

**THE CONSTITUTION & POLICIES of the
RIDEAU RIVER RESIDENCE ASSOCIATION**

Revised February 27th, 2008

PREAMBLE

The following is the Constitution of the Rideau River Residence Association. It is the binding charter of this Association and its members.

ARTICLE I: The Organization

- 1.0** The Organization shall be known as the Rideau River Residence Association and shall represent, to the best of its ability, the student population of Carleton University's Residence.
- 2.0** The terms "RRRA" or "Association" may be used in this Constitution to refer to the organization

ARTICLE II: Objectives

- 1.0** The objectives of the Association are:
 - a. To meet and serve the needs of students;
 - b. To represent the Residence community at Carleton University to the University administration, the Carleton University Students' Association, the Graduate Residence Caucus, the Graduate Student Association, the public and public officials, other faculties of education and to all other organizations;
 - c. To develop and maintain responsible student government;
 - d. To develop and maintain unity and encourage a community atmosphere;
 - e. To advance the cause of higher learning at Carleton University;
 - f. To assist and promote tolerance in maintaining a social and academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation or belief, disability, or marital status.

ARTICLE III: Executive

- 1.0** Composition
 - a. The Executive shall consist of the President, the Vice President, and the Director of Programming and Marketing.
 - b. The Executive also forms the Board of Trustees and Board of Directors of RRRA Incorporated.
 - c. The Executive assumes all powers of Council when Council is not in session.
 - d. In accordance with Ontario corporate by-laws governing Non-profit organizations, each member of the Executive must be 18 years of age or older upon taking office.
- 2.0** Authority
 - a. The administrative authority of the Association shall be vested in the Executive.
- 3.0** The President shall:
 - a. Be the chief executive of RRRA and act on behalf of the Association and of Council during her or his term;
 - b. Be the chair of the Board of Directors of RRRA Inc.;
 - c. Represent the Association at official functions;
 - d. Act as a liaison between the Association and the University administration;
 - e. Act as the Chair of Executive meetings;
 - f. Be an ex-officio member of all RRRA committees;
 - g. Oversee the financial operations of the Association and act as Chief Financial Officer;
 - h. Be responsible for the reporting of financial matters, the presentation of an annual budget and the presentation of monthly financial statements to the Executive and Council during the President's current term.

- i. The President shall have signing authority, in conjunction with the Vice President and the Director of Programming and Marketing, on all cheques and other instruments of indebtedness that may be issued by the Association.
- j. In the event that the President dies, ceases to be a member of the Association, is impeached, or resigns, the Vice President will assume fully all Presidential responsibilities. A hiring board will be convened within one (1) month after the Vice President assumes Presidential responsibilities to select a new Vice President.
- k. The President ceases to be a member of the Board of Directors of RRRR Inc. in immediate conjunction with the end of his or her term.
- l. Before the end of their term as a member of the board of directors of RRRR Inc. the President shall complete a thorough and detailed final report, to be submitted to the incoming President

4.0 The Vice President shall:

- a. Represent the President and Association during the President's absence;
- b. Sit as a Director of RRRR Incorporated;
- c. Be responsible to the Executive and Association for the administrative and coordination of all RRRR services;
- d. Have signing authority, in conjunction with the President and the Director of Programming and Marketing, on all cheques and other instruments of indebtedness that may be issued by the Association;
- e. In the event that the Vice President dies, ceases to be a member of the Association, is impeached, or resigns, the President shall assume all Vice Presidential duties until a hiring board is convened to select a new Vice President. The hiring board must be convened within one (1) month of the President assuming Vice Presidential responsibilities.
- f. The Vice President ceases to be a member of the Board of Directors of RRRR Inc. in immediate conjunction with the end of her or his term.
- g. Be responsible for all aspects of RRRR council except chairing RRRR council meetings.
- h. Before the end of their term as a member of the board of directors of RRRR Inc. the Vice President shall complete a thorough and detailed final report, to be submitted to the incoming Vice President

5.0 The Director of Programming and Marketing shall:

- a. Be responsible for the coordination of all sponsorship agreements and any other external funding;
- b. Be responsible for maintaining a positive image for RRRR within the community (both on and off campus);
- c. Be responsible for the coordination and promotion of all events presented by the association;
- d. Sit as a Director of RRRR Incorporated;
- e. Have signing authority, in conjunction with the President and Vice President, on all cheques and other instruments of indebtedness that may be issued by the Association.
- f. In the event that the Director of Programming and Marketing dies, ceases to be a member of the Association, is fired, or resigns, the President shall assume all Director of Programming and Marketing duties until a hiring board is convened to select a new Director of Programming and Marketing. The hiring board must be convened within one (1) month of the President assuming Director of Programming and Marketing.
- g. The Director of Programming and Marketing ceases to be a member of the Board of Directors of RRRR Inc. in immediate conjunction with the end of her or his term.
- h. Before the end of their term as a member of the board of directors of RRRR Inc. the Director of Programming and Marketing shall complete a thorough and detailed final report, to be submitted to the incoming Director of Programming and Marketing.

ARTICLE IV: Council

1.0 Composition

- a. Council shall be comprised of the following members:
- b. The President, Vice President, and Director of Programming and Marketing of the Association elected by and from the membership of the Association.

- c. Forty Four (44) Floor Representatives elected by and from their respective floors with a maximum of one (1) Floor Representative per floor.
- d. One (1) representative appointed by and from and sitting at the pleasure of the Carleton University Students' Association. This representative will be non-voting.
- e. One (1) representative appointed by and from and sitting at the pleasure of the Graduate Residence Caucus. This representative will be non-voting.
- f. A non-voting representative will be defined as an individual who cannot vote, move a motion, or amend the constitution.
- g. Only members of the Association shall be eligible to hold a Council seat.
- h. It is the duty of each Councillor to attend each Council meeting during their term of office.

2.0 Authority

- a. The legislative authority of the Association shall be vested in the Council.
- b. The term "Council" may be used to refer to the Residence Students' Council; the term "Councillor" to a member of the aforementioned Council.

3.0 Length of Terms of Office

- a. Council's term of office shall begin May 1st following the General Election and shall end on the following April 30th.
- b. Newly elected individuals elected due to vacancies shall hold office from the date of the by-election to the following April 30th.

4.0 Floor Representatives

- a. All Floor Representatives must represent their floor and be its voice to the Residence Students' Council.
- b. Floor Representatives should let their floors know what will be discussed at Council meetings and relay the information discussed at meetings to their floors.
- c. It shall be the duty of each Floor Representative to uphold Community Standards in such a manner as required therein.
- d. It shall be the duty of each Floor Representative to provide access to the Constitution and all other documents and activities of the Association to their constituents.

5.0 Council Officers

- a. The Council Officers shall be:
- b. The Chair, who shall be responsible for the orderly conduct of business at Council meetings and the preparation and distribution of an agenda for each meeting.
- c. A RRRRA member, hired in accordance with the association's hiring policies, shall act as chair of council.
- d. The Council Clerk, who shall be responsible for recording and distributing the minutes of each Council meeting and shall act as chair in the event that the Chair is unable to attend.
- e. Council officers must be members of the Association.
- f. In order to exercise their rights as members of the Association, council officers must temporarily surrender their position.
- g. No member shall hold more than one Council Officer position.
- h. In the event that neither the Chair nor the Council Clerk are able to fulfill the duties of Chair, the Vice President will assume those duties.

6.0 Meetings

- a. All proceedings of Council, and all committees of Council, shall be held in accordance with Robert's Rules of Order. In the event of a conflict between Robert's Rules of Order and the Association's Constitution, the latter shall prevail.
- b. All regularly scheduled meetings of Council are open to the public unless closed by a simple majority vote to discuss confidential matters.
- c. A council meeting shall be convened by the Vice President no less than once every three (3) weeks.
- d. Emergency Meeting of Council may be called on one day's notice by

- i. A consensus vote of the Executive, or;
 - ii. A petition to the Vice President of one-third of Council's voting members.
 - e. Quorum for Council meetings shall consist of fifty (50) percent of Councilors, of which one-third must be present in person or by co-floor representative or designated proxy. Vacant seats do not count as absences for quorum requirements. In the case of proxy, the floor representative which is seeking a proxy must inform the Council Chair or RRRR Vice-President no sooner than forty-eight (48) hours before a council meeting.
 - f. Any members of the Association and any guest, with the permission of Council, may speak at a Council meeting.
 - g. Members of the Council may introduce motions at Council meetings.
- 8.0 Attendance**
- a. Any Councilor missing more than three (3) meetings consecutively with proxy; two (2) meetings consecutively in person; or five meetings during her or his term is automatically removed from office and prohibited from holding a Council seat until May 1st after the next General Election.
 - b. Council may, by a two-thirds majority vote, allow a Councilor debarred under Article IV, section 8.0a to remain on Council.

ARTICLE V: Committees

1.0 Committee Existence

- a. R.R.R.A. shall maintain a structural committee system consisting of, but not limited to the following committees:
 - i. Constitutional Review
 - ii. Food Services
 - iii. Financial Review
 - iv. Long Range Planning and Environment
 - v. Community Service and Events Planning
- b. R.R.R.A. council may establish ad-hoc committees for such purposes and on such terms as it deems appropriate.

2.0 Committee Mandate

- a. Each Committee shall adhere to its established terms of reference as set out by the RRRR constitution under Appendix A.
- b. Committees act solely in an advisory capacity for Council and the Executive, and possess no binding-authority.

3.0 Committee Membership

- a. Each committee shall be composed of a member of the executive, as designated in Appendix A, an elected chair, RRRR floor representatives, and members of the association at large, all of which shall have voting rights.
- b. Should members of the RRRR executive attend committee meetings other than those committees which they are designated to by the committee's mandate, they shall sit as ex-officio members.

4.0 Committee Meetings

- a. Committees shall be required to hold a minimum of one (1) meeting per month between September and March, excluding December
- b. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRR council, at the request of the RRRR executive, or at the request of two (2) members of the committee
- c. Committees shall be considered to have met quorum when a minimum of three (3) members of the Association, along with the designated executive member and the chair, are in attendance
- d. Each committee's designated executive member is responsible for calling the first meeting of their committee prior to November 1st, at which time the committee shall elect a chair for the remainder of the year

- e. Should the chair be unable to attend a meeting of the committee, the committee members shall appoint a temporary chair for the purposes of that meeting
- f. One (1) week notice must be given prior to all regular meetings, at which point the agenda will be circulated to the committee members. Minutes for a meeting must be circulated no later than one (1) week after that meeting
- g. The chair of each committee shall be responsible for keeping attendance at all meetings of the committee. The chair shall keep the committee attendance records on file for the duration of the year.

ARTICLE VI: Membership

1.0 Definition of a Member

- a. A member of the Association shall be any undergraduate residence student who pays the Association's fees or is required to pay the Association's fees;
- b. The Executive, at its discretion, may withhold voting rights of a member if that member has not paid the Association's fees;
- c. The Executive, at its discretion, may withhold the right to run for elected office within the Association from any person who has not paid the Association's fees.

2.0 Duration of membership

- a. The term of membership in the Association shall coincide exactly with the term of the member's permitted stay as a resident of Carleton University Residence, subject to Article III, section 1.0b;
- b. The Executive of the Association is exempt from restrictions on membership contained in Article III, section 2.0a and may continue membership through the summer months of its term;

3.0 Rights of Members

- a. Every member shall have the right to vote in any election or referendum held by the Association, subject to any restrictions mentioned in the Constitution and further subject to any by-laws governing elections and referenda;
- b. All members of the Association are eligible for election to any seat in the Association, subject to any restrictions mentioned in the Constitution and further subject to any by-laws governing elections and referenda.

4.0 Honourary Members

- a. Such friends of the Association, as determined by Council, may be admitted to Council and shall become honourary members of the Association;
- b. Honourary members may not vote in RRRRA elections and referenda and may not stand for election;
- c. The duration of each honourary membership and any association privileges shall be at the discretion of Council.

ARTICLE VII: Finances

1.0 Collection of Moneys

- a. The University administration shall collect the Association's fees for and on behalf of the Association. RRRRA Inc. shall enter into a contractual agreement with the University, which in turn will be authorized to collect the Moneys and transfer them to RRRRA Inc. in due course.
- b. The Association may collect the Moneys through business enterprises and other means as approved by the Executive and Association.
- c. All Moneys collected by the Association shall be deposited in the name of RRRRA Inc. in a financial institution approved by the Executive and Association.

2.0 Appropriation of Moneys.

- a. The President shall be responsible for the presentation of the budget to Council, detailing the appropriation of the Association's Moneys no later than October 2nd.
- b. The budget shall be subjected to ratification by Council.

- c. Council may amend the budget at any time.
- d. Council may not amend a budget retroactively.
- e. It requires a two-third vote of all eligible councilors to overturn a budgetary decision supported by a two-third vote by the Executive.
- f. Any and all increases or decreases in the RRRA Fee must first be approved by referendum subject to Policy XV on Referenda.
- g. The President shall be responsible for the presentation of the Mid-Term Financial Review to Council, detailing the Year-to-date expenditures ending December 31, of the Association's Moneys no later than February 1st.
- h. The Mid-Term Financial Review shall be subjected to ratification by Council.

3.0 Accounting of Moneys.

- a. The President shall be responsible for the preparation of monthly financial statements for the periods ending, all of which shall be presented to Council and to the executive during the current President's term.

4.0 Disbursement of Moneys.

- a. The President shall be responsible to Council and to the Executive for the disbursement of Moneys in accordance with the budget.

Article VIII: Selection of Employees

1.0 Procedure.

- a. All vacancies for positions of any kind shall be publicized in a proper manner and for the duration of four (4) days.
- b. It shall be the responsibility of Hiring Boards to select and hire all employees of the Association. The selection committee shall be created in accordance with section 2 of this Article. Hiring Boards. Employees shall be selected through a vote taken by the Hiring Board. A simple majority vote is needed for the decision of the Hiring Board to be final.
- c. Decisions of the Hiring Board are final. Council will be informed of the Hiring Board's decisions be means of a non-amendable, non-votable, non-defeatable motion of information.
- d. The responsibilities and authority of employees will be determined by the Executive.
- e. Dismissal of staff falls within the purview of the Executive. The Executive may consider recommendations from Managers and Assistant Managers when making dismissal decisions. Decisions of the executive are subject to appeal to Council and require a two-thirds vote of all eligible members of Council in order to be reversed.
- g. The RRRA Hiring Policy will be followed during and throughout the selection process.
- h. All successful applicants are expected to follow the Employee Expectation Policy.

2.0 Hiring Boards.

- a. The mandate of Hiring Boards will be the selection of all employees of the Association in accordance with Article VIII, section 1 and Policy V.
- b. Subject to section e., all Area Manager and Assistant Area Manager hiring boards shall consist of President, Vice-President, Director of Programming and Marketing and two (2) Floor Representatives elected by Council. Up to two (2) Executive members may be replaced by Area Managers when deemed appropriate; including when there are incoming and outgoing executives. Others may be invited by the Hiring Boards to attend as non-voting members.
- c. All non-Area Manager or non-Assistant Area Manager hiring boards shall consist of two (2) members of the Executive and one (1) Floor Representative elected by Council. Up to one (1) member of the Executive may be replaced by the appropriated area manger or assistant area manager. Others may be invited by the Hiring Board to attend as non-voting members.
- d. When hiring an Executive member, the Board shall consist of two members of the outgoing Executive who are not applying for the position, the in-coming President and Vice President and three (3) Floor Representative elected from Council. If hiring for this position needs to be done

when there is no in-coming executive, section 2.0b shall be adhered to. Others, deemed as experts, may be invited to attend as non-voting members.

- e. When there are incoming and outgoing Executives, the Hiring Board for all area manager and assistant manager positions shall consist of two (2) members of the incoming Executive, one (1) member of the outgoing executive, and two (2) Floor Representatives elected from Council. Others, deemed as experts, may be invited to attend as non-voting members.

Article IX: Elections

1.0 Definition

- a. Elections shall be defined as the selection process determining the positions of President, Vice President, DPM and Floor Representatives.
- b. A General election shall be held each year before February 15th to fill the positions of President, Vice President, DPM and Floor Representatives.
- c. Those running for Floor Representatives may actively seek election on the floor of their choosing so long as it falls within the guidelines set by the department of Housing and Conference Services.
- d. A by-election shall be held each year before September 28th to fill the positions of Floor representatives.
- e. By-elections shall be held within one (1) month of occurrence of a vacancy in the seats of Floor Representatives.
- f. It shall be the responsibility of the Chief Electoral Officer (CEO), with the approval of Council and/or of the executive to determine specific election dates and have them announced in proper manner, meaning an advertisement of no fewer than five (5) days before opening of nominations appearing in a public area in each and every Residence building.
- g. The President, Vice President, DPM and Floor Representatives of the Association shall be elected through a democratic process in which the simple plurality of all actual voters will be the determining factor.
- h. The President, Vice President and DPM shall be elected as one on a ticket. Should a Presidential candidate choose not to run with a Vice Presidential or DPM candidate, the candidate for the position of Vice President and DPM shall be listed as vacant. No Vice President or DPM may be appointed subsequently.

Article X: Constitutional Board

1.0 Authority.

- a. The Constitutional Board shall have the authority to rule on any challenge alleging an act of the Executive or Council, their officers or agents is in contravention of the RRRA Constitution.
- b. The Constitutional Board shall have the authority to rule on any challenge alleging an act of the Executive or Council, their officers or agents is in contravention of any by-law of the Association.
- c. All rulings and decisions of the Constitutional Board are final and binding unless overturned by a two-thirds (2/3) vote of all eligible members of Council.
- d. Appeals to Council must be submitted in writing, stating grounds for the appeal, to the Vice President. A majority of Council must vote in favour of hearing the appeal.
- e. In the event that a challenge is filed against an election, the Constitutional Board has the authority to instruct the Chief Electoral Officer to call a new executive and/or floor representative election as deemed necessary.

2.0 Composition.

- a. The Constitutional Board shall consist of:
 - i) Three members of Council, of which no more than one (1) shall be an Executive member and for which there shall be two (2) alternates; and
 - ii) Two (2) members of the Association who are not members of Council for which there shall be one (1) alternate.
- b. A meeting of the Constitutional Board shall have quorum if five (5) members of the Board or their alternates are present.
- c. Proxies are not permitted at Constitutional Board meetings.

- d. A chair shall be elected at the first meeting of the Constitutional Board. The chair's duties will be to inform challenger, challenged and Board members of meeting dates and times as well as informing Council of all Board rulings.

3.0 Challenges

- a. Challenges must be submitted in writing to the Vice President.
- b. The Vice President will be responsible for giving the Challenge to the constitutional board within forty-eight (48) hours of receipt of the challenge.
- c. After receiving the challenge from the Vice President the Constitutional Board will convene to evaluate the validity of the challenge according to Article X 1.0 sections a. and b. Decide through majority vote whether the case will be heard.
- d. If the Constitutional Board agrees to hear the challenge it must render a decision within fourteen (14) Days of notification.
- e. All challenged actions will be considered valid until Council is informed of the Board's ruling.

4.0 Conflict of Interest

- a. At the beginning of every challenge the Vice President shall call a meeting of the Constitutional Board and ask the members if they are in a conflict of interest situation. If any members declare a conflict, they will be replaced by an alternate chosen by the Board from the alternates elected by Council.
- b. If the Board feels that a member is in conflict of interest situation and that a member refuses to step down, an emergency meeting of Council will be called subject to Article IV, section 6.0. The member in question will be required to step down from that challenge by two-thirds (2/3) vote of Council.

5.0 Order of Proceedings

- a. All meetings of the Board are in-camera and all submissions to the Board and testimony heard by the Board will be confidential until the Board's ruling is given to Council.
- b. The Challenger and Challenged may bring any witness(es) they feel they need to present their case and the Board may call any witness(es) as it sees fit.
- c. At the meeting:
 - i) The challenger makes a presentation
 - ii) The Board members and the challenged may then ask questions,
 - iii) The challenged makes a presentation
 - iv) The Board members and the challenger may then ask questions.
- d. Both parties will then be required to leave the hearing at such time that the Board members have no further questions.
- e. The Board members will then deliberate. If the Board's finding and ruling is unanimous, it will be noted in the ruling.
- f. When presented, the document becomes public although the challenger's name and any identifying information, as determined by the Constitutional Board, shall remain private.

Article XI: By-laws

1.0 Authority

- a. Council has the authority to enact by-laws
- b. The by-laws shall take precedence over all rules, regulations enacted by the Association except for any provision of the Constitution.

Article XII: Amendments to the Constitution

1.0 Authority

- a. Council shall have the power to enact amendments to the Constitution.
- b. The membership of the Association has the power to enact amendments to the Constitution by referendum.

- c. Amendments to the Constitution, upon acceptance, shall have as much force as any other section of the Constitution.
- 2.0** Proposal of Amendments.
 - a. Any member of the Association may propose an amendment to the Constitution at any meeting of Council, subject to proper notice.
 - b. Proper notice shall be deemed as one meeting prior to the intended date of the presenting the amendment.
- 3.0** Enactment by Referendum
 - a. All members of the Association are eligible to vote in any referendum dealing with an amendment to the Constitution.
 - b. For a Constitutional amendment to be approved by referendum, the question must receive a simple majority of all actual voters and also a simple majority in three Residence buildings.
 - c. The question for the referendum must be approved by a simple majority vote of Council no later than fourteen (14) days before the scheduled date of the referendum.
 - d. Constitutional referenda must be held in conjunction with scheduled elections or by-elections.

Article XIII: Policy

- 1.0** Authority
 - a. Council has the authority to enact policy.
 - b. Policies shall not conflict with, or attempt to vary, any provision of the Constitution or any by-law of the Association.
- 2.0** Definition
 - a. Policy is defined as direction given to the Executive and staff of the Association by Council instructing them on how to conduct the business of the Association and/or what public attitude will be adopted by the Executive and/or staff on any matter Council deems appropriate.
- 3.0** Enactment
 - a. A motion of policy reported to Council may be enacted by a majority of all members of Council.
 - b. A policy is in effect immediately upon approval by Council.
- 4.0** Amendment and Repeal
 - a. Council shall have the power to amend or repeal any policy of the Association at any meeting of all members of Council, effective immediately.
- 5.0** Review
 - a. Council, at the beginning of its term, can mandate at its pleasure an appropriate committee to review Association policy three (3) years or more before its term began.
 - b. This committee shall make recommendations to Council in a reasonable amount of time.

Article XIV: Interpretation

- 1.0** Interpretation
 - a. In this Constitution, the definition of any word shall be the definition contained in the latest edition of The Oxford English Dictionary, except where such a word has been explicitly defined in the Constitution in which case the latter definition shall prevail.

POLICIES

Policy I: Rights of Members

Members eligible for election to any position in the Rideau River Residence Association and its Council shall be subject to the following provisions:

- a. Candidates may contest only one seat in any election.
- b. No individual may hold an Executive position and a Floor Representative position at the same time.
- c. Only members of the Association may hold employment or any position in RRRA and its Council, be they selected through election or appointment in any manner whatsoever.
- d. Individuals outside RRRA may be admitted by a majority vote of the Residence Council and become honorary members of the Association.

Policy II: Attendance at Residence Council Meetings

- a. RRRA Council shall have the power to declare a vacancy in its membership with the exception of Association Officers should any member:
 - i. Be neglecting their duties as reported by member(s) of their floor and verified by the RRRA Vice President.
 - ii. Be absent from Council meetings in accordance with the attendance guidelines outlined in Article IV, section 8.0a of the Constitution.
- b. If a Councilor is to be removed, the removal will be automatic. Any motion to reverse the removal will automatically be the first new item on the agenda of the meeting at which it is considered.
- c. If a Council position becomes vacant the Chief Electoral Officer will be instructed to hold a by-election within six (6) months of the vacancy. Interim Councilors can be appointed with a majority of Council to fill the vacancy.

Policy III: Procedure of Council

- a. An agenda for each meeting must be made available at least three (3) days prior to each meeting.

Policy IV: Selection of the Staff

- a. The incoming President, Vice President and DPM will determine the positions to be hired and will advise the current President and Vice President to advertise those positions in accordance with hiring regulations.
- b. Should the same person be on the incoming and outgoing Executive, he or she may appoint another Executive member of the outgoing Executive or a Council member of the outgoing Council to sit in her or his place as outgoing executive member at the Hiring Board.

Policy V: Procedure for Selection of the Staff

- a. The Staff shall be defined as any paid employee of the Association.
- b. All staff shall be hired in accordance with the Hiring Board membership requirements as defined in Article VII, section 1.0b of the Constitution.
- d. No member of the Association may be denied the right to become staff on any grounds as defined by Article II, section 1.0f of the Constitution.
- e. Responsibilities of the staff shall be determined by the Executive and enforced by the appropriate Executive member and/or the appropriate area manager.

- f. Dismissal of a member of staff, excluding Executive members, shall proceed in the following manner: First, a verbal warning; second, a written warning; third, dismissal. Warnings may be issued by any Executive member or the appropriate area manager. Dismissals shall be made by the appropriate area manager in consultation with the Executive.
- g. Notwithstanding anything in section f., flagrant and unacceptable behavior on the part of a member of staff may result in immediate dismissal without warning.
- h. Notwithstanding anything in section d. or Article II, section 1.0f, the RRRR Hiring Policy must be consistent with Canadian Immigration requirements.
- i. The Executive will hear appeals in a closed Executive meeting, scheduled no later than twenty (20) days on which Carleton university classes are scheduled after the dismissal occurred.

Policy VI: Chief Electoral Officer and Deputy Electoral Officer

- a. The Chief Electoral Officer (CEO) shall be selected by Hiring Board and approved by Council and/or the executive before the first electoral need of each year.
- b. The CEO and Executive will have exclusive jurisdiction in the scheduling of elections and nomination dates.
- c. The CEO shall have all authority to disqualify any candidate or candidates deemed to violate any policy of the Association during the election campaign.
- d. The Deputy Electoral Officer (DEO) shall be selected in conjunction with the CEO and shall assume any or all duties as decided by the CEO.
- e. Any act of the CEO may be appealed to the RRRR Constitutional Board.
- f. The Chief Electoral Officer (CEO) and Deputy Electoral Officer (DEO) may not run separately or as a team in the RRRR elections for which they are the RRRR officials.

Policy VII: Election of the President, Vice President, DPM and Floor Representatives

- a. It shall be the duty of the CEO to ensure the elections are held at such times permitting the possibility of the contestation and/or ultimate nullification of the election, there being a tie between or among candidates, or any other category.
- b. Should a second election be required, it shall be held no later than two (2) school weeks after the nullification of the first election.
- c. In the event that a floor is to be represented for the following academic year, the CEO shall, if so deemed by the Executive and/or Council, appoint an interim Floor Representative.
- d. In the event that no candidate/candidates is/are available during General Elections, the current RRRR Council or Executive may appoint interim representatives for a period expiring no later than April 30th of the following year.

Policy VIII: Procedure for Nominations

- a. The CEO will supply official nomination forms to be made available for ten (10) days prior to the closing of nominations, without discrimination, to all eligible voters of the Association.
- b. Only those members of the Association who are currently living in residence may run in an election.
- c. The executive election nomination forms shall require the names of the candidates and at least ten (10) signatures of eligible voters of the Association.
- d. Floor Representative nomination forms shall require the names of the candidate and at least two (2) signatures of the Association living on the floor on which the candidate seeks election.
- e. The nomination period shall last no less than seven (7) days (168 hours).
- f. All nomination forms shall be submitted in person by the candidate(s) to the CEO or DEO.
- g. At the time of the submission of the nomination form, the time and date shall be recorded on the form and both the CEO and the candidate(s) shall affix their signatures in verification of the time and date and give mutual acknowledgement of the receipt of the nomination paper.
- h. The CEO shall be present in the RRRR Office to receive nomination forms during the final three (3) hours of the nomination period.

- i. A copy of the portion of the Constitution and the Policies containing clauses pertaining to elections shall be given to every candidate at the same time the candidate receives a nomination form.

Policy IX: Procedure for Campaigning

- a. The campaign period shall last a minimum of four (4) days (96 hours) and shall not exceed seven (7) days (168 hours) as designated by the CEO and Executive.
- b. The campaign period shall commence on the day immediately following the close of nominations and shall end at the close of regular voting hours, excluding any advance polls, if any.
- c. No campaigning or campaign material may appear in public or private areas before the campaign period.
- d. Campaign material shall be defined as any object of any size made of any substance and as any form of public internet communication that is clearly marked so as to suggest support for one or more candidate or candidates in particular.
 - i) One day (24 hours) prior to the campaign period, any candidate or team may register one and only one hitherto nonexistent internet domain name with the campaign CEO and DEO, which publicize any campaign material until the beginning of campaign period as designated by the CEO.
- e. A public area shall be defined as any area that is not in any way the interior of any room, suite, or any door leading to the same.
- f. The CEO may declare, prior to the campaigning period, any area to be either public or non-public.
- g. Floor Representative candidates shall restrict campaigning to public areas of the floor for which they are nominated as a candidate.
- h. Floor Representative candidates shall be limited to five (5) campaign posters in public areas.
- i. The five (5) campaign posters each Floor Representative is permitted must not exceed the dimensions of 50cm x 1m.
- j. Campaign expenditures shall be limited to twenty-five Canadian dollars (C\$25) for each Floor Representative candidate.
- k. No campaigning costs of Floor Representative candidates shall be borne by the Association.
- l. Each executive team may display a maximum of five (5) posters with maximum dimensions of 5m x 3m in public areas and may, in addition, display one (1) poster not exceeding 20.5 cm x 29 cm on each of the floors in Residence, with the exception of Leeds house where one poster not exceeding 20.5cm X 29cm will be allowed per wing on each floor.
- m. RRRRA shall bear the cost for fifty (50) percent of an executive team campaign upon remittance of appropriate and verifiable receipts. The term 'executive team' is meant to represent the Presidential, Vice Presidential and DPM candidates as a ticket.
- n. RRRRA shall provide two hundred and fifty (250) free photocopies, single-sided, or one hundred seventy five (125) photocopies, double-sided, to each executive team in the election.
- o. Any election material shall be included under the definition of poster.
- p. No executive team receiving fewer than ten (10.0) percent of total votes cast shall receive any reimbursement from RRRRA.
- q. No limitations shall be imposed by the CEO concerning the content of any poster subject to Article II, section 1.0f.
- r. Campaign expenditures shall be limited to two hundred (200) Canadian dollars for each executive team. All eligible tickets will be reimbursed by RRRRA for half the amount spent upon receipt of a budget listing campaign expenses.
- s. No candidate shall solicit votes by means of gift-giving, bribery, threatening or any other fashion deemed unacceptable by the CEO.
- t. Any candidate may campaign in a non-public area provided they have the permission of the person or party of whom or of which the non-public area is the primary concern.
- v. Any and all posters located within the voting area designated by the CEO will be removed prior to the opening of the voting period.

- w. No campaign materials may be distributed or put up after the opening of the polls. Candidates may actively campaign during this time without the use of election materials.
- x. The CEO shall modify the associations Annual Elections Procedures (Appendix B) and present it in detail to all the candidates prior to the opening of the campaign period. The Annual Elections Procedures shall be developed in conjunction with Executive, provided they are not participating in the election.
- y. All polling stations shall be surrounded by a boundary as predetermined by the CEO and laid out in the Annual Elections Procedures (Appendix B). No campaigning of any sort shall occur within these boundaries. Candidates should not be located within these boundaries other than to cast their vote in the election.
- z. The CEO shall arrange a public meeting involving all Presidential, Vice Presidential and DPM candidates.
- aa. Should the CEO cease to perform his or her duties during the course of an election, the DEO will become CEO automatically. Should both the CEO and DEO cease their duties, any Executive member not seeking election will become directly responsible for execution of the elections.
- ab. Should an Executive member be forced to become CEO during an election, the order of precedence shall be Vice President, followed by the President, followed by the DPM.
- ac. In the event of a joint election between RRRA and the Carleton University Students' Association (in any polling booth in the Residence complex at which voters may vote for both RRRA and CUSA candidates, where poll clerks are present from both RRRA and CUSA), the RRRA Constitution and Policies shall be interpreted as the pre-eminent Constitution and set of regulations.
- ad. Campaigning shall be defined as the process of distributing, exhibiting, presenting, broadcasting, soliciting or making public any sign or gesture so as to exhort or convince any member of the Association support by ballot or any means, any candidate or Electoral Group in an election, by-election recalling referendum.
- ae. A final, complete and accurate report of all expenditures made, including all receipts, and other evidence of expenditures shall be presented to the Chief Electoral Officer before the closing of the polling stations. If the candidate or Electoral Group has incurred no expenses, the report shall indicate as such.
- af. Failure to hand in a report of expenditures, or exceeding the maximum allowable expenditures shall be grounds for disqualification.

Policy X: Procedure for Polls and Voting

- a. There shall be seven (7) polling stations for the election of President, Vice President, DPM, and Floor Representatives located in the foyers of Lanark House, Russell-Grenville House, Residence Commons (for residents of Glengarry House), Stormont-Dundas House, Renfrew House, Leeds House, and Prescott House.
- b. Should additional Residence buildings be constructed, those buildings will be entitled to a voting location in their main entrance.
- c. The polling station shall remain open for no less than eight (8) hours and no more than twelve (12) hours as the CEO sees fit. Polling stations must be open during both lunch and dinner times as served in the Residence Cafeteria.
- d. If the CEO sees fit, she or he may post, prior to the election, pertinent information to the election such as the location of polling stations, voting procedures, provided said information does not in any way bias potential voters toward or against any particular candidate.
- e. Each polling station shall be equipped a current list of residents and there shall be a current list of residents for that building and two poll clerks responsible for these lists as well as the ballot boxes associated with them.
- f. Poll Clerks shall be selected by the CEO and DEO for General Elections; by the CEO alone for by-elections.
- g. When a resident wishes to vote, they shall present their Carleton University identification card to allow the poll clerk to determine the person wishing to vote is an eligible voter and is at the correct polling station associated with their house of residence.

- h. The voter shall affix his or her initials beside their name on the voter's list to acknowledge their vote has been cast.
- i. The poll clerk shall initial the back of each ballot before giving it to the voter; the voter shall then mark their ballot and place it in the ballot box unaided.
- j. All voting shall be done by secret ballot. Each member of the Association is entitled to vote only once for President, Vice President and DPM and once for Floor Representative for the floor on which they live.
- k. At no time during the voting procedure shall the poll clerk influence or attempt to influence the voter in any way.
- l. A large and legible sign shall be placed at each polling station informing voters that they must ensure the poll clerk initials the ballot before giving it to the voter.
- m. Upon the closing of the voting period, the ballot boxes shall be taken immediately by the poll clerks to a sealed room for counting. At no time is anyone other than the CEO or DEO or poll clerk to touch the boxes.
- n. The poll clerks on duty at the end of the voting period will be responsible for counting the ballots contained in these boxes.
- o. Any spoiled or ambiguous ballots, or any ballot not initialed shall be considered void and shall be disregarded.
- p. Each executive team is entitled to one scrutineer for each box being counted in the counting room.
- q. The poll clerk shall record the number of votes received by each candidate, the CEO will publicize these results and keep all ballots in RRRRA files until the new Executive takes office.
- r. In the event that two or more candidates tie for the most number of votes, the CEO shall call another election to be held between or among the tied candidates. This election must be held no later than two (2) school weeks after the end of voting of the first election. No new candidates and no candidates not tied may run in this election.
- s. Ballots will be written in such a manner so the names of the Presidential candidates are, top to bottom, in alphabetical order according to last names. Names of Vice Presidential candidates will appear under the name of the corresponding Presidential candidate. Names of Director of Programming and Marketing Candidates will appear under the name of the corresponding Vice Presidential Candidate. The Presidential candidate's name will appear surname first, chosen name last; the Vice Presidential candidate's name will appear surname first, chosen name last; the Director of Programming and Marketing candidate's name will appear surname first, chosen name last.
- t. Only the names of candidates, the position for which they are running for and their team name may appear on ballots.
- u. A valid vote shall be a vote indicating a clear preference for any single candidate, preferably, but not necessarily, taking the form of an 'X'. All clear preferences, however, are valid votes.
- v. Any ballot identifying the voter is void.
- w. Any ballot on which the voter has marked more than one candidate's circle is void.
- x. A general election or by-election shall be declared final subsequent to three (3) days following the declaration of results.
- y. Should an electoral dispute occur prior to voting, the Chief Electoral Officer shall have the authority to suspend voting for no more than one (1) day to deal with the dispute.

Policy XI: Procedure for Vacancies in Presidential or Floor Representative Positions

- a. If, due to resignation, impeachment, death, or contingency, a position of Floor Representative should become vacant, the CEO shall call a by-election subject to all clauses of this Constitution.
- b. Should the position of President become vacant, the Vice President will automatically become President, with all associated powers, salary, and responsibility, in accordance with Article III, section 3.0 of the Constitution.

Policy XII: Disqualification of a Candidate and Failure of an Elections Official

- a. Any candidate found by the CEO to be in contravention of any clauses pertaining to elections may be subject to immediate disqualification.

- b. Any electoral officer found to be negligent of his or her duties, provided the duties have been adequately defined, shall be liable for a fine not greater than the sum of their wage for the entire election period as decided by the CEO. Subject to appeal to the Executive.
- c. The CEO has authority to disqualify a candidate or candidates subject to Policy XII section a. at any time from the Closing of Nominations to the Opening of the Polls.
- d. The CEO may declare a candidate's or candidates' votes to be void at the Closing of the Polls, but before the Counting of the Ballots, should the said candidate(s) have been found by the aforementioned authority to be in violation of Policy IX section c. Subject to appeal to the Constitutional Board.

Policy XIII: Interpretation

- a. The CEO will be the interpreter of all clauses dealing with the conduct of elections. Subject to appeal to the Executive.
- b. In all matters of electoral importance, the CEO shall judge a situation with not only the wording of the constitution in mind, but also the context of a situation. Should the CEO deem the circumstances appropriate, elements of said wording may be ignored. In circumstances where the choice is made to appeal the decisions of the electoral officials to the constitutional board, the board shall also be required to examine only the constitutionality of CEO's use of contextual judgment in the situation.

Policy XIV: Plenary

- a. Any fifty (50) eligible voters of the Association may, by petition to Council, summon a plenary.
- b. The time, date, and location of the plenary shall be determined by Council. The date must be no later than two (2) school weeks after the request for a plenary.
- c. Plenaries are subject to all rules of order governing Council.
- d. The Vice President will chair all plenaries.

Policy XV: Referenda

- a. A Referendum shall be defined as the submission of an issue of RRRA Council to a direct vote by the entire membership of the Association.
- b. One hundred (100) eligible voters of the Association may petition, to RRRA Council, to call a referendum. The Council may not deny the request, but may word the question of the referendum in keeping with the topic of the request.
- c. RRRA Council may call a referendum as it sees fit.
- d. The date of the referendum will be determined by Council and shall be announced and carried out by the CEO. The date of the referendum must be no less than thirty (30) days after the receipt of a request for referendum.
- e. The results of a referendum will be permanently binding on Council and on the Executive until such a time that it is overturned by another referendum.

Policy XVI: Impeachment

- a. Impeachment shall be defined as the process by which an Executive member is removed from her or his position.
- b. The President may be removed from office by a two-thirds vote of eligible voters of the Association in an official plenary meeting. Quorum for such a meeting will be no less than one hundred (100) eligible voting members of the Association.
- c. Notice for the plenary meeting in section b. must be given in accordance with election regulations.
- d. Any Executive member, excluding the President, may be removed from office by a two-thirds majority vote of all eligible voting members of the Residence Council by means of an instruction

- to the President to remove the Executive member from office, or by a two-thirds vote of the Executive.
- e. The President must execute the action in section d. within three (3) business days and may appoint a replacement in accordance with Article V of the Constitution.
 - f. Any appeals against actions in this section will be heard by the Executive. Subject to appeal to the Constitutional Board.

Policy XVII: The Resin

- a. The Resin is a service of the Rideau River Residence Association that exists in order to:
 - i. Provide quality unbiased coverage of events that effect the Residence Community, in accordance with proper journalistic ethics and practices.
 - ii. Provide students living in Residence with the opportunity to gain experience by writing for a newspaper.
 - iii. Inform students about RRRA and the campus community.
- b. The Resin shall refrain from making libelous and false statements about individuals and their actions and from engaging in slander.
- c. The length of each issue of the Resin shall be no less than four (4) pages of which must contain at least \$300.00 of advertising revenue.
- d. Additional pages may be added four (4) pages at a time contingent upon an additional \$300.00 of advertising per four (4) pages.
- e. RRRA shall be guaranteed one (1) one-eighth (1/8) page sized advertisement per four (4) pages per issue free of charge.
- f. Any advertising under section (e) is not considered part of the required advertising revenue, as described in section (c) and (d), per issue of the Resin.
- g. Any additional, unscheduled issues shall be subject to approval by RRRA Council.
- h. The Resin shall include a specific section in the issue distributed after the close of nomination, but before the start of voting, to provide coverage of the election. The organization of said content is to be at the discretion of the editorial staff.
- i. Resin editorial staff who are declared candidates or campaign workers shall declare a conflict of interest before the publication of any issue during the election campaign.
- j. The editorial content is under the sole discretion of the Managing Editor of the Resin, so long as they adhere to the mandate set out in this policy.
- k. Continued non-compliance on the part of the Managing Editor with Policy XVII shall result in their dismissal.
- l. The managing editor of The Resin is responsible for ensuring a complete annual compilation of issues in a binding, at least one copy of which must be stored in the official university archives. The compilation must be submitted by April 30 of each year.

Policy XVIII: Contingency Fund

- a. A contingency fund of at least 1% of the total expenses of the Association must be included in the annual budget to protect it from any unforeseen financial difficulties.
- b. If the contingency fund is not used by the end of the fiscal year, it must be used to buy a long-term investment such as a GIC or pay off any outstanding debts of the association.

Policy XIX: RRRA Foundation Awards

- a. A RRRA Foundation Award shall be defined as any one of three (3) scholarships of \$300.00.
- b. The RRRA Foundation Awards are as follows:

- i. The Diane Laroque award, presented to the residence student who has exhibited exceptional leadership qualities on their floor throughout the academic year, active involvement in RRRRA committees and events, and has displayed a commitment to the improvement of residence life for students.
 - ii. The Ed Greenspon award presented to the residence student who, through volunteering time and energy, has aided in the development of Carleton's Residence Newspaper, the Resin.
 - iii. The Jim Watson award presented to the residence student who, through volunteering time and energy, as been an active member of the greater Ottawa community throughout their residence career.
- c. All members of the Association shall be eligible for RRRRA Foundation Awards.
- d. The nomination period for the RRRRA Foundation Awards shall be no fewer than fifteen business days.
- e. All recipients of RRRRA Foundation Awards shall be chosen by the RRRRA Foundation Awards Board which will be comprised of:
 - i. The Vice President, who shall act as chair of the board.
 - ii. Two Members of Students' Council who are not applicants for a RRRRA Foundation Award.
 - iii. Two members of the Association who are not members of students' council and are not applicants for a RRRRA Foundation Award.
 - iv. Non-voting ex-officio delegates to advise the board on the awarding of the RRRRA Foundation Awards where deemed appropriate by the Vice President.
- f. Quorum for the Awards Board shall be three voting members, one of which must be the Vice President.
- g. Applicants for RRRRA Foundation Awards may nominate themselves or be nominated by another member of the Association.
- h. An application shall consist of;
 - i. A resume detailing the applicants contributions to residence
 - ii. At least one but no more than three letters of recommendation of no more than 500 words in length
 - iii. A letter of merit written by the applicant of no more than one page single spaced explaining why they are the best applicant for the award.
- i. Recipients for the RRRRA Foundation Awards will be chosen each year before April 1st by the RRRRA Foundation Awards Board.
- j. When choosing a recipient for a RRRRA Foundation Award, the RRRRA Foundation Awards Board shall not consider any paid positions with the Department of Housing or with the Rideau River Residence Association.
- k. When choosing a recipient for a RRRRA Foundation Award, the RRRRA Foundation Awards Board shall chose recipients for each award based on their fulfillment of the criteria outlined in clause b.
- l. The RRRRA Awards Board reserves the right to consider applicants for awards other than those which they applied for where the Board deems it appropriate by unanimous vote.
- m. The RRRRA Foundation Awards Board retains the sole right to create terms of reference for any new RRRRA Foundation Awards, pending the approval of funds for said award by council.
- n. All decisions of the RRRRA Foundation Awards Board regarding recipients of RRRRA Awards are final and binding.

Policy XX: RRRRA Foundation Bursaries

- a. A RRRRA Foundation Bursary shall be defined as any one of two (2) bursaries of \$300.00.
- b. The RRRRA Foundation Bursaries are as follows:
 - i. The John Chenoweth Bursary is presented to the residence student who is in need of financial aid in order to be able to experience and enjoy residence life.
 - ii. The Peter Wyllie Bursary is presented to a residence student who is in need of financial aid in order to be able to experience and enjoy residence life.
- c. All members of the Association shall be eligible for RRRRA Foundation Bursaries.

- d. The nomination period for the RRRR Foundation Bursaries shall be no fewer than fifteen business days.
- e. All recipients of RRRR Foundation Bursaries shall be chosen by the RRRR Foundation Bursaries Committee which will be comprised of:
 - i. The Vice President, who shall act as chair of the board.
 - ii. Two Members of Students' Council who are not applicants for a RRRR Foundation Award.
 - iii. One member of the Association who is not a member of students' council and is not an applicant for a RRRR Foundation Award.
- f. Quorum for the Bursary Committee shall be three voting members, one of which must be the Vice President.
- g. An application for a RRRR Foundation Bursary shall consist of;
 - i. A complete and accurate application form available from the RRRR office.
 - ii. All necessary information verification signatures
- h. All RRRR Foundation Bursary applicants should be able to provide verification for all financial information provided in their application should it be requested by the Bursary Committee.
- i. All information provided by the applicant will remain confidential to the RRRR Foundation Bursary Committee.
- j. Recipients for the RRRR Foundation Bursaries will be chosen each year before October 31st by the RRRR Foundation Bursary Committee.
- k. When choosing a recipient for a RRRR Foundation Bursary, the RRRR Foundation Bursary Committee must base their decision solely on the financial information provided by the applicant, and will not involve any other extraneous factors in their decision making process.
- l. When choosing a recipient for a RRRR Foundation Bursary, the RRRR Foundation Bursary Committee shall chose recipients for each award based on their fulfillment of the criteria outlined in clause b.
- m. The RRRR Foundation Bursary Committee retains the sole right to create terms of reference for any new RRRR Foundation Bursaries, pending the approval of funds for said award by council.
- n. All decisions of the RRRR Foundation Bursary Committee regarding recipients of RRRR Bursaries are final and binding.

APPENDIX A – Terms of Reference for RRRR Committees

Section 1: Constitutional Review Committee (CRC)

- 1. This committee shall be responsible for recommending and overseeing changes to the RRRR Constitution and policies to Council. This includes dealing with fundamental changes to the structure of the Association. Its main function is to introduce resolutions to council on constitutional change. It shall where necessary;
 - a) Inquire into substantial deviations from the guidelines, policies and codes set forth in RRRR's Constitution, and report on these to Council;
 - b) Make recommendations to council on how to prevent contraventions of the RRRR Constitution.
- 2. The Vice-President will be the designated Executive member to sit on the committee. However, this designation is at the discretion of the RRRR Executive. If members of the RRRR Executive other than the designated member choose to take part in the Committee, they shall sit as ex-officio members.

3. The designated executive member for the Constitutional Review Committee is responsible for calling the first meeting of their committee prior to November 1st, at which time the committee shall elect a chair for the remainder of the year.
4. Quorum of the committee is met when a minimum of three members of the association and the designated executive member are present.
5. The Constitutional Review Committee shall meet at least once a month between September and March excluding December (under the discretion of the chair).
6. This committee shall act solely in an advisory capacity to Council and the RRRRA Executive, and posses no binding-authority.
7. The Committee Chair shall develop a working relationship with the RRRRA Executive, and with the RRRRA executive member designated to deal with constitutional matters.
8. The Committee Chair shall design the CRC's Agenda for every meeting. Members, with the exception of the RRRRA Executive, wishing to have specific items placed on a meeting agenda shall contact the chair 2 business days prior to a scheduled meeting. The agenda will be made available to member's 1 business day prior to a scheduled meeting upon request.
9. Emergency meetings may be called at the discretion of the committee chair, at the request of RRRRA Council, at the request of the RRRRA Executive, or at the request of two members of the Constitutional Review Committee. In the latter case, notice will have to be given to the chair within a reasonable time period.
10. The Committee Chair shall inform members of the committee and RRRRA at large of all meetings at least 2 business days prior to calling such a meeting.
11. The Committee Chair shall report to Council at every RRRRA meeting and inform representatives of pertinent issues and concerns brought up at the committee meeting.

APPENDIX B - Guidelines for the RRRRA General Elections

This Appendix outlines the rules governing RRRRA General Elections. Many rules contained herein are also included in the Policies Section of the Constitution. This Appendix is designed to clarify issues and to simplify the roles of CEO and DEO for future elections. The following rules may be amended either by Council or if need be, by the CEO and DEO with proper notification. Specific Dates and Deadlines will be determined by the CEO.

Section I - Campaign Procedures

1. Candidates must acknowledge, respect, and follow any decision made by the CEO and DEO during the campaign. However, they can have a decision reviewed by the Constitutional Board if the matter is of a serious nature.
2. Public and Private areas are designated by the CEO as stated in the constitution. Ambiguities in the Constitution are interpreted by the CEO and DEO.
3. All forms of campaigning are strictly prohibited in Abstentions, the RRRRA Office, the Oasis, and the Residence Cafeteria.
4. Active campaigning is acceptable on individual residence floors, as long as the campaigning activity does not infringe upon the Housing Department's rules regarding quiet hours and noise as stipulated in the Residence Agreement.
5. Campaign material is prohibited in any staircase leading up to the Cafeteria from Residence Commons but active campaigning may take place there without the use of campaign materials

6. The use of phones as a means of campaigning is **STRICTLY PROHIBITED** since this method of campaigning may be construed as undue harassment by residence students.
7. No campaigning is allowed before the campaign period.
8. The campaign expense limit is two hundred dollars (\$200) for each executive team. A final report of all expenditures made, along with **ALL** receipts, must be submitted to the CEO within 24 hours of the close of the polls.
9. Candidates receiving more than 10% of the total votes will be reimbursed for fifty percent (50%) of their campaign expenditures as long as **ALL** receipts are submitted to the CEO. Failure to comply with the campaign expense limit will be grounds for disqualification.
10. Donations are acceptable, but they must be claimed as a campaign expense. The value of non-monetary donations will be determined by their relative market value.
11. The use of RRRA or floor representative resources for the purpose of campaigning is not permitted (photocopies excepted as per clause n. in Policy IX of the RRRA Constitution).
12. Contents of the campaign material must not convey any message of prejudice, exploitation or abuse on the basis of sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation, religious belief, disability, or marital status.
13. On Election Day, eligible Executive teams may appoint one scrutineer per poll. They may come and go throughout the day, but if they choose to be present during the counting process, they must remain within the counting room until the results have been announced publicly.
14. Websites are considered an acceptable type of campaign material and are as such, subject to the same rules and restrictions as posters/signs. Technical difficulties will not be accepted as an excuse for any violations that occur.
15. Posters:
 - a. Each Executive team is permitted to display a total of five (5) large posters with maximum dimensions of 5m x 3m in upper Residence Commons, and lower Residence Commons (mail area).
 - b. 35 smaller posters with a maximum size of 11' x 17' may be posted in public areas as defined in the Campaign Area section (clause 1 b.).
 - c. Floor campaign material will be limited to one poster per residence floor (47 total including one per wing for Leeds 1-4 but excluding 5th and 6th Leeds which are for Grad Students) with a maximum size of 11' x 17'.
16. Posters must be stamped by the CEO or DEO prior to being posted.
17. Rooms are considered private areas. **NO** campaign materials or materials relating to the voting process or election may be placed under or on doors without the permission or invitation of the resident (signatures of all occupants of the room/suite are necessary and **must be visible** on material). Signs/posters may be displayed in residence room windows at the discretion of the resident.
18. A list identifying the location of posters displayed in public areas must be submitted by each team to the CEO within 48 hours of the start of the campaign period.
19. Stamping will only take place on the last day of the nomination period and thereafter will be done on an ad hoc basis during office hours.
20. It is strictly prohibited to solicit votes by means of gift-giving bribery, threats, or any other fashion deemed unacceptable by the CEO.
21. Any questions requiring a ruling by the CEO/DEO must be submitted **in paper** to the CEO and the response will be sent back to **all** candidates through email. The current RRRA Vice President will also receive the response as a representative of the Constitutional Board.
22. Active campaigning with materials may be conducted only by the candidates themselves and their campaign team which will consist of no more than ten people per ticket. The names of all campaign team members must be submitted to the CEO before any of those people begin active campaigning. Amendments to the list may be made but must be acknowledged by the CEO before the change(s) take effect. People actively campaigning with official campaign materials will be asked for Carleton University Student Identification Cards and failure to produce CUID will be penalized. The first offence will result in the seizure of campaign materials from the person in question. Any further infractions will result in the suspension of the entire campaign team for that ticket. The same penalties will be used if the person is not part of a campaign team.
23. Campaign team members are subject to the same rules regarding conduct as executive teams and any infraction by campaign team members will be treated as an infraction committed by the candidate(s).

24. The procedure to file complaints is as follows:
 - a. The complaint must be submitted to the CEO in writing.
 - b. The CEO and DEO will jointly investigate the complaint.
 - c. If warranted, the complaint will be passed on to the Constitutional Board, which will meet to determine further actions.
 - d. Actions taken by the Board will be subject to appeal to the RRRR Council.
 - e. Any grievances must be reported to the CEO within twenty-four hours from the discovery of the infraction. A challenge to the election results must be submitted within three (3) business days of the announcement of election results.
25. The CEO will organize a public debate for Executive Candidates during the campaign period.
26. If there is any advanced polling, Candidates will be prohibited from active campaigning within an area 15m from the voting box.
27. During the final twelve hours of campaigning there will be no active campaigning with materials and no active campaigning within the designated voting areas. Seven polling stations will be put up in residence. Lanark, Renfrew, Prescott, Russell-Grenville, Residence Commons (Glengarry), Stormont-Dundas, and Leeds will all have polling stations. The voting area will be 20 metres from the ballot box as measured by a string. The polling stations will be in the lobbies of all the buildings except Prescott which will have its polling station in the building's tunnel entrance (Stormont-Dundas' polling station will be at the end of the Housing Hallway of Residence Commons).
28. Any decisions made by the CEO and/or DEO will be based on this 'Campaign Procedures' document and the RRRR Constitution. It is the responsibility of the candidates to be familiar with both of these documents. Additional copies of the 'Campaign Procedures' will be available from the CEO and DEO. Copies of the RRRR Constitution are available for viewing from all Floor Representatives.

Section II - Penalties

- 1) Consequences for policy violations will be outlined as specifically as possible but should an unforeseen violation occur, suitable penalties will be created and enforced by the CEO in conjunction with the DEO.
- 2) If the CEO, DEO, and/or members of the current Executive receive three (3) legitimate complaints relating to harassment by a candidate or team of candidates, the candidate(s) in question will be disqualified.
- 3) Soliciting votes by means of gift-giving, bribery, threatening or other means deemed unacceptable by the CEO will result in a disqualification. However, the Electoral Officers do retain the right to deem cases 'less serious' and these cases would then be treated as an issue of harassment (clause 3).
- 4) Violation of Campaign Procedures 3 through 12, will result in an immediate disqualification.
- 5) Violations of Procedures 16-19 will result in the removal of the poster/campaign material in question and the candidate(s) who committed the infraction will be restricted from campaigning in the area where the infraction took place.
- 6) Violating four (4) rules concerning posters will result in disqualification from the election.
- 7) Active campaigning with materials by persons who are not candidates or members of campaign teams will result in the candidate(s) being endorsed losing their right to have a campaign team.
- 8) Campaign team members are subject to the same Campaign Procedures as candidates and any violation will incur the appropriate penalty for the executive team responsible for said campaign team member(s).

Section III - Dates and Deadlines

1. RRRR Executives must be elected by February 15.
2. The nomination period must be announced five (5) days before the nomination period begins.
3. If at all possible, the CEO and DEO should design the timeline of the election to permit a second election before February 15.
4. The nomination period must last seven (7) days and the campaign period will commence at the close of nominations and last for between four (4) and seven (7) days.
5. The CEO must be in the RRRR Office for the final three hours of the nomination period to receive nominations.

Section IV - Definitions:

Campaigning: “the process of distributing, exhibiting, presenting, broadcasting, soliciting or making public any sign or gesture so as to exhort or convince any member of the Association support by ballot or any means, any candidate or Electoral Group in an election,” (RRRA C. P. IX aa.).

Campaign Material: “any object of any size made of any substance that is clearly marked so as to suggest support for one or more candidate or candidates in particular“. (RRRA C. P. IX d.)

Active Campaigning: any campaigning that requires person-to-person interaction.