



PRESENT	ABSENT
<p><b>Oliver Jacob</b>, Chairperson  <b>Aodhan Murphy</b>, Deputy Chairperson</p> <p><b>Grace Hamilton-Burge</b>, President  <b>Samantha Nixon</b>, VP Academic &amp; External  <b>Liam Schreiter</b>, VP Finance &amp; Operations  <b>Emily Murray</b>, VP Student Life  <b>Malcolm Anderson</b>, VP Events &amp; Promotions</p> <p><b>Alyssa Hall</b>, Councillor  <b>Samantha Stegen</b>, Councillor  <b>Mackenzie Jarvin</b>, Councillor</p> <p><b>Katie Winters</b>, Arts Senator  <b>Regan Haley</b>, Professional Studies Senator  <b>Jeremy Locke</b>, Graduates Studies Senator</p> <p><b>George Philp</b>, Sustainability Officer  <b>Dena Williams</b>, Equity Officer  <b>Christopher Saulnier</b>, Community Relations Officer  <b>Dahlia Chahine</b>, First Year Officer</p> <p><b>Colin Mitchell</b>, Student Board of Governors Representative</p> <p><b>Ally Smith</b>, Internal Organization Representative</p>	<p><b>Emily Elliott</b>, Councillor</p> <p><b>Anderson Fuller</b>, Science Senator  <b>Jackson Dunn</b>, Theology Senator</p> <p><b>Anna Kieft</b>, Faculty Representative</p> <p><b>Vacant</b>, Administration Representative  <b>Vacant</b>, Board of Governors Rep</p>

ALSO PRESENT
<p><b>Harrison Paul</b>, Chief Returning Officer</p>

1. **Call to Order**

Oliver Jacob, Chairperson, called the Regular Meeting of Council to order at 5:04 PM and welcomed those present. The Chairperson opened the meeting with the following declaration, "I would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People."

2. **Roll Call**

Oliver Jacob, Chairperson, called the roll, with all SRC Members being present, except Emily Elliott (Councillor), Anderson Fuller (Science Senator), Jackson Dunn (Theology Senator), and Anna Kieft (Faculty Representative).

3. **Approval of Agenda (Additions/Deletions)**

Resolution No. 049-18

Moved by: Colin Mitchell, Student Board of Governors Representative

Seconded by: Alyssa Hall, Councillor

**Be It Resolved That** the Agenda for the Regular Meeting of the Students' Representative Council dated Tuesday, January 30<sup>th</sup>, 2018 be adopted.

Resolution CARRIED

4. **Declarations of Conflict of Interest(s)**

Oliver Jacob, Chairperson, declared the following interest:

"As a candidate, I have declared a partial conflict of interest regarding the position I am running for"

5. **Question Period**

None

6. **Approval of the Minutes**

Resolution No. 050-18

Moved by: Christopher Saulnier, Community Relations Officer

Seconded by: Colin Mitchell, Student Board of Governors Representative

**That** the Minutes of the Regular Meeting of the Students' Representative Council listed under Item 6(a) on the Agenda, be adopted (Tuesday, January 23<sup>rd</sup>, 2018), as presented

Resolution CARRIED

**7. Presentations/Delegations**

None

**8. Matters Tabled/Deferred/Unfinished Business**

None

**9. Reports to Council**

None

**10. Committee Reports and Minutes**

**a. Executive Board Update (Grace Hamilton-Burge, President)**

Grace Hamilton-Burge, President, apologized for not having brought the update to Council weekly. She shared that the Executive Board was currently working on the Wall of Women for the Students' Union Building, and the Board of Governors Equity Proposal coming to Council later in the meeting.

**11. Notice of Motions**

None

**12. Correspondence and Petitions**

None

**13. New Business**

**a. Proposed Changes to Operating Procedure No. One (Internal Organizations of the Union) (Oliver Jacob, Chairperson)**

Oliver Jacob, Chairperson, shared that the Proposed Changes to Operating Procedure No. One (Internal Organizations of the Union) originated from the Student Life Committee, and offered to go through the recommended changes.

Emily Murray, VP Student Life, added that it went through the Governance Committee as well, and that the document covers all Internal Organizations.

Oliver Jacob, Chairperson, provided an overview of the Proposed Changes to Operating Procedure No. One (Internal Organizations of the Union), attached as Appendix A and forming a part of these minutes.

Liam Schreiter, VP Finance and Operations, raised that the formal process of application to become an Internal Organization should have a deadline to reach the Financial Affairs Committee. He reasoned that it is a busy time of the year and raised

the possibility of amending it, in order to add a deadline for the second Friday of February.

Grace Hamilton-Burge, President, called on Ally Smith, Internal Organization Rep, in order to ensure she approved of the changes.

Ally Smith, Internal Organization Rep, explained that Emily Murray, VP Student Life, had consulted with her, she was comfortable with the changes, and voiced appreciation for the formalized process of application to become an Internal Organization.

Resolution No. 051-18

Moved by: Colin Mitchell, Student Board of Governors Representative

Seconded by: Katie Winters, Arts Senator

**That** Council amend Operating Procedure No. One (Internal Organizations of the Union) to adopt the proposed changes from the Governance Committee, and Student Life Committee.

**Further That** this resolution come into full force and effect immediately upon its passing thereof.

Resolution AMENDED

Resolution No. 052-18

Moved by: Liam Schreiter, VP Finance and Operations

Seconded by: Dahlia Chahine, First Year Officer

**That** Council amend Resolution No. 051-18, to further amend Operating Procedure No. One (Internal Organizations of the Union) Section 8, Subsection D to read: "After reviewing the Internal Organization application and drafting a Constitution for the new Internal Organization, the Governance Committee shall take a vote on whether they would like to refer the application to Financial Affairs Committee for discussion, prior to the second week of February, at the discretion of the VP Finance and Operations."

Resolution CARRIED

Resolution No. 051-18

Moved by: Colin Mitchell, Student Board of Governors Representative

Seconded by: Katie Winters, Arts Senator

**That** Council amend Operating Procedure No. One (Internal Organizations of the Union) to adopt the proposed changes from the Governance Committee, and Student Life Committee.

**Further That** this resolution come into full force and effect immediately upon its passing thereof.

Resolution CARRIED as amended

**b. Proposed Changes to Operating Procedure No. Four (Universal House Council Constitution) (Oliver Jacob, Chairperson)**

Oliver Jacob, Chairperson, provided an overview of the Proposed Changes to Operating Procedure No. Four (Universal House Council Constitution), attached as Appendix B and forming a part of these minutes.

Oliver Jacob, Chairperson, noted that the recommendation of the Governance Committee is to shorten the application period in order to leave room for consultation with Senior Resident Assistants, Resident Assistants, and House Council Presidents. He stated it currently stands at Thursday, February 1<sup>st</sup>, 2018.

Resolution No. 053-18

Moved by: Emily Murray, VP Student Life

Seconded by: Colin Mitchell, Student Board of Governors Representative

**That** Council amend Operating Procedure No. Four (Universal House Council Constitution) Article 7, Section 2, Subsection A to read: "The application period shall open on the 15<sup>th</sup> day of February in each year and shall close on the 1st day of March in the same year."

**Further That** this resolution come into full force and effect immediately upon its passing thereof.

Resolution CARRIED

Resolution No. 054-18

Moved by: Alyssa Hall, Councillor

Seconded by: Katie Winters, Arts Senator

**That** Council table the Proposed Changes to Operating Procedure No. Four (Universal House Council Constitution) to the next Regular Meeting of Council, and direct the VP Student Life to bring the matter to consult with Senior Resident Assistants, Resident Assistant, and House Council Presidents.

Resolution CARRIED

**c. Program Proposal – Chris McWilliam Speaker Series (Regan Haley, Professional Studies Senator)**

Regan Haley, Professional Studies Senator, provided an overview of her program proposal for the Winter Semester, attached as Appendix C and forming a part of these minutes.

Liam Schreiter, VP Finance and Operation, recognized that while there was no cost, if funding was at all needed, a Wellness Fund application could be filled. He offered to help in the process, if necessary.

Resolution No. 055-18

Moved by: Emily Murray, VP Student Life

Seconded by: Grace Hamilton-Burge, President

**That** Council adopt the Professional Studies Senator's program proposal as presented.

Resolution CARRIED

**d. Board of Governors Equity Proposal** (Grace Hamilton-Burge, President)

Grace Hamilton-Burge, President, explained that the Board of Governors Equity Proposal was a collaborative effort between herself, Colin Mitchell (Student Board of Governors Representative), and Liam Schreiter (VP Finance and Operations). She provided an overview of her proposal, attached as Appendix D and forming a part of these minutes.

Grace Hamilton-Burge, President, noted this proposal was something she would like to bring forward at the Board of Governors meeting on Friday, February 2<sup>nd</sup>, 2018, where the conversation can begin and Board of Governors committees can be struck.

Samantha Nixon, VP Academic and External, expressed appreciation for the work that was presented, and noted it was not easy to introduce such proposals.

Resolution No. 056-18

Moved by: Liam Schreiter, VP Finance and Operations

Seconded by: Colin Mitchell, Student Board of Governors Representative

**That** Council adopt the proposal in principle, and direct the President to proceed with presentations to the Board of Governors.

Resolution CARRIED

**14. Announcements**

Oliver Jacob, Chairperson, stated that the SRC SharePoint had been reorganized to simply finding content, and to grant selective folder permissions. He added that he had changed working files to position titles for an easy transition, however most will look the same.

Samantha Nixon, VP Academic and External, encouraged those present to take advantage of the service, as items that members leave incomplete can be picked up by successors.

Grace Hamilton-Burge, President, further responded to questions on cannabis consultations from the last Regular Meeting of Council, Tuesday, January 23<sup>rd</sup>, 2018. She explained that there was planning for a student engagement session on policy, compliance, and reducing stigma. She added that the official list of cannabis retailers had been released and the nearest retailer to Acadia University was in Lower Sackville, noting a concern for the continuation of black market sales.

Oliver Jacob, Chairperson, shared that these were only initial outlets, and could be expanded at a later date.

Emily Murray, VP Student Life, asked those present to send Acadia photos to Yearbook.

Emily Murray, VP Student Life, added that Mental Health Week will begin next week and encouraged everyone to attend.

Oliver Jacob, Chairperson, asked those present to share the relevant events on Facebook, as posted in the group.

Samantha Nixon, VP Academic and External, encouraged Council to attend the Accessibility Week events, and if not, to share events on Facebook.

Katie Winters, Arts Senator, shared her Career Extravaganza event was being held next week, asked that members of Council attend, and noted there were great employers attending.

Harrison Paul, Chief Returning Officer, in response to comments made at the last Regular Meeting of Council, Tuesday, January 23<sup>rd</sup>, 2018, stated that Facebook friends are not automatically marked as “interested” to candidates’ events.

Harrison Paul, Chief Returning Officer, added that the All-Candidates Meeting had gone well, one person was excused, and that the next priorities were the All-Candidates Debates. He noted that there was an additional mandatory debate hosted by the Athenaeum/Axe Radio for Executive candidates, and to contact them if concerned.

Samantha Nixon, VP Academic and External, asked for clarification on whether the Athenaeum/Axe Radio debate was mandatory.

George Philp, Sustainability Officer, reiterated the concern.

Harrison Paul, Chief Returning Officer, explained that attending the Athenaeum/Axe Radio debate was mandated under his authority as Chief Returning Officer.

Samantha Nixon, VP Academic and External, responded that such authority needed to be looked at by Council.

Grace Hamilton-Burge, President, asked why the additional mandatory debate was not included in his Election Plan, as approved by the Students’ Representative Council.

Harrison Paul, Chief Returning Officer, noted that the organizations responsible only came forward to him after the Election Plan was passed.

Grace Hamilton-Burge, asked how attendance could be mandatory, noting that candidates had already planned their campaigns and the election required equal opportunity.

Oliver Jacob, Chairperson, stated that the action was constitutionally in-line.

Grace Hamilton-Burge expressed her strong opposition to issuing a candidate a points infraction for not attending such an event, and asked what other additional restrictions had been imposed.

Harrison Paul, Chief Returning Officer, responded that the additional restrictions included a necessity for candidates to maintain a “professional attitude”, that candidates cannot campaign on voting days, and cannot support nor oppose the plebiscite on the ballot.

Grace Hamilton-Burge, President, stated to those present that Council had amended the resolution to pass By-Law 3 (Union Elections Act), removing those specific restrictions.

Samantha Nixon, VP Academic and External, specified for the minutes that the Chief Returning Officer needed his authority checked. She expressed strong opposition to subverting the Students’ Representative Council, noted that mandating attendance to an additional debate was heavy-handed, and encouraged Council to make these reviews after the election period.

Samantha Nixon, VP Academic and External, asked Oliver Jacob, Chairperson, whether he believed he was in conflict due from his continuation in the Chair’s Office while running in a Union Election.

Oliver Jacob, Chairperson, noted that he had declared a partial conflict regarding any election issues dealing with the VP Academic and External position, and was approved by Grace Hamilton-Burge, President.

Emily Murray, VP Student Life, asked if these additional restrictions were kept secret prior to the All-Candidates Meeting.

George Philp, Sustainability Officer, noted that the Athenaeum/Axe Radio debate was not posted on the website and that candidates did not know in advance.

Harrison Paul, Chief Returning Officer, reiterated that the conversation occurred after the Election Plan had been passed, and the date was not currently finalized.

George Philp, Sustainability Officer, asked if a mandated event would need to appear in the Election Plan, as approved by the Students’ Representative Council.

Samantha Nixon, VP Academic and External, directing her question at the Chairperson, Oliver Jacob, asked if he was aware of these additional restrictions in advance of candidates.

Oliver Jacob, Chairperson, defended that while he was aware, the information was given to him in order to provide constitutional advice.

Samantha Nixon, VP Academic and External, asked specifically if he was aware of the additional debate hosted by the Athenaeum/Axe Radio.

Oliver Jacob, Chairperson, noted it was possible to allow if candidates were given equal opportunity.

Samantha Nixon, VP Academic and External, asked again if he was aware of the additional debate hosted by the Athenaeum/Axe Radio.

Oliver Jacob, Chairperson, stated he was aware of the additional debate.

Samantha Nixon, VP Academic and External, asked how this would not qualify as a conflict of interest and an advantage over other candidates.

Oliver Jacob, Chairperson, explained his conflict could only begin after the nomination period closed on Monday, January 29<sup>th</sup>, 2018.

Grace Hamilton-Burge, President, rebutted that she had received the Chairperson's declaration of a partial conflict of interest on Monday, January 8<sup>th</sup>, 2018.

Oliver Jacob, Chairperson, noted that it had been given on that day, but dated Monday, January 9<sup>th</sup>, 2018.

Grace Hamilton-Burge, President, reiterated that her copy of the declaration of the Chairperson's conflict of interest was dated Monday, January 8<sup>th</sup>, 2018.

Oliver Jacob, Chairperson, opened the declaration of conflict of interest document, and confirmed it was dated Monday, January 8<sup>th</sup>, 2018.

Malcolm Anderson, VP Events and Promotions, again asked for clarification that the Chairperson, Oliver Jacob, had been disclosed to information pertaining to a separate debate hosted by the Athenaeum/Axe Radio in advance of candidates.

Oliver Jacob, Chairperson, confirmed that was the case.

Katie Winters, Arts Senator, asked for specificity on the debate, its intended purpose, and format.

**Colin Mitchell, Student Board of Governors Representative  
Left his seat at 7:23PM**

Colin Mitchell, Union Media, explained that Union Media can independently cover elections, and that the debate had been drafted in consult with the Editor-in-Chief, Sidharth Kondapuram.

Grace Hamilton-Burge, President, recognized that the debate itself was a good idea, as it shows independence, and can be more informal. She added that the problem was that it was mandatory, and not approved by Council.

George Philp, Sustainability Officer, stated that notifying Council in advance would have been appropriate, and that it was clear that Oliver Jacob, Chairperson, was at a significant conflict having been aware of the additional debate in advance.

Oliver Jacob, Chairperson, responded that he only knew of the idea of the debate.

Samantha Nixon, VP Academic and External, shared that she liked the event itself, but rather not the imposition of authority, non-disclosure to Council, and mandating attendance for candidates. She asked if the details of the event were given to Oliver Jacob, Chairperson.

Oliver Jacob, Chairperson, clarified that he knew only of the idea of the additional debate.

Malcolm Anderson, VP Events and Promotions, accused the Chairperson, Oliver Jacob, of evading the question.

Grace Hamilton-Burge, President, recommended these concerns be brought to herself as Integrity Commissioner.

Oliver Jacob, Chairperson, shared that the Code of Conduct was available for all members and outlined the complaint process.

Colin Mitchell, Union Media, expressed apologies on behalf of the Athenaeum, noting that it should have been brought to Council earlier.

**Colin Mitchell, Student Board of Governors Representative  
Took his seat at 7:36PM**

Aodhan Murphy, Deputy Chairperson, asked all non-executive members whom were not running in the General Election to sign-up for their Poll Clerk shift, as the list had been emailed to those eligible.

Christopher Saulnier, Community Relations Officer, recognized the work that Jordan Waterbury had undertaken for Accessibility Week and wished to nominate him as Axe Person of the Week.

Oliver Jacob, Chairperson, noted in the sake of full disclosure that he was the most recent member of the Accessibility Advisory Committee.

Resolution No. 057-18

Moved by: Christopher Saulnier, Community Relations Officer

Seconded by: Alyssa Hall, Councillor

**That Council recognize Jordan Waterbury as Axe Person of the Week.**

Resolution CARRIED

Grace Hamilton-Burge, President, expressed appreciation for the approval of the Board of Governors Equity Proposal, and thanked those present. She recognized that it had the potential to make serious change, and that she was looking forward to bringing it to the Board.

Emily Murray, VP Student Life, announced that the Student Organization of the Month will be announced at the next Regular Meeting of Council, Tuesday, February 6<sup>th</sup>, 2018.

Oliver Jacob, Chairperson, responded that the next Regular Meeting of Council would not be held until Tuesday, February 13<sup>th</sup>, 2018, and asked if the Student Organization of the Month could be nominated this week.

Mackenzie Jarvin, Councillor, raised the possibility of nominating the Not Afraid Campaign.

Grace Hamilton-Burge, President, noted that the Acadia Photographic Society had been responsible.

Dena Williams, Equity Officer, added that the Society had already been nominated for Student Organization of the Month earlier in the academic year.

Resolution No. 058-18

Moved by: Emily Murray, VP Student Life

Seconded by: Katie Winters, Arts Senator

**That** Council recognize the Acadia Axetreme as the Student Organization of the Month for January, 2018.

Resolution CARRIED

**15. Resolutions**

None

**16. Closed Session**

None

**17. Confirmatory Resolution**

Resolution No. 059-18

Moved by: George Philp, Sustainability Officer

Seconded by: Dena Williams, Equity Officer

**Whereas** Subsection 4(b) of the A.S.U. Constitution, as amended, provides that the powers of the Acadia Students' Union are to be exercised by the Students' Representative Council; and

**Whereas** it is deemed expedient that the proceedings of the Students' Representative Council at this meeting be confirmed and adopted by resolution;

**Therefore Be It Resolved That** the Students' Representative Council of the Acadia Students' Union enacts as follows:

1. **That** the action of the Council at its meeting held on the 30<sup>th</sup> day of January, 2018 at 6:00 PM in respect to the recommendation contained in any reports and in respect to

each motion, resolution and other action passed and taken by the Council at its said meeting is hereby adopted and confirmed;

2. **That** the Chairperson and the proper officers of the Union are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf.

Resolution CARRIED

### **18. Adjournment**

Resolution No. 060-18

Moved by: Dena Williams, Equity Officer

Seconded by: Emily Murray, VP Student Life

**That** the Regular Meeting of Council dated Tuesday, January 30<sup>th</sup>, 2018 be adjourned at 7:41 PM.

Resolution CARRIED

**Operating Procedure 1**  
**(Internal Organizations ~~of the Union~~)**

**Acadia Students' Union**

**Amended in ~~January 2018~~**

1. The official Internal Organizations of the Union must meet the following criteria:

- (a) They will benefit all or a significant portion of the student population.
- (b) ~~The Financial Affairs Committee will have ratified the existence of these organizations through a two-thirds vote, and will approve their budgets each year.~~
- (c) Council has the power to ratify new internal organizations through a two-thirds vote in accordance with the Constitution, its By-Laws and Operating Procedures, and will approve their budgets each year.
- (d) The mandate of these organizations will include one or more of the following:
  - i. Peer support;
  - ii. Promotion of equality of opportunity and treatment among groups on campus;
  - iii. Inter-student communication; and/or
  - iv. Student education.
- (e) ~~Internal organization will only be granted this status if they cannot provide the above benefits as a club.~~

2. The Internal Organizations of the Union are:

- (a) Acadia Graduate Students (AGS)
- (b) Acadia Pride
- (c) Axe Radio
- (d) Centre for Global Education (CGE)
- (e) Community Outreach Acadia
- (f) *The Athenaeum*
- (g) The Axe Yearbook
- (h) ~~The Mental Health Society Acadia~~ Mental Health Initiative

(i) The Women's Centre

3. Internal Organizations are governed by the following stipulations:

(a) Hiring for coordinators is conducted by the outgoing Vice President Student Life, incoming Vice President Student Life (non-voting), two members of the S.R.C. and the current coordinator (non-voting).

i. The hiring of the Editor-in-Chief of *The Athenaeum* shall be conducted by *The Athenaeum* Publishing Board, as outlined in *The Athenaeum* Constitution, in conjunction with the incoming Vice President Student Life (with vote).

ii. The removal of the Editor-in-Chief shall be done by *The Athenaeum* Publishing Board, in conjunction with the Vice President Student Life (with vote).

(b) The coordinator/editor/executive of an Internal Organization is eligible to receive an honorarium.

(c) Internal Organizations shall submit budgets to the Vice President Finance and Operations at his/her request, ~~and are responsible for keeping a complete and accurate account of all transactions, which shall be submitted to the S.R.C. or the Executive Board upon request.~~

4. Any Internal Organization Coordinator, with the exception of the Editor-in-Chief of *The Athenaeum*, may be removed from their position by the Review Board if a recommendation is made by the ~~appropriate Vice President~~ VP Student Life and ~~relevant standing committee~~, Student Life Committee.

(a) Should an Internal Organization Coordinator resign or be removed from their position, their replacement shall be appointed by Council, on the recommendation of a hiring committee comprised of the Vice President Student Life, two (2) Members of Council, and one (1) member of the Internal Organization (as internally selected).

(b) ~~This decision may be overturned to the S.R.C. through a two-thirds majority vote.~~

5. The Union shall not exercise any editorial control over the content of *The Athenaeum*.

6. One general non-voting seat on S.R.C. to be shared between all IOs coordinators or determined by vote between IO coordinators.

7. One general voting seat on the Financial Affairs Committee, to be determined by vote between IO coordinators.

## 8. Formal Process of Application to Become an Internal Organization

- (a) ASU-ratified clubs and societies who wish to become an Internal Organization of the Acadia Students' Union may submit an application in the prescribed form to the VP Student Life, who will bring the application to the Student Life Committee for initial review.
  - i. Applications for the next fiscal year (April 1<sup>st</sup> to March 30<sup>th</sup> in each year) shall be accepted between the beginning of the Fall Semester in one year and up to ~~January 31<sup>st</sup>~~ **January 15<sup>th</sup>** in the next year.
- (b) After reviewing the requirements of Operating Procedure 1 (Internal Organizations), the Student Life Committee shall take a vote on whether they feel like the Internal Organization would fulfill the requirements above.
  - i. Following a positive recommendation, the application will be forwarded to the Governance Committee who will work with the applicant(s) to create a draft Constitution.
  - ii. Following a negative recommendation from the Student Life Committee, the applicant(s) may choose to bring the matter to Governance Committee for secondary review.
- (c) Governance Committee shall review any Internal Organization application forwarded by the Student Life Committee, and may, at its discretion, consider any Internal Organization applications that do not receive the approval of the Student Life Committee.
- (d) After reviewing the Internal Organization application and drafting a Constitution for the new Internal Organization, the Governance Committee shall take a vote on whether they would like to refer the application to **Financial Affairs Committee** for discussion.
- (e) After reviewing the Internal Organization application and the draft budget for the next fiscal year, the **Financial Affairs Committee** shall take a vote on whether they would feel like the application can be approved in line with our fiscal policies and whether they would like to refer the application to Council for final review and approval/rejection.
- (f) Council shall review any Internal Organizations that are referred to it by the **Financial Affairs Committee**, Governance Committee and/or Student Life Committee and may approve applications through a two-thirds vote in Open Session.

**Operating Procedure 4**

**(House Councils)**

**~~Universal House Council Constitution~~**

**Acadia Students' Union**

**Amended in **January 2018****

## Article I: Purpose and Intent

1. House Councils shall strive to:

- (a) Foster a sense of community, house pride, and spirit amongst the residents of the House;
- (b) Represent residents' interests at all levels of government within the Acadia Students' Union and Acadia University;
- (c) Afford opportunities for all residents to meet new people and engage in social activities designed for their enjoyment and benefit;
- (d) Foster a sense of pride in residents in the accomplishments of residents and of the House;
- (e) Make all residents aware of the resources available across campus.

## Article II: Membership

1. All residents of the House are members of the House Council.

2. The House Council shall consist of the following voting members:

(a) Executive Board:

- i. President;
- ii. ~~Executive~~ Vice President ~~Communications~~;
- iii. ~~Vice President Events~~;

(b) ~~Representatives Officers~~:

- i. ~~Fresh First Year~~ Representative;
- ii. Environmental Representative;
- iii. International Representative;
- iv. Sports Representative;
- v. Floor/~~Section~~ Representatives;
- vi. ~~The Sexual Health~~ Health and Wellness Representative;

~~vii. Executive Assistant.~~

3. The Senior Residence Assistant (SRA) of the residence shall be invited to participate in all meetings as a non-voting member.
4. All ~~Representatives Officers~~ shall serve as non-voting members of House Council.
5. Honorary, non-voting members may be invited to attend regular meetings upon consensus of House Council.

### Article III: Responsibilities

1. The President shall:
  - (a) Preside over all meetings of the executive board;
  - (b) Promote constructive student spirit;
  - (c) Provide a monthly report detailing the activities of the House Council to the Vice President Student Life;
  - (d) Represent residents at all House Presidents Committee meetings of the Students' Representative Council;
  - (e) Provide detailed communication about house activity during each meeting of the House Presidents Committee;
  - (f) Supervise the work of the ~~Vice Presidents Executive Vice President~~ and all other House Council members;
  - (g) Supervise the day-to-day affairs of the House;
  - (h) Supervise all programs of the House Council;
  - ~~(i) Distribute house e-mails;~~
  - ~~(j) Maintain House accounts for the House Council;~~
  - (k) Draft a year-long budget, in consultation with the VP Finance and Operations of the Acadia Students' Union, ~~to be ratified at the first meeting of House Council~~ in order to ensure finances are responsibly used throughout the year;
  - (l) Report to House Council on the financial affairs of the House;

- (m) Receive and record all payments;
- (n) Work with all members on House Council to ensure projects are fiscally responsible;
- (o) Ensure transparent and accountable financial management;
- (p) Maintain a sessional GPA of 2.0.

2. The Vice President Communications ~~Executive Assistant~~ shall:

- (a) Perform the duties of the President in his/her absence;
- (b) Assume the position in the event that the President is removed from or leaves office;
- (c) Develop a communication strategy to advertise all meetings, events and activities;
- ~~(d) Write all House emails and submit them to the President for approval;~~
- (e) Share and invite students over social media to all campus events directed by House President and the SRC;
- (f) Record and publicize all minutes at each meeting of the executive board and House Council;
- (g) Provide an agenda in advance of all meetings;
- (h) Oversee all complaints, and if necessary, impeachment proceedings;
- (i) Approve all honorariums;
- (j) Provide performance evaluations in a manner that ~~he/she~~ they sees fit;
- (k) Preside over all in-house elections, in consultation with the Chief Returning Officer of the Acadia Students' Union;
- (l) Maintain a sessional GPA of 2.0.

3. The ~~Executive~~ Vice President Events shall:

- (a) Attend monthly meetings with A.S.U. Vice President Events and Promotions;

- ~~(b) Provide a proposal of events at the first regular meeting of House Council in each semester, including Plan and hold at least one event each month of the academic year, four of which must be alcohol-free;~~
- (c) Serve as the liaison with the [Bar Manager](#), Building [Services and Events](#) Manager, and any other event contacts;
- (d) Organize and oversee all social events approved by House Council;
- ~~(e) Take all steps necessary to ensure the safety and well-being of all students at House events;~~
- ~~(f) Work with the President and A.S.U. Vice President Finance and Operations to ensure fiscally responsible events;~~
- (g) Coordinate House Council involvement in all House events and activities;
- ~~(h) Maintain a sessional GPA of 2.0.~~

4. The ~~Fresh~~ [First Year](#) Representative shall:

- (a) Serve as the voice of all first-year residents in meetings of House Council;
- (b) Facilitate communications with first-year residents of the House;
- (c) Work with the ~~Executive~~ Vice President [Events](#) to ensure that programming meets the expectations of under-age residents;
- (d) Encourage first-year residents to actively participate in the events of the House.

5. The Floor/[Section](#) Representatives shall:

- (a) Serve as the voice of all residents of the floor/[section](#) represented;
- (b) Facilitate communications with all residents of the floor/[section](#);
- (c) Encourage residents of the floor/[section](#) to actively participate in the events of the House.

6. The Sports Representative shall:

- (a) Arrange all intramural teams of the House;
- (b) Encourage resident participation at House games;

- (c) Coordinate practice times, if requested;
- (d) Be responsible for promotions of sporting games on campus;
- (e) Meet on a regular basis with the Intramural Coordinator as determined by the Intramural Coordinator;
- ~~(f) Be responsible for bi-weekly or monthly meeting with Intramural Coordinator or as determined by Intramural Coordinator;~~
- ~~(g) Be responsible for meeting with Acadia Athletics department at the start of every month or as determined by A.S.U. Vice President Events and Promotions.~~

7. The International Representative shall:

- (a) Serve as the voice of international residents at House Council;
- (b) Facilitate communications with international residents of the House and ensure adequate programming;
- (c) Serve as a liaison with the Centre for Global Education.

8. The Environmental Representative shall:

- (a) Encourage House Council to be environmentally conscious;
- (b) Meet on a regular basis with the A.S.U. Sustainability Officer as determined by the A.S.U. Sustainability Officer;
- (c) Provide information campaigns and events to reduce ecological footprint.

9. The Health and Wellness Representative shall:

- (a) Encourage House Council to be conscious of the sexual, mental, emotional, and physical health of students when planning events;
- (b) Work with the Acadia Sexual Health Working Group, Acadia Mental Health Initiative Society, Peer Support Centre, Women's Centre and other on- and off-campus groups to build events, policy and programs that address the needs for all students on campus;
- (c) Actively engage and participate in the promotion of all sexual, mental, emotion and physical health related events or campaigns hosted by the Acadia Students' Union;

~~(d) Promote all forms of wellness within the context of Welcome Week and continually throughout the year.~~

~~10. The Executive Assistant shall:~~

~~(a) Record and publicize all minutes at each meeting of the executive board and House Council;~~

~~(b) Provide an agenda in advance of all meetings;~~

~~(c) Oversee all complaints, and if necessary, impeachment proceedings;~~

~~(d) Approve all honorariums;~~

~~(e) Provide performance evaluations in a manner that he/she sees fit;~~

~~(f) Preside over all elections;~~

~~(g) Maintain a sessional or cumulative GPA of 2.0.~~

#### **Article IV: Finances**

1. All funds collected through membership dues or fundraising shall be managed in the best interest of all residents.
- ~~2. All expenditures shall be published on the main bulletin board in the Residence lobby.~~
3. A detailed report of all financial activities of the term will be made available to students upon request within reasonable amount of time.
4. If any resident should have a concern regarding the fiscal management of House Council, they may submit a complaint to the **Vice President Communications Executive Assistant** and/or the A.S.U. Vice President Student Life. A follow up will be provided within 5 working days starting on the day the complaint was submitted.
5. All reimbursement requests for House Council expenditures must be signed by the House Council President **and Executive Vice President**.

#### **Article V: Meetings**

1. Meetings shall provide an opportunity for robust discussion and debate for all issues relevant to residents.

2. House Council shall meet at least ~~biweekly~~ ~~once per month~~, at a time announced by the President, ~~and~~ determined by general consensus.
3. The Executive Board shall meet at least once per week, at a time announced by the President, ~~at a time and~~ determined by general consensus.
4. Regular meeting times shall be published on the lobby bulletin board and in all House emails.
5. Members will be informed of all House Council meetings at least 7 days in advance.
6. All meetings shall be open to residents, unless in-camera status is deemed necessary by two-thirds of House Council.
7. Each member is responsible for providing notice of absence at least 12 hours in advance of the meeting. If a member fails to provide adequate notice, he or she will be subject to disciplinary action as outlined in this constitution.

#### **Article VI: Hiring of Executive Board**

1. The President, ~~Vice President Communications~~ and ~~Executive~~ Vice President ~~Events~~ of each House Council shall be hired by a hiring committee comprised of the incoming Vice President Student Life, the outgoing House President, two (2) non-Executive of the A.S.U. Students' Representative Council, and the incoming Senior Residence Assistant (SRA) as a non-voting member.
2. The hiring process shall consist of the following elements and timeline dates;
  - (a) The application period shall open on the 1<sup>st</sup> day of February in each year and shall close on the 1<sup>st</sup> day of March in the same year.
  - (b) Prospective applicants shall submit a cover letter and resume as well as a creative submission that illustrates why they would be the best candidate for the position and what the Acadia experience, event planning and residence life means to the candidate.
  - (c) After the application period closes, the Vice President Student Life shall contact all applicants of sufficient quality to invite them to a group interview session.
  - (d) The group interview process shall be determined by the Vice President Student Life, in consultation with the House Presidents Committee and Residence Life staff to ensure that all aspects of the positions are evaluated in a fair and equitable manner.

- (e) During the group interview process, **each** outgoing House President, **Vice President Communications** and **Executive-Vice President Events** who are not running for re-appointment will participate as facilitators and observers.
  - (f) All facilitators and observers shall provide some form of written documentation on each candidate at their station (i.e. scoring rubric, comment card, etc.) for the Hiring Committee to review.
  - (g) After the group interview(s) are completed, the Hiring Committees shall meet collectively to discuss the selection for each House. Facilitators and note takers can share their input on every House contest with the decision to be made by the individual Hiring Committee of each residence.
  - (h) Successful candidates shall be contacted by the Vice President Student Life within 48 hours of the decision to inquire if they accept the position.
  - (i) All candidates and members of each House will be informed of the hiring decisions within 48 hours of the successful candidate's acceptance of the offer to serve by the Vice President Student Life.
3. The Acadia Students' Union retains the right to not fill the position.

#### **Article VII: Election of **Representatives Officers****

1. The By-Election, for all **Representatives Officers** ~~except the Executive Assistant~~, shall take place on the first Wednesday of October.
2. All candidates shall submit a nomination form to the **Vice President Communications Executive Assistant**, including the signatures of ten residents **in-house**, supporting his/her candidacy.
- ~~3. All candidates will have the opportunity to make a presentation at a Candidate Forum held by the Executive Assistant / President and all outgoing members of House Council.~~
4. All campaign materials must be taken down ~~by midnight on the Monday before the election.~~ **within 24 hours of the close of election polling.**
5. The ballots shall list all candidates in alphabetical order.
6. Each ballot will be signed by the election administrator immediately before it is handed to the voter.
7. A candidate must receive the majority of votes cast to be declared elected.

8. If there is no majority winner in the election, those candidates who received the largest number of votes will participate in another election, to take place on the following Wednesday.
9. Any candidates running unopposed must receive a majority of ballots cast in order to win the election in the Yes/No election for that position.
10. In the event of electronic balloting, the ~~outgoing~~ President and the ~~outgoing Executive Assistant Vice President Communications~~ shall certify the election results, unless they are a candidate in the election. In the event that the President and/or ~~Vice President Communications Executive Assistant~~ is a candidate, ~~an outgoing another~~ House Council member will be appointed by House Council to certify the results.
11. In the event of paper balloting, the count will be witnessed by ~~the one outgoing~~ President, unless ~~he/she~~ they are ~~is~~ a candidate in the election. In the event that the President is a candidate, ~~the Vice President Events shall witness the counting. an outgoing another House Council member will be appointed by the Vice President Communications Executive Assistant.~~
12. In the event of paper balloting, candidates may provide a scrutineer.
13. Any election complaints will be heard by a committee comprised of the ~~Vice President Communications Executive Assistant~~, ASU Vice President Student Life and ~~outgoing~~ President. If any of the complaint committee members are participants of the election, or involved in the complaint, the Chairperson of the A.S.U. Students' Representative Council will stand in ~~his or her~~ their place.

#### **~~Article VIII: Appointment of Executive Assistant~~**

- ~~1. The Executive Assistant shall be appointed by a committee including the outgoing President, incoming President, incoming Executive Vice President and the outgoing Executive Assistant as a non-voting member.~~
- ~~2. The position opening will be published in emails and on the House bulletin board.~~
- ~~3. The committee will make a selection by the last Wednesday in April.~~
- ~~4. Once the committee has made a selection, the successful candidate will make a bid to be ratified by the outgoing House Council.~~
- ~~5. If the candidate is not approved by House Council, the hiring process will be revisited by the incoming House Council once they take office.~~

## Article IX: Impeachment

1. Any member of House Council can be impeached upon:
  - (a) A motion supported by two-thirds of House Council;
  - (b) Missing three meetings;
  - (c) A vote, administered by the **Vice President Communications Executive Assistant**, of at least two-thirds of residents.
2. The President of House Council will be impeached if ~~he/she they~~ misses three meetings of the House Presidents Committee, provided that ~~he or she they~~ does not send a delegate.

## Article X: Complaints

1. Any resident may submit a complaint about any individual, or group of individuals, on House Council.
2. Complaints will be submitted to the Vice President Student Life of the A.S.U. Students' Representative Council.
3. The complaint will be heard by the Chairperson of the A.S.U. Students' Representative Council, the A.S.U. Vice President Student Life, and the **Vice President Communications Executive Assistant** of the House Council.
4. If a complaint is found to confirm an action committed by a member of House Council that negatively affected the House Council or its residents, the committee shall provide appropriate reparation measures. These measures may include a(n):
  - (a) Written warning;
  - (b) Full or partial reduction in benefits or honorarium;
  - (c) Suspension of duties;
  - (d) Other measure that the committee deems appropriate.

## Article XI: Honoraria

1. ~~The Executive Vice President Events~~ of House Council is entitled to an honorarium totaling no more than \$30.

- (a) ~~This sum is to be paid in the form of a SUB card.~~
2. ~~The Vice President Communications Executive Assistant of House Council is entitled to an honorarium totaling no more than \$30.~~
- (a) ~~This sum is to be paid in the form of a SUB card.~~
3. ~~The President of House Council is entitled to receive the designated "Presidents' Jacket" or the equivalent value in the form of a SUB card.~~
- (a) ~~This jacket will necessarily include:~~
- ~~i. The crest of Acadia University~~
  - ~~ii. The last name of the President~~
  - ~~iii. The House name~~
  - ~~iv. The President's title~~
- (b) ~~This jacket shall only be available to House Council Presidents, both past and present;~~
- ~~i. Any past President may purchase the jacket at their own expense.~~
4. Members of House Council Executive will receive honoraria not to exceed the following amounts:
- (a) President - \$250
  - (b) Vice President Events - \$150
  - (c) Vice President Communications - \$150
5. A summary of all honoraria will be submitted by the ~~Vice President Communications Executive Assistant~~ and President to the Vice President Student Life and Vice President Finance & Operations of the Acadia Students' Union.
6. The summary will be signed by the President, ~~Executive~~ Vice President ~~Events~~ and ~~Vice President Communications Executive Assistant~~.

## 7. Transition

- (a) Members of the House Council Executive during the 2017/2018 academic year will receive honoraria not to exceed the following amounts:
- i. President - \$250
  - ii. Executive Vice President - \$175

iii. Executive Assistant - \$125



# Acadia Students' Union SRC Program/Project Proposal

Completed SRC Program/Project Proposals should be submitted as a Microsoft Word document to the Chairperson at least forty-eight (48) hours prior to the Council meeting at which you would like to discuss it. The document should be named "Date - SRC Program/Project Proposal- FirstName LastName". Any requests for funding should be outlined in the application (i.e. SRC budget line, Wellness Fund, Student Activities Fund, other source(s)).

## **PART 1 – Pre-program/project proposal (to be filled out for council)**

Program/Project Details:	
<b>Program/Project Name:</b>	Chris McWilliam Speaker Series
<b>Program/Project Location:</b>	KCIC Auditorium
<b>Date &amp; Time of Event:</b>	February 27 <sup>th</sup> , 2018 – 5pm
<b>Name of SRC Member(s) involved:</b>	Regan Haley
<b>Publicizing tools (i.e. social media, posters, word of mouth, etc.)</b>	Social media, word of mouth, posters

**Description:** Outline the details of the program, how it will benefit students, the materials that will be used, the estimated costs, and funding sources.

I am interested in hosting a speaker series in the KCIC auditorium on Tuesday, February 27<sup>th</sup> at 5pm. The speaker will be Chris McWilliam, a former Acadia grad. Chris has dealt with mental health issues in the past and is interested in coming to share his personal story, his experience with the health care system in Nova Scotia, mental health and the workplace, and how he manages his mental illness as a professional. He works as an Occupational Therapist in Halifax, and also teaches in the OT department at Dalhousie University. Chris has offered to speak free of charge as he is passionate about this topic and a big advocate for mental health and wellness, therefore, he believes sharing his story will help many others through their schooling and careers. I am interested in covering the costs of his gas as he will be driving here from Halifax; however, I received this funding from the Acadia Kinesiology Society. I will be providing Chris with a small gift as well after he is finished speaking. These are the only expected costs of this event as we are able to book the space for free. The event will last approximately an hour and a half. The first hour will be dedicated to his "lecture" and the last half hour will be a Q&A period. I feel strongly about this topic and I have no doubt in my mind that this will benefit the Acadia student body. Originally, my initial plan was to tailor this to Professional Studies students; however, once Chris explained his topic in detail, it became extremely clear that this could benefit ALL students. Chris's experiences with the practical and emotional side of mental illness can give insight to many other students struggling with similar illnesses and will offer tips to manage mental illness and how to cope on a daily basis in the professional world. I will be making posters and posting them around campus. I will also create a Facebook event and heavily publicize this event on social media.

# SRC Program/Project Proposal

## **PART 2 – Post-program/project reflection (to be filled out after program/project)**

**Summary:** Describe success, obstacles, and challenges. Would you repeat this event? What changes would make it more successful? What wouldn't you do again?

### **Logistics (to be filled out after program/project):**

Number of Students who attended (including SRC Members): \_\_\_\_\_

Names of SRC Members who attended: \_\_\_\_\_

Program total cost: \_\_\_\_\_

Cash value donated: \_\_\_\_\_

Items donated: \_\_\_\_\_

Where donations came from (if applicable): \_\_\_\_\_

Contact information of companies/people who in some way assisted the event:

- 1.
- 2.
- 3.
- 4.

## Diversity on the Acadia University Board of Governors

Presented by Acadia Students' Union

Acadia University is proud to be the home of students from across 60 countries and across Canada. This year we proudly raised the Mi'kmaq Grand Council Flag over University Hall. We take pride in having a strong International Centre, hard-working Women's Centre and inclusive Pride Centre within the Acadia Students' Union Building. Acadia University was founded on the principle of inclusion. Our first female student graduated in 1884, and Acadia Students' Union (ASU) was one of the earliest student's unions to have a female President.

The Board of Governors mission statement is the following:

*The mission of Acadia University is to provide a personalized and rigorous liberal education; promote a robust and respectful scholarly community; and inspire a diversity of students to become critical thinkers, lifelong learners, engaged citizens, and responsible global leaders.*

The Board is composed of 37 voting members. As President of the ASU, I am currently 1 of 8 women serving on the Board. Women hold 21.6% of the vote on a Board that governs a campus home to 69% female students. Gender diversity is low, but that is not the only category the Board fails in. Ethnic diversity around the table is almost non-existent.

The lack of diversity around the table is not due to a lack of unqualified women, people of colour, indigenous people or other various backgrounds. I believe that the lack of diversity around the table is due to selection processes and underlying systemic process to determine who sits on the Board. We need to take a hard look at how we are choosing to represent our school at an institutional level and consider options that will better represent the body of our University.

The Acadia Students' Union brings forward today a recommendation to the Board and a request for commitment to equity.

Recommendation:

1. Use the Governance Committee and Executive Committee to determine best practices for increasing equity on the Board of Governors

Commitments from the Board of Governors:

1. A Board of Governors consisting of at least 50% of Governors identifying as female and increasing gender expression diversity overall by the academic year 2020/2021
2. Increase diversity of our Board to have 50% of the Governors identify as black, indigenous, people of colour by 2024/2025
3. Increasing regional diversity to better represent students from across Canada
4. Create an internal review process and policy to address equity, inclusion and diversity within the Board for following years
5. The Board of Governors will secure two spots for indigenous representatives to sit as voting members on the Board

6. The Board of Governors will give a land acknowledgment of Mi'kma'ki at the beginning of every Board meeting

Acadia Students' Union is looking forward to working with Acadia University's Board of Governors to commit to the values of diversity, equity, and inclusion in our practices and procedures.

Sincerely,



Grace Hamilton-Burge  
President  
Acadia Students' Union



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