

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

PREAMBLE

The St. Joseph’s College Women’s Residence is home to the Kateri Islanders social community. This social community is a tight-knit sisterhood whose community activities are led by the Kateri Islanders House Committee.

The House Committee aims to deliver programs to residents that build the Kateri community and provide opportunities for growth and wellness. Overall, the House Committee aims to create a welcoming environment in order to foster relationships within the Women’s Residence.

ARTICLE I: Name and Purpose

1.1 Name

The name of the group is the “Kateri Islanders House Committee”.

1.2 Objectives and Goals

The overall committee shall operate for the purpose of:

- Providing students with social activities that will allow interaction between residents living in the Women’s Residence.
- Collaborating with the St. Joseph’s College Men’s Residence House Committee to build community between both residences.
- Enhancing the experience of living in a residence by enabling and encouraging participation and leadership during events.
- Creating a community of female students in which future residents would want to be a part of and contribute to its growth.
- Providing programs for residents that promote wellness. The House Committee shall carry out this provision by:
 - Ensuring programs abide by the Policies and House Rules outlined in the Residence Handbook and St. Joseph’s College Code of Conduct
 - Considering the safety and well-being of the community take priority when planning programs, especially when planning events that involve alcohol, high physical activity or transportation.
 - Signed approval from the Director of Residence and Chief Administrative Officer is required before an event is to be officially organized. The submission of an event planning form to the Director of Residence is due two weeks in advance of the event date for events involving alcohol, high physical activity, and/or transportation.
 - Any other opportunities to further the aforementioned goal

ARTICLE II: Membership

2.1 Membership and Eligibility

General Membership

- The Kateri Islanders Community consists of current and former female residents of St. Joseph's College Women's Residences.
 - A "resident" will henceforth be defined as any student who is currently registered as living in the St. Joseph's College Women's Residence. Residents are known collectively as "The House". All current students residing in the Women's Residence will automatically be members of The House upon payment of House Fees at the beginning of their rental agreement term.
 - A former resident is known as an "alumni".
- The different classes of membership in The House are as follows:
 - House Committee Executive or Executive: Are hired representatives from The House and are responsible for overall decision making.
 - Resident Life Staff: Are members of The House who have been hired by St Joseph's College. They may participate in events but cannot serve as an Executive.
 - General Members: Students that are a part of The House, as stated above, but are not elected to executive positions. They can participate in House activities, be members of House Sub-committees if required and provide feedback and review of the Executive.
 - Alumni: Former residents, as stated above, may participate in events but cannot serve as an Executive or vote. They may be asked to pay a fee for participation in activities as determined by the House Committee Executive.

2.2 Membership Fees

- There are two classes of membership fees:
 1. Current residents pay an annual fee of \$200 if they sign an 8 or 12 month rental agreement, or \$100 if they sign a 4 month rental agreement, to cover House events, and provide the House Committee Executive with the capital needed to host social events, register intramural teams and any other general operations. House Committee Executive will collect this fee during move in at the start of the fall academic term as part of the move in process. If a resident moves in outside of the designated move in times, a cheque for this fee written to Kateri House is to be given to the Director of Residence upon moving in. This fee is non-refundable. A current resident may be asked to pay an additional fee, as determined by the House Committee Executive, for participation in events as needed.
 2. An alumnus who wishes to participate in intramurals may have to pay a fee of \$10 per sport to a maximum of \$50, as determined by the House Committee Sport

Representatives. An alumnus may be asked to pay a fee, as determined by the House Committee Executive, for participation in other events as needed.

3. Membership fees must be paid promptly. Failure to do so may result in the suspension of a resident's privileges until the fee is paid.
4. Membership fees will be collected by St. Joseph's College as part of the rental agreement. The College will be invoiced once per term to ensure transferal of the house fees.

2.3 Standing, Admission and Expulsion

Standing

- A member in good standing shall be any resident that does not fall into the category of a resident in bad standing.
- A member in bad standing shall refer to residents of The House which meets the following conditions:
 - Repeated violations of the rules and regulations of the Women's Residence as defined in the Rental Agreement and St. Joseph's College Code of Conduct but still resides in the residence.
 - Failure to pay membership fees at the start of their rental agreement term.

Admission and Expulsion

- All students residing in the Women's Residence, upon paying House Fees at move in for the current academic year or for the duration of their rental agreement if it is shorter than the academic year, shall be considered members of The House. Conversely, from the moment they move-out they shall become alumni members and will lose their privileges to serve as an Executive and vote.
- Termination of membership will occur when a resident is evicted from the Residence or at the discretion of the Director of Residence and the President of the House Committee.

ARTICLE III: House Committee Executive

3.1 Executive Committee

- The Executive Committee will be comprised of:
 - a. President,
 - b. Vice President
 - c. Treasurer/Secretary,
 - d. Sports Representative (2),
 - e. Event Coordinators (2),
 - f. Volunteer/Spiritual Coordinator
- Members of the House Committee Executive are selected according to the rules outlined in the *Eligibility and Election of House Committee Executive* section.

3.2 Duties of the House Committee Executive

These positions, as outlined below, are volunteer positions for a 12 month term from May to April of the given year following their election. The House Committee Executive activities are ran during the academic year starting in September and ending in April. The duties and powers of each House Committee Executive are as follows:

- President- The president is the chair of the House Committee Executive and is the contact person for the Kateri Islanders House Committee Executive. She is responsible for seeing that the purposes of the House Committee Executive are fulfilled. She is the main contact to the Director of Residence on behalf of the House Committee Executive, and receives updates from and coordinates all Executive Members. This position is responsible for calling all meetings for the House Committee Executive and The House. The President is accountable to ensure the House Committee Executive is operating in accordance with the St. Joseph's College Code of Conduct, House Committee Constitution, and Residence Handbook regarding any events hosted.
- Vice President - The vice president is the second in charge following the president. If the president is incapacitated, the VP will assume the role of president. This position is also responsible for maintaining and aiding the president with administrative work such as emails, managing Facebook groups and events, updating the Whiteboard calendar, organizing poster distribution, bulletin board maintenance, and constitutional changes/amendments. The VP is also responsible for taking minutes at meetings.
- Treasurer- The Treasurer is the individual who is in charge of the House's finances and resources and maintaining current and organized documentation for the House Committee Executive. Her primary concern is accounting for all incoming and outgoing money and maintaining an accurate financial record of all transactions.
- Sports Representative (2)- The Sports Representative is responsible for maintaining all relations with the University of Alberta's Recreation Services and keeping the Kateri Islanders involved in intramural sports. They are responsible for sign up, roster creation and registration for each sport House Members participate in. They are also responsible for ensuring enough participants are at each game. They serve as the main contact for Intramural Team Captains.
- Event Coordinators (2)- The Event Coordinators are responsible for social events run by the House Committee Executive . They have the responsibility of developing the social atmosphere of The House in a positive manner to bring the individuals of The House together. This includes organizing dances, parties, and community building social events as determined by the House Committee Executive. The Event Coordinators have the responsibility for obtaining all necessary permissions and licenses required for the sale of alcohol, and for ensuring that University regulations regarding the sale and consumption of alcohol are followed. They are also responsible for having completed Event Proposals

also known as Risk Assessments and having them approved by the Director of Residence two weeks before an event with alcohol, high physical activity or transportation.

- Volunteer/Spiritual Coordinator (1) – The Volunteer/Spiritual Coordinator is in charge of The House’s spiritual activities and coordinates with Campus Ministry and Chaplain Services to promote and encourage involvement in the programs and services offered at St. Joseph’s College that support spiritual wellness. Her role is to build the faith component within the Kateri Islanders Community as well as an overall atmosphere of positivity and spiritual support for The House members from various faith backgrounds. They are also responsible for developing community connections and engagement opportunities, and promoting volunteer opportunities within the Residence.

3.3 Impeachment/Removal, Resignation and Replacement of Executives and Members

The following will constitute grounds for impeachment:

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

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

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

3.4 Resignation From House Committee Executive

Prior to resignation from their House Committee Executive position, the executive member must:

- Provide written documentation of intention to resign via email or written document to the President of the House Committee Executive. When possible, discussions with the President should occur before resignation is finalized to determine the necessity of the executive member’s resignation.
 - If the case of the President resigning from their House Committee Executive position, they must provide written documentation of their intention to resign via email or written document to the Director of Residence. When possible, discussions with the House Committee Executive and the Director of Residence

should occur before resignation is finalized to determine the necessity of the President's resignation.

- House Committee Executive will appoint a new member using an interview process pending approval from the Director of Residence.
 - In the event that a President resigns, the Vice President will act as President until a new President can be elected.

4.5 Sub-Committees

In the event that the House Committee Executive needs assistance with something, a sub-committee, such as Formal Committee and Sports Committee, may be formed by the House Committee Executive to address the specific need.

- The sub-committee is formed from members of the House Committee Executive and/or The House. Membership to a sub-committee is by House Committee Executive appointment.
 - The House Committee Executive will choose the chairs for each respective sub-committee and the sub-committee size at an Executive House Committee Meeting.
 - The selected chair for the Sub-Committee will then provide updates to the House Committee President on a bi-weekly basis and to the House Committee Executive at each Executive House Committee Meeting.
 - This committee must follow all regular rules and guidelines of the University of Alberta, St Joseph's College's Code of Conduct, House Committee Constitution, and Residence Handbook in accordance with whatever task they have been formed to address.

ARTICLE IV: Eligibility and Election of House Committee Executive

4.1 Eligibility

- In order to be eligible to apply for and hold a House Committee Executive position, the following requirement must be met:
 - The student shall be a current member of the House in good standing and be returning as a resident for the upcoming academic year (8 or 12 month rental period).
- It is preferred that candidates for President, and Treasurer require a year of House Committee Executive experience or at the very least previous club experience.

4.2 Interview Procedures

- The House Committee Executive will be appointed by interview process during the month of February by a committee comprised by the current House Committee Executive and the Director of Residence.
 - Applications will be accepted for approximately 2-3 weeks after which candidates will be granted interviews to the most promising candidates. It is not necessary that all applicants receive an interview.
- The House Committee Executive will hold office beginning the following May 1st until the end of April 30th for a total of one year.
- The House Committee Executive interview process is overseen by the Director of Residence.
- The outgoing House Committee Executive will set the interview dates and will notify the candidates.
- All positions are to be hired in the spring, but in the event that positions are not filled they will be hired September or earlier, with approval of the Director of Residence and the incoming House Committee.
 - The President, Treasurer, Sports Representative and 1Event Coordinator must be hired before April.
- All hired House Committee Executives members will receive payment in for of a stipend of \$250.00 per month, paid at the each of term, pending completion and fulfillment of her position. If a term is not completed, payment for the entire term is withheld.

ARTICLE V: Signing and Spending Authority

5.1 Signing Authority

- At least two members of the executive and two staff members at St Joseph's College will have signing authority over the bank account and finances each year.
 - Executive members with automatic signing authority are the President and Treasurer.
 - St Joseph's College staff with automatic signing authority are the Director of Men and Women's residences. In the case where there is only one Director of Residence, the second signing authority for staff will be decided upon by the House Committee Executive and the Director of Residence.
- Treasurer will have access to the account and will write all of the cheques.
- For every financial transaction signatures are required from 2 signing authorities.
 - At least one signature needs to be from St Joseph's College staff.
- The executives may (by majority vote) add other executive members to the signing authority for that particular year.
- Signing authority is transferred from the current House Committee Executive to the incoming House Committee Executive during the month of April after elections have been completed. If this cannot occur in April, signing authority must be transferred by September 30th.
 - Incoming House Committee Executive signing authorities do not have authority to sign cheques until May 1st of their term.

- Purchase made by the outgoing House Committee Executive after the transfer of signing authority require two St Joseph's College staff signatures unless the Director of Residence on the account specify otherwise.

5.2 Spending Authority

- House fees are spent at the discretion of the House Committee Executive.
 - The Treasurer is required to finalize the budget by the end of September.
 - After the budget is finalized, the House Committee Executive will vote to approve the budget at the next House Committee Executive meeting. The budget is considered ratified if it receives the vote of more than half the members of the House Committee Executive in attendance provided quorum, as defined in section 6.6, is met.
- All House Committee expenditures must be approved at a meeting prior to purchases unless it is an emergency or time sensitive purchase in which case the President and Treasurer must be consulted.
- Funds are spent primarily on intramural fees and social events.
 - House Fees cannot be spent on alcohol unless it is with approval of the Director of Residence.
- Reimbursement of purchases requires the House Committee Executive member to fill out an expense claim form and submit relevant receipts to the Treasurer.
 - Reimbursement approvals need to be signed by Treasurer and one of the House Committee Executive signing authorities in order to verify agreement with meeting approval.
 - Reimbursement cheques cannot be signed by an House Committee Executive Member receiving the cheque, when applicable.
- The Treasurer will hold the House Committee Executive debit card.
- For purchases, the House Committee Executive can,
 - Request an invoice from the company and pay by cheque
 - Purchase a pre-paid credit card and load it with the required funds.
 - Withdraw enough cash to cover the purchase
 - The Director of Residence must be consulted when purchasing a pre-paid credit card or withdrawing cash for a purchase.
 - The Bank Account requires 2 signing authorities to be present for withdrawals from the account. The bank card cannot be used for withdrawals for this reason.
- Records of all expenses are to be retained for 7 years and submitted on demand for inspection to the Director of Residence. After 7 years has past, the records are to be shredded and discarded.
- If a member in good standing requests to inspect these records, the request must be honored in a timely fashion in consultation with the Director of Residence.
- At the end of April, there should be no less than \$250.00 but no more than \$1000.00 left in the House Committee account. Special accomodations can be made for this issue by consulting with the Director of Residence.

ARTICLE VI: Meetings

6.1 Meetings

- The President will set the agenda for each meeting and ensure adequate minutes are recorded.
- The following types of meetings will be held by this House Committee Executive:
 - Executive House Committee Meetings: To be held on a schedule that the executive deems appropriate.
 - Sub-Committee Meetings: Will be held as often as necessary as determined internally by the committee.

6.2 Executive House Committee Meetings

- Executive House Committee meetings are the primary planning sessions for any upcoming events that the House Committee Executive wants to organize.
 - These meetings are specifically for members of the Executive and only they and invited guests may attend.
 - Since the Executive is responsible for planning and providing social events for The House, all pertinent issues of The House are brought up at these meetings.
 - Meetings must proceed in an orderly fashion, in which everyone gets to share their opinion, but in their given time.
 - Any member of the House Committee Executive may make a request for a meeting through the President; however, it is normally the President who does so.
 - At meetings, the President sets the agenda and leads the discussion. She also keeps the meeting running in an orderly fashion. In the event that the President cannot be present at the Executive House Committee Meeting, the responsibility to lead the meeting then falls to the the Communication/admin and then to the Treasurer.
 - A member of the House Committee Executive may call for a vote on any decision. Such a decision is ratified only if it receives the vote of more than half the members of the House Committee Executive in attendance provided quorum as defined in section 6.6 is met.

6.5 Sub-Committee Meetings

- Sub-Committee Meetings are open to members of the related sub-committee.
- Sub-Committee Meetings serve as a time for planning, creation, and distribution of materials/advertisements for sub-committee related events.

6.6 Quorum

- In any situation where a vote must be held amongst the House Committee Executive, a quorum of $\frac{1}{2}$ will be employed. An exception for this general rule is a motion to amend the Constitution, which requires at least $\frac{2}{3}$ of the House Committee Executive. As the

House Committee Executive Consists of 8 members, the deciding vote in a split vote situation will be the Director of Residence.

- In any situation where a vote must be held amongst The House, a quorum of at least 28 members must be met.

ARTICLE VII: Amendments to the Constitution

7.1 Amendments

- A proposed amendment to the Constitution must first be considered by the Executive, who will vote on whether to present it to The House.
 - When the amendment has been approved by the House Committee Executive, it must be shown to the Director of Residence for feedback on the changes to ensure compliance with policies of St. Joseph's College.
- In the event that the motion to present the proposed amendments is carried, all current residents must be given an opportunity to consider it.
- Any current resident in good standing may, within five days of posting the proposed amendment, call for a special General House Meeting to discuss the issue.
 - This meeting must take place within ten days.
 - If no meeting is called, the amendment will be deemed to have been acceptable to The House, and will be accepted.
- At the General House Meeting, an absolute majority of current residents is required to accept the amendment. If an absolute majority is not achieved, the amendment is defeated.
 - Absolute majority is achieved provided there is enough of The House at the General House Meeting to reach quorum and the vote is in favor by more than half the votes cast.

Last revised: February 2018