polling day.

**8.4.4** The Chief Returning officer has the power to:

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

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

## **8.5 Deputy Returning Officer**

**8.5.1** The Deputy Returning Officer shall:

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

## **8.6 Nominations and Polling**

**8.6.1** The nomination period for all MCRC elections shall open for at least five days and for no longer than fourteen days. Nominations for House President elections shall not close until forty-eight hours after the conclusion of the MCRC Executive election except where there are one or fewer nominations in the MCRC Executive election in which case it is at the discretion of the C.E.O.

**8.6.2** The campaigning period for the MCRC Executive election shall run for at least five days but for no more than seven days. House President and Floor Representative elections must run for at least three days but for no more than five days.

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

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

- (i) full names of nominees;
- (ii) signatures of nominees;
- (iii) written and signed letters of resignation from all extracurricular activities which, in the judgment of the C.E.O., convey an unfair advantage or imply a conflict of interest;
- (iv) for an MCRC Executive election, the signatures of five percent of MCRS members, but no more than ten percent, (the exact numbers shall be determined by the C.R.O. and approved by the C.E.O. at least two weeks before the nomination period begins);
- (v) for a House President election, the signatures of at least twenty-five but no more than thirty-five Society members;
- (vi) for a Floor Representative election, the signatures of at exactly five members of the society residing on the same floor as the nominee;
- (vii) a declaration of participation or involvement in any extra-curricular activities; and
- (viii) evidence of permission to take leave from extracurricular activities which, in the judgment of the C.E.O., convey an unfair advantage or imply a conflict of interest.
- (ix) a page containing the name, e-mail address, and phone number of the candidate, free of any other information.
- (x) And where the candidate attends any mandatory meetings outlined in the nominations package. If the candidate is unable to do so, the candidate must inform the C.E.O. at least 12 hours prior to the meeting. It is then at the C.E.O.'s discretion on how to proceed.

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

**8.6.6** Signatures may not be collected except:

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

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

**8.6.8** In the case of Executive elections:

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

**7.6.9** In the case of Floor Representative elections, if there exists only one nominated candidate after the close of the nomination period, the C.E.O. shall proceed with an election as per standard procedure except that the ballots shall be worded as a yes or a no vote of confidence. The outcome of the vote shall be decided as per Section 7.09.17 of these Bylaws.

**8.7 Campaigning**

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

**8.7.2** No candidate shall:

- (i) engage in campaigning which is based on a reproachful strategy;
- (ii) engage in campaigning prior to the official start of the campaign period or after the deadline for the termination of campaigning;
- (iii) knowingly misrepresent the character or policies or platforms of other candidates;
- (iv) interfere in any manner with the campaign materials of other candidates;

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

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

## **8.8 Election Expenses**

**8.8.1** The spending limit for all campaign materials, including gifts, the value of any purchase discounts, and other personal contributions, shall be one hundred and fifty dollars for the MCRC Executive elections, twenty five dollars for the House President elections, and one hundred and fifty dollars for referenda.

**8.8.2** The C.E.O. may adjust these numbers according to inflation in relation to 1996 dollars.

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

- (i) a sample of all campaign material which bear the candidate(s) name and or symbol used on behalf of the candidate(s);
- (ii) a written receipt or bill for each separate item of material, also including, where a name is not imprinted on the receipt, the supplier's address and phone number; and
- (iii) a full description of professional services employed by the campaign, along with a written receipt or bill for these services.

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

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

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

## **8.9 Polling**

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

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

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

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

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

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

**8.9.7** Each ballot shall state the following:

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

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

**8.9.9** The polling period for MCRC Executive elections must extend at least 48 consecutive hours.

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

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

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

**8.9.13** A vote of confidence shall pass if it receives a majority of affirmative votes, provided that the votes cast for that side number at least two hundred or ten percent of the population for Executive elections (whichever is greater), or ten percent of the population of the House for a House President election.

**8.9.14** Notwithstanding Bylaw 7.09.13, in the case of Floor Representative where a vote of confidence occurs, every Floor Representative candidate will win his or her confidence vote except in cases where a majority of all eligible voters vote no confidence.

**8.9.15** The C.R.O. or the House President shall announce the results of an MCRC Executive election or referendum, or House election immediately after they become known, on the condition that they will be given to the candidates before the public. The results shall be posted in public no later than two hours after the results have been confirmed by the C.R.O. regardless of the candidates' availability.

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

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

## **8.10 Penalties and Disqualifications**

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

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

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

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

- (i) if only two candidates or teams are running in the election and the second place candidate or team of candidates received at least forty percent of the votes, declare elected the second place candidate or team; or
- (ii) if three or more candidates or teams are running in the election and the second place candidate or team received at least thirty percent of the votes cast, declare elected the second place candidate or team; or
- (iii) if neither conditions (i) or (ii) above apply, declare the election void and start the election anew without new nominations.

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

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

- (i) whether a violation was wilful;
- (ii) whether a violation was flagrant; and
- (iii) whether a violation likely affected the election results.

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

## **8.11 Definition of a Floor**

**8.11.1** For all Bylaws related to floor representatives and/or their election, a "floor" shall be defined as one single level of a building, except in the case of Victoria, Leggett, and Leonard Halls, and the Gordon and Brockington Houses where "floor" shall be defined as;

- (i) in Victoria Hall each separate wing. In the case of the Victoria Hall Core (C), the following divisions will be made allocating students to either the A or B wings on a floor by floor basis:
  - i. rooms 202C – 206C shall be considered 2A; rooms 207C – 227C shall be considered 2B;
  - ii. rooms 302C – 308C shall be considered 3A; rooms 301C, 309C – 313C shall be considered 3B;
  - iii. rooms 402C – 408C shall be considered 4A; rooms 401C, 409C-413C shall be considered 4B;
  - iv. rooms 501C – 508C shall be considered 5A; rooms 509C – 513C shall be considered 5B;
  - v. rooms 601C – 607C shall be considered 6A; rooms 608C – 613C shall be considered 6B.
- (ii) in Leggett Hall, each separate wing;
- (iii) in Ban Righ Hall, floors 3 and 4 are considered separate;
- (iv) in Gordon and Brockington Houses, each half of the floor in each named house except the basement and the first floor of Brockington House which shall together be considered one floor;
- (v) in Leonard Hall, each half, East and West, except the first floor and the basement where rooms in the basement of Leonard Hall East shall be considered a part of Leonard Hall East First Floor and the area known as the Annex, located above Leonard Cafeteria, shall be defined as a floor separate from Leonard Hall West First Floor.

## **Bylaw 9 Policies**

### **9.1 General**

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

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

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

### **9.2 Policy Mandate**

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

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

## **Bylaw 10 Suspension of Bylaws**

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

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

- (i) Bylaw 10;

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

### **Bylaw 11 Coming into Force**

**11.1** These Bylaws come into force on the first day of May in the year two thousand and four, or on the day they are approved in third reading by the General Assembly, whichever is later.

**11.2** Upon their coming into force, these Bylaws shall replace all previous MCRC Bylaws and the Policy Manual which shall be revoked.