
**The Constitution of the Lister Hall Students'
Association**

Last Updated: October 20, 2019



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1. NAME

- 1.1. The name of the Organization shall be the "Lister Hall Students' Association," hereinafter referred to as the "Association" or the "LHSA".

2. PURPOSE

- 2.1. The Association shall:
 - 2.1.1. Advance and enhance the general welfare and quality of lifestyle of its Members through peer support in order to ease the transition to University.
 - 2.1.2. To advocate for and successfully represent the residents of Lister Centre and their diverse needs.
 - 2.1.3. Organize and promote the social, educational, and leadership development for the interest and benefit of its members.
 - 2.1.4. Promote positive relations between the Association and the external community to optimize the evolving Lister experience.

3. MEMBERSHIP

- 3.1. Membership Category:
 - 3.1.1. Base Membership: automatic upon acceptance to Lister Residence by the Department of Residence Services.
 - 3.1.2. Paid Membership: members who have paid the Residence Association Membership Fee.
- 3.2. Every Member of the Association who is not an Officer of the Association or an employee of the Lister Hall Students' Association or Residence Services is considered a "Student-at-Large"
- 3.3. Membership shall be for the duration of the Member's contract with Residence Services, with respect to the Lister Residence.
- 3.4. Any Member who is expelled or withdraws from the Lister Residence shall lose membership in the Association, and shall not be entitled to any refund or transfer privileges of the Association Fee after the refund deadline.

4. OFFICERS

- 4.1. All Officers of the Association shall:
 - 4.1.1. Be registered as a student at the University of Alberta;

- 4.1.2. In the year of their nomination, have a grade point average (GPA) of 2.3 in the fall session and an overall GPA of 2.3 for both the fall and winter semesters combined;
 - 4.1.2.1. If an officer has a combined GPA between 2.0 and 2.3 for both the fall and winter semesters combined, the Executive Committee may choose to waive the GPA requirement if presented with an academic success plan.
 - 4.1.2.2. If an officer has failed to meet the GPA requirement in the year of their nomination due to what is deemed to be special or extenuating circumstance, the Executive Committee may decide to waive the GPA requirement.
- 4.1.3. Maintain a GPA of 2.3 in the fall session of their term in office;
 - 4.1.3.1. The Executive Committee may waive the GPA requirement if presented with an academic success plan.
 - 4.1.3.2. An officer is ineligible for the academic success plan if they submitted one for the previous semester.
 - 4.1.3.3. Not be an executive member of any other associations, the Students' Union, clubs or other student organizations at the University of Alberta without prior consent from the Executive Committee;
 - 4.1.3.4. Have been a resident student at the Lister Hall Residence during the immediately preceding Winter Session, and continue to be a resident student during the term of office.
 - 4.1.3.5. Fulfill the responsibilities of the particular office.
 - 4.1.3.6. Be chosen by election as per the election rules relevant to their position.
- 4.2. No officer in the Association may hold the same position for more than two (2) terms of office, consecutive or otherwise unless in the case of appointment by the President in which case one (1) additional term of office may be served.
- 4.3. Qualifications of all the Officers of the Association shall be reviewed during the summer and again between the fall and winter semesters.
 - 4.3.1. If any officer does not meet the above qualifications, the officer shall be dismissed.
- 4.4. The Officers of the Association shall be:
 - 4.4.1. President;
 - 4.4.2. Vice President (Student Life);

- 4.4.3. Vice President (Finance and Administration);
 - 4.4.4. Vice President (Internal);
 - 4.4.5. Vice President (Public Relations and Operations);
 - 4.4.6. One (1) Hall Vice President for each Lister Residence Hall occupied by Members;
 - 4.4.7. One (1) Floor Coordinator for each floor occupied by Members.
- 4.5. Terms of Office
- 4.5.1. Officers of the Association shall hold office from May 1 to April 30th the following year, subject to continued eligibility and satisfactory performance of their duties.
 - 4.5.2. Officers of the Association shall be considered probationary hires upon being elected to their respective positions. Officers shall continue to be a probationary hire until the following requirements have been met:
 - 4.5.2.1. Submission of grades proving adequate academic standing;
 - 4.5.2.2. Submission of the Employee Information Form;
 - 4.5.2.3. Completion of LHSA training as deemed appropriate by the President; and
 - 4.5.2.4. Submission of a signed Officer Job Contract.
 - 4.5.3. Officers of the Association must complete their probationary requirements no later than:
 - 4.5.3.1. September 30th for Officers elected or hired prior to the beginning of the school year during which they will hold office.
 - 4.5.3.2. 30 days after appointment for Officers elected in the school year during which they will hold office.
- 4.6. Tenure of Office
- 4.6.1. Any Officer of the Association may be dismissed from their position upon approval of the Executive Committee by reason of:
 - 4.6.1.1. The eligibility requirements described in the Officers section are not being met;
 - 4.6.1.2. Less than satisfactory performance of the duties of the position are not being met;
 - 4.6.1.3. In the case of Floor Coordinator, non-fulfillment of the Floor Coordinator contract.
 - 4.6.2. These positions shall become vacant in the event of dismissal, resignation, completion of the period of service, death, or other incapacity.

4.7. Vacancies of Office

4.7.1. In the event of any vacancies of office, these positions shall be filled, for a maximum of thirty (30) days, in accordance with the following procedures until appropriate elections can be held:

4.7.1.1. President: the Joint Council shall select from among the executive, by a secret ballot simple majority vote of all the members of Joint council present;

4.7.1.2. All Vice Presidents: replacement shall be appointed by the President from the remaining Vice Presidents, or Floor Coordinator, taking into consideration the requirements of each position, performance as a Vice President, or Floor Coordinator, and eligibility requirements described in the Officers section subject to the approval of the Joint Council;

4.7.1.3. Floor Coordinator: an acting Floor Coordinator shall be appointed by the Hall Vice President of the tower concerned.

4.8. Penalization and Termination of Officers

4.8.1. All complaints shall be brought to:

4.8.1.1. The President or VP Finance and Administration for Floor Coordinators;

4.8.1.2. The President for all Vice Presidents; or

4.8.1.3. The Executive Committee for the President.

4.8.2. Once a complaint has been received, the following process shall be followed:

4.8.2.1. The subject of the complaint shall meet with the person(s) responsible for receiving the complaint, who will discuss the duties of the position and which ones are not being met.

4.8.2.1.1.A meeting debrief form shall be completed.

4.8.2.2. The person(s) responsible for receiving the complaint shall decide on the course of action:

4.8.2.2.1.A monetary reimbursement to the association and/or community service hours, allocated by VP Finance and Administration and the supervising executive, that is documented through completion of a penalty agreement.

4.8.2.2.1.1. When a penalty has been assessed and agreed upon by the subject of the complaint and VP Finance and

Administration, the completion of a penalty agreement form.

4.8.2.2.2. Probationary Period

4.8.2.2.2.1. In the case of an incident involving an officer, the supervising executive has the option, in consultation with Vice President Finance and Administration, to put the individual on probation.

4.8.2.2.2.2. During the Probationary Period the individual is not officially affiliated with the LHSA and may not partake in Committee meetings or Joint Council.

4.8.2.2.2.2.1. The Probationary Period starts as soon as the appropriate form has been filled out and signed by VP Finance and Administration and the supervising executive/witness.

4.8.2.2.2.2.2. After an officer has been placed on probation, an official statement needs to be prepared that outlines the reasoning behind the probation.

4.8.2.2.2.2.3. The Probationary Period lasts until either all internal issues have been resolved or the officer has been terminated.

4.8.2.2.2.3. In the case of an FC being put on probation, the appropriate Hall Council will determine how their responsibilities will be distributed.

4.8.2.2.2.4. In the case of a VP or the President being put on probation, the Executive Committee will determine how their responsibilities will be distributed.

4.8.2.2.3. Begin the process as outlined in Section 4.8.3

4.8.3. Formal Complaint Process

4.8.3.1. The subject of the complaint shall appear before the Executive committee

4.8.3.1.1. When the President is the subject of the complaint, the Executive Committee shall decide whether or not it is appropriate to hold a vote.

- 4.8.3.2. If the case will be voted on by the Executive Committee, the subject of the complaint will have a chance to plead their case.
- 4.8.3.3. An in camera discussion will follow at which the subject of the complaint may not be present, and a secret ballot vote will take place on whether or not to terminate the officer's contract.
- 4.8.3.4. The votes will be counted by the Administrative Assistant and shall be destroyed promptly following the count.
- 4.8.3.5. Unless the Executive Committee votes unanimously against termination, the case will then be brought to Joint Council.
 - 4.8.3.5.1. In the case of Floor Coordinators, a two thirds majority vote by the Executive Committee will be considered final.
- 4.8.3.6. At Joint Council, an 'in camera' discussion will occur, during which the subject of the complaint will have a chance to plead their case.
- 4.8.3.7. The officer will then leave the meeting and Joint Council will then vote to terminate the officer's contract, subject to a two-thirds (2/3) majority vote in favour of termination.
- 4.8.3.8. The votes will be counted by the Administrative Assistant and shall be destroyed promptly following the count.
- 4.8.4. Officer Honorarium
 - 4.8.4.1. If an officer enters or leaves their position on any day other than the first or last day of the month, their pay will be prorated for the number of days they worked that month, assuming all job requirements have been satisfied.
- 4.8.5. Violation of duties include but are not limited to:
 - 4.8.5.1. Damaging the Reputation of the LHSA by defamation or slandering of the association, residence services, the university or any of their respective members;
 - 4.8.5.2. Missing meetings – more than fifteen (15) minutes after start of meeting – or arriving late – between one (1) to fifteen (15) minutes after start of the meeting;
 - 4.8.5.3. Misplacing, damaging, or appropriating LHSA property.

5. DUTIES OF OFFICE

5.1. All Officers

- 5.1.1. Each Officer of the Association shall be responsible for representing:

- 5.1.1.1. In the case of Floor Coordinators, the Members residing on the floor on which the officer resides;
- 5.1.1.2. In the case of Hall Vice Presidents, the Members residing in the Lister Residence Hall in which that Officer resides;
- 5.1.1.3. In the case of all other Officers, the entire membership of the Association.
- 5.1.2. Each Officer of the Association shall be responsible for:
 - 5.1.2.1. Submitting a half-way there report by the first Joint Council of the second semester.
 - 5.1.2.1.1. Failure to do so will result in the withholding of their December and subsequent paycheques.
 - 5.1.2.2. Submitting a year-end report before April move out.
 - 5.1.2.2.1. Failure to do so will result in the forfeit of their April paycheque.
 - 5.1.2.2.2. The April paycheque will be withheld until submission of their year-end report.
 - 5.1.2.2.3. Paycheques will not be mailed out.
 - 5.1.2.2.4. Cheques will be kept in the safe for a period of ten (10) years and then turned over to the Bank of Canada.
 - 5.1.2.3. Posting and maintaining office hours.
- 5.2. President
 - 5.2.1. Call all meetings of the Executive Committee and the Joint Council;
 - 5.2.2. Be the chairperson of any/all Employee Selection Board(s);
 - 5.2.3. Be empowered to delegate duties of the President to the Officers of the Association, and to delegate any other Association duties to the Officers of the Association and/or representatives of the Joint Council or sub-committees of the Joint Council;
 - 5.2.4. Review the matters to be placed on the agendas for the meetings of the Joint Council and Executive;
 - 5.2.5. Supervise the activities of each member of the Executive Committee, the Administrative Assistant, Chief Returning Officer, Speaker of the Association, Network and Website Supervisor, Summer Administrative Assistant, and all other Officers of the Association;
 - 5.2.6. Represent the Association at external functions when official invitations are received, and on any external committees;
 - 5.2.7. Have the authority to co-sign cheques on behalf of the Association;

- 5.2.8. Provide the necessary initiative and leadership with the assistance of the other Officers of the Association to ensure that social, recreational, and educational programs are effectively implemented;
 - 5.2.9. Be informed of any liaison between the Floor Coordinators and Residence Services that concerns the Association;
 - 5.2.10. Be responsible for reviewing the Vice Presidents of the Association during each of the University of Alberta Fall and Winter Sessions to ensure the fulfillment of the appropriate Vice President contracts,
 - 5.2.10.1. In the case that a Vice President is replaced, a full review shall be done.
 - 5.2.11. Destroy, in cooperation with the incoming President no later than May 1st, the following documentation from the past fiscal year:
 - 5.2.11.1. Action Response Forms;
 - 5.2.11.2. Applications and resumes;
 - 5.2.11.3. Petitions; and
 - 5.2.11.4. Evaluations of Association and Residence Services employees.
 - 5.2.12. Be responsible, in association with the Executive, for coordinating training for the Floor Coordinators before the Fall term begins;
 - 5.2.13. Ensure that a representative from the LHSA Executive attends all meetings of the Council of Residence Associations;
 - 5.2.14. E-mail a newsletter to all Officers of the Association every month over the four-month University Intersession.
 - 5.2.14.1. The newsletter should detail the tasks completed by the President and keep Officers updated on changes for the upcoming academic year.
 - 5.2.14.2. At the end of summer, these newsletters must be filed in the LHSA office.
 - 5.2.15. Submit updated information to the network and web administrator for use on the website monthly.
- 5.3. Vice President (Public Relations and Operations)
- 5.3.1. Be the chairperson of the Public Relations and Operations Committee;
 - 5.3.2. Be responsible for the organization and implementation of programs developed to promote greater awareness of residence life and the impact of residence on the community, to the residents, the University, and the external community;

- 5.3.3. Be responsible for the implementation of projects that will benefit the students and the external community, including but not limited to external volunteer opportunities and charity fundraisers within residence;
 - 5.3.4. Be responsible for:
 - 5.3.4.1. The Association newspaper; and
 - 5.3.4.2. The Association portion in any external publication.
 - 5.3.5. Supervise all individuals hired to implement and maintain specific Association publications;
 - 5.3.6. Represent the Association along with the President to the media and to any other organizations in a public relations capacity;
 - 5.3.7. Maintain records of goods or services for resale, rental or use in the Lister Residence to be submitted to the Vice President (Finance and Administration);
 - 5.3.8. Maintain inventory records of property owned or leased by the Association showing the date of purchase or lease, the supplier, the cost, and physical location;
 - 5.3.9. Be responsible for the upkeep and maintenance of Association owned, leased or rented property, and the general Association office area;
 - 5.3.10. Attend, organize, and present mandatory training sessions; and
 - 5.3.11. Submit updated information regarding upcoming events/programs, committee meetings and other relevant details to the Network and Web Administrator for use on the website monthly.
- 5.4. Vice President (Finance and Administration)
- 5.4.1. Be the chairperson of Finance and Administration Committee;
 - 5.4.2. Ensure there is proper authorization for the issuance of all cheques, including the preparation and co-signing of all cheques with any other member of the Executive;
 - 5.4.3. Receive all revenues or other receipts of the Association, approve all disbursements of funds, in accordance with cash control, budgeting, and any other requirements of the Association;
 - 5.4.4. Prepare the budget for the Association including subsidiary budgets for each program or activity, ensure the updated budget is posted outside the LHSA office monthly, monitor the expenditures relative to the budgets, and inform the Executive Committee, of any expected over-expenditures so that corrective or other actions may be taken as quickly as possible;

- 5.4.5. Report on the financial position of the Association at regular meetings of the Executive Committee and of Joint Council;
 - 5.4.6. Ensure that the annual financial position of the Association is prepared, including schedules showing receipts and expenditures by program or activity for the examination by the Association reviewers, and provide the Government of Alberta with a copy of the reviewed financial statements and schedules;
 - 5.4.7. Organize the books of, and operate, all LHSA accounts;
 - 5.4.8. Be responsible for the accuracy all LHSA accounts;
 - 5.4.9. Ensure with another member of the Executive cash control at all LHSA events;
 - 5.4.10. Be responsible for changing the locks on the safe at the beginning of their term of office or if the security of the safe has been compromised, and inform the President of any such changes;
 - 5.4.11. Be on the interview panel for all officers and employees;
 - 5.4.12. Be responsible for the organization and safekeeping of employment contracts, Academic Success Plans and other Human Resources related documentation;
 - 5.4.13. Be responsible for conflict resolution discussions with the association;
 - 5.4.14. Ensure that all officers and employees abide by the constitution and if a conflict arises, address with the appropriate personnel;
 - 5.4.15. Be responsible for handling and processing all complaints brought forward with the officers and employees or the Association itself;
 - 5.4.16. Be jointly responsible with the President for the allocation of Community Service Hours for missed meeting by officers;
 - 5.4.17. Attend, organize, and present mandatory training sessions; and
 - 5.4.18. Submit updated information regarding committee meetings, the LHSA budget, annual budget meetings and other relevant details to the Network and Web Administrator for use on the website monthly.
- 5.5. Vice President (Internal)
- 5.5.1. Be the Chairperson of the Programming Committee;
 - 5.5.2. Provide the initiative and leadership to determine, develop and plan the social, recreational, and educational programs of the Association, in cooperation with other Officers of the Association;

- 5.5.3. Provide the initiative and leadership to organize and administer the programs, and to ensure that the available resources are deployed effectively in accordance with budgetary requirements;
- 5.5.4. Be responsible for organizing the Awards Banquet and selection of award recipients;
- 5.5.5. Prepare budgetary estimates for the approved programs with the assistance of the Association's Vice President (Finance and Administration);
- 5.5.6. Coordinate the operation of Programming events, including:
 - 5.5.6.1. Ensuring the proper documents are prepared for the issuance of a liquor license, if necessary;
 - 5.5.6.2. Ensuring that the proper security is present at the event to conform with University regulations;
 - 5.5.6.3. Ensuring, with the Vice President (Finance and Administration), that cash control procedures are followed during the event; and
 - 5.5.6.4. Promotion and advertising of the event.
- 5.5.7. Attend, organize, and present mandatory training sessions; and
- 5.5.8. Submit updated information regarding upcoming events and programs, committee meetings and other relevant details to the Network and Web Administrator for use on the website monthly.
- 5.6. Vice President (Student Life)
 - 5.6.1. Be the chairperson of the Student Life Committee;
 - 5.6.2. Be responsible for the organization and implementation of programs developed to improve the quality of student life within residence;
 - 5.6.3. Work with the Executive Committee to advocate on wellness related issues, such as food and mental health;
 - 5.6.4. Be a representative of Lister Hall in the Intramural Unit Council;
 - 5.6.5. Be responsible for:
 - 5.6.5.1. Promoting strong academics in the Members of the Association;
 - 5.6.5.2. Encouraging and supporting the Officers of the Association to succeed academically; and
 - 5.6.5.3. Maintaining a close working relationship and open communication with the Faculty in Residence.
 - 5.6.6. Provide the initiative and leadership to organize and administer the programs, and to ensure that the available resources are deployed effectively in accordance with budgetary requirements;

- 5.6.7. Attend, organize, and present mandatory training sessions; and
 - 5.6.8. Submit updated information regarding upcoming events and programs, committee meetings and other relevant details to the Network and Web Administrator for use on the website monthly.
- 5.7. Hall Vice Presidents
- 5.7.1. Provide the initiative and leadership to determine, develop and plan the social, recreational, and educational programs of the Association, in cooperation with other Officers of the Association;
 - 5.7.2. Provide the initiative and leadership to organize and administer the programs, and to ensure that the available resources are deployed effectively in accordance with budgetary requirements;
 - 5.7.3. Be responsible for reviewing the Floor Coordinators during each of the University of Alberta Fall and Winter Sessions to ensure the fulfillment of the Floor Coordinator contracts;
 - 5.7.4. In the case that a Floor Coordinator is replaced, a full review shall be done;
 - 5.7.5. Attend, organize, and present mandatory training sessions; and
 - 5.7.6. Submit updated information regarding upcoming events and programs, Hall Council meetings and other relevant details to the Network and Web Administrator for use on the website monthly.
- 5.8. Floor Coordinators
- 5.8.1. Communicate the interests and concerns of the resident students to the Hall Vice Presidents or President and to the Joint Council;
 - 5.8.2. Be responsible for the general administration of floor business and activities including, but not limited to social, finance, sports, environmental and public relations, which may be delegated out to members of the floor as they see fit;
 - 5.8.3. Provide counsel or referral in those cases where resident students may wish to discuss any problems;
 - 5.8.4. Be jointly responsible for the accuracy and validity of the floor account with the Vice President (Finance and Administration);
 - 5.8.5. Attend all meetings of the Joint Council, their Hall Council, and be a mandatory on at least one committee in the Lister Hall Students' Association;
 - 5.8.6. Serve as Deputy Returning Officer for the election of Floor Coordinators for the forthcoming term;

- 5.8.7. Attend mandatory training sessions offered throughout the year by the LHSA;
- 5.8.8. Adhere to additional requirements as specified in the Floor Coordinator Job Contract; and
- 5.8.9. Be aware of strongly encouraged behaviour as specified in the Floor Coordinator Job Contract.

6. EMPLOYEES

- 6.1. Each employee of the LHSA has the sole purpose of furthering the efforts of the LHSA and its mandate.
- 6.2. LHSA employees are ambassadors of the LHSA, and should be representatives of its Strategic Plan and spokespersons for its members.
- 6.3. Each Employee is to be supervised by a specified member of executive, who is responsible for outlining the duties of that employee.
- 6.4. LHSA employees will receive remuneration that is equal to the amount agreed upon by Joint Council and the employee.
- 6.5. Employee Selection
 - 6.5.1. Employees will be chosen by a board consisting of:
 - 6.5.1.1. The incoming president as chair if applicable or current president;
 - 6.5.1.2. Two (2) Students-at-large;
 - 6.5.1.3. One (1) Floor Coordinator;
 - 6.5.1.4. The incoming and outgoing supervisors of the position, if applicable; and
 - 6.5.1.5. The current president, if desired by the chair.
 - 6.5.2. This board has the power to hire employees to fill vacant positions after going through a hiring process which includes:
 - 6.5.2.1. A publication of positions to be filled outlining responsibilities of the position and remuneration;
 - 6.5.2.2. An interview process; and
 - 6.5.2.3. A majority vote at Joint Council to ratify the successful candidate.
 - 6.5.3. Selection priority will be given to residents of Lister Hall.
 - 6.5.4. Term of employment shall be from the time of Joint Council ratification until the end of the current Joint Council's term.

6.5.5. Where possible, the Summer Administrative Assistant shall be chosen and ratified before April 30th, and shall have a term of May 1st until April 30th of the following year.

6.6. Employment Termination

6.6.1. If the duties as outlined by the supervisor are not met of an LHSA employee, the following process will be enacted:

6.6.1.1. A verbal warning from their supervisor, outlining the duties and specifying which ones are not being met, witnessed by a third party who shall be a Floor Coordinator or Executive member.

6.6.1.2. If the problem continues after the verbal warning, they shall receive a written warning from their supervisor restating duties and specifying which ones are not being met, indicating, if not improved, they will receive two (2) weeks' notice.

6.6.1.3. If the problem continues after the written warning, they shall receive a two (2) week notification of employment termination.

6.6.1.4. One (1) week must pass from the written warning in (6.6.1.2.) to the employment termination.

6.7. Employee Duties

6.7.1. Administrative Assistant

6.7.1.1. Maintain an Event Calendar in Main Lister, and ensure a frequent rotation of displays;

6.7.1.2. Assist the Executive Committee in implementing programs and initiatives;

6.7.1.3. Prepare and distribute agendas for all Joint Council meetings;

6.7.1.4. Attend all meeting of the Joint Council and the Executive Committee, take minutes at these meetings and distribute the minutes shortly after these meetings;

6.7.1.5. Work closely with the Speaker of the Association to ensure the accuracy of agendas and minutes, as well as maintain an attendance record of all Joint Council members;

6.7.1.6. Provide general information to Lister residents regarding upcoming committee meetings and special events; and

6.7.1.7. Perform other related tasks as set out by the President.

6.7.2. Chief Returning Officer

6.7.2.1. Follow the election procedures as outlined in the LHSA Constitution;

- 6.7.2.2. Set up and run elections for President and all Vice Presidents;
 - 6.7.2.3. Inform candidates of their duties and responsibilities;
 - 6.7.2.4. Be responsible to the Association for completing the elections in a timely manner as outlined in the LHSA Constitution;
 - 6.7.2.5. Be fair and unbiased in all election matters;
 - 6.7.2.6. Supervise assistants to deal with poster counting and other procedures;
 - 6.7.2.7. Keep a detailed log of all elections issues and activities; and
 - 6.7.2.8. Complete a detailed report following completion of the term of office.
- 6.7.3. Speaker of the Association
- 6.7.3.1. Attend all Executive Committee and Joint Council meetings;
 - 6.7.3.2. Maintain a computer and paper file of all Executive Committee and Joint Council agendas and minutes, along with the Administrative Assistant;
 - 6.7.3.3. Maintain an official decorum at Executive Committee and Joint Council meetings in order to facilitate the smooth and efficient running of the Executive Committee and Joint Council meetings;
 - 6.7.3.4. Post and maintain at least two (2) regular office hours per week to accept agenda items from Association members, OR post an e-mail address to which agenda items may be sent;
 - 6.7.3.5. Ensure an attendance record of Executive Committee and Joint Council members is maintained; and
 - 6.7.3.6. Not be employed by the LHSA in any other capacity, so as to maintain neutrality.
- 6.7.4. Lighthouse Editor-in-Chief
- 6.7.4.1. Use appropriate and up to date software to produce The Lighthouse;
 - 6.7.4.2. Solicit articles from the community;
 - 6.7.4.3. Write editorials for the newspaper;
 - 6.7.4.4. Set deadlines for the production of The Lighthouse and ensure they are met;
 - 6.7.4.5. Follow the budget allocated by the LHSA;
 - 6.7.4.6. Supervise the activities of the Section Editor(s);
 - 6.7.4.7. Chair and organize bi-weekly committee meetings;
 - 6.7.4.8. Report the activities of The Lighthouse to Joint Council;
 - 6.7.4.9. Solicit advertising for The Lighthouse;

- 6.7.4.10. Ensure distribution of the newspapers throughout the Lister Residence; and
- 6.7.4.11. Maintain communication with the VP Public Relations and Operations and Section Editor(s).
- 6.7.4.12. Sell enough advertisements in order to keep the paper self-sustaining
- 6.7.4.13. Schedule and advertise Lighthouse committee meetings;
- 6.7.5. Lighthouse Section Editor(s)
 - 6.7.5.1. Solicit articles from the community;
 - 6.7.5.2. Post deadlines for article submissions;
 - 6.7.5.3. Ensure that production deadlines are met;
 - 6.7.5.4. Help proofread and transcribe articles for submission;
 - 6.7.5.5. Write editorials for the newspaper;
 - 6.7.5.6. Take appropriate minutes at Lighthouse committee meetings and chair them in the absence of the Editor-In-Chief;
 - 6.7.5.7. Report the activities of The Lighthouse to Joint Council in the absence of the Editor-In-Chief;
 - 6.7.5.8. Help the Editor-In-Chief with whatever work-related tasks they need help with; and
 - 6.7.5.9. Maintain communications with the Editor-In-Chief and the VP Public Relations and Operations.
- 6.7.6. Network and Website Supervisor
 - 6.7.6.1. Work closely with the LHSA executive to develop and expand the LHSA website;
 - 6.7.6.2. Handle website hosting arrangements;
 - 6.7.6.3. Oversee the operation of the LHSA website, ensuring that it is updated on a regular basis and that appropriate access is granted to those who manage each page;
 - 6.7.6.4. Maintain the executive section of the LHSA website and consistently update the website's homepage
 - 6.7.6.5. Maintain and troubleshoot LHSA computers, as well as printers and other peripherals in the LHSA office;
 - 6.7.6.6. Install any new software or hardware to the system; and
 - 6.7.6.7. Work closely with the Vice President (Finance and Administration) to ensure the efficient allocation of the LHSA computer budget.

6.7.7. Summer Administrative Assistant

- 6.7.7.1. Be responsible for day-to-day secretarial duties in the LHSA office, i.e. typing, filing, answering phones, writing letters, photocopying and faxing;
- 6.7.7.2. Assist with the summer mail-out and move-in package;
- 6.7.7.3. Complete all other projects and tasks assigned by the President.

6.7.8. Yearbook Editor

- 6.7.8.1. Prepare the cost of each yearbook, in consultation with the selected yearbook printing company;
- 6.7.8.2. Decide of the format of the yearbook;
- 6.7.8.3. Review submitted work after each deadline, and after the final deadline, prior to printing and distribution;
- 6.7.8.4. Distribute the yearbooks;
- 6.7.8.5. Provide a monthly report about the status of the yearbook to the Joint Council via the Finance and Administration Committee Chair; and
- 6.7.8.6. Work closely with the Finance and Administration Committee Chair to ensure that the financial records of the yearbook are kept up to date.

6.8. Employee Honorarium

- 6.8.1. If an employee enters or leaves their position on any day other than the first or last day of the month, their pay will be prorated for the number of days they worked that month, assuming all job requirements have been satisfied.

7. EXECUTIVE COMMITTEE

7.1. The Administrative body of the Association shall be the "Executive Committee."

7.2. The membership of the Executive Committee shall consist of:

- 7.2.1. The President,
- 7.2.2. Each Vice President
- 7.2.3. Any appointed aid as a non-voting member.

7.3. Meetings

- 7.3.1. The President shall be the chairperson at all meetings of the Executive Committee
- 7.3.2. The interval between regular meetings of the Executive Committee shall not exceed fourteen (14) calendar days during the University of Alberta's Fall and Winter Session, and shall not be less than twenty-four (24) hours.

- 7.3.3. The following periods , as defined in the University Calendar, will not be considered as part of the fourteen (14) calendar day interval:
- 7.3.3.1. Official University Holidays;
 - 7.3.3.2. Final examination periods; and
 - 7.3.3.3. Non-instructional days preceding or following them.
- 7.3.4. The Executive Committee shall hold one (1) meeting during the University of Alberta's Intersession.
- 7.3.5. Any member of this body may make a motion to hold any meeting or session of any meeting 'in camera' with only the members of this body in attendance, which must be approved by a two-thirds (2/3) majority vote.
- 7.3.6. The Executive Committee shall:
- 7.3.6.1. Have all the administrative powers of the Association, as stated in this Constitution; and
 - 7.3.6.2. Review the conduct of every member of the Joint Council and recommend censure and/or expulsion from the Joint Council if deemed necessary.
- 7.3.7. Attendance
- 7.3.7.1. No member of the Executive Committee shall:
 - 7.3.7.1.1. Miss more than a total of three (3) regular meetings;
 - 7.3.7.1.2. Be without representation at any regular meeting; or
 - 7.3.7.1.3. Be late to any regular meeting
 - 7.3.7.2. Executive members may appoint a proxy to a meeting of the Executive Committee by informing the Speaker of the name of the proxy before the meeting has been called to order.
 - 7.3.7.3. Not sending a proxy counts as one (1) unexcused absence.
 - 7.3.7.4. If an Officer misses a meeting without a reasonable excuse, that officer is subject to Community Service hours:
 - 7.3.7.4.1. The amount of time for the penalties is three and one half (3.5) hours for each meeting missed inexcusably and one (1) hour for each meeting for which the Officer arrives late.
 - 7.3.7.4.2. A Member will be deemed absent if they arrive more than 15 minutes after the meeting commences.
 - 7.3.7.4.3. The validity of the excuse will be determined by the Speaker of the Association and the President.

7.3.7.4.4. The discretion for determining the absence and lateness of an officer will lie with the Speaker and the President.

7.3.7.4.5. The community service shall be determined by the Speaker and the President.

8. JOINT COUNCIL

8.1. The Legislative body of the Association shall be the "Joint Council."

8.2. The membership of Joint Council shall consist of all Officers of the Association and any appointed aid as a non-voting member

8.3. Membership on Joint Council shall be from August 15th until April 30th.

8.4. Meetings

8.4.1. The Speaker of the Association shall be the chairperson at all meetings of Joint Council.

8.4.2. Quorum of the Joint Council shall be 75% of the Officers of the Association.

8.4.3. The President shall be the presiding officer at all meetings of the Joint Council, and, in the absence of the Speaker of the Association, act as temporary Speaker.

8.4.4. The interval between regular meetings of the Joint Council shall not exceed fourteen (14) calendar days, and shall not be less than 24 hours.

8.4.5. The following periods, as defined in the University Calendar, will not be considered as part of the fourteen (14) calendar day interval:

8.4.5.1. Official University Holidays;

8.4.5.2. Final examination periods; and

8.4.5.3. Non-instructional days preceding or following them.

8.4.6. The first meeting of the Joint Council shall be held on or before the third (3rd) Sunday in September.

8.4.7. Special and emergency meetings of the Joint Council can be called at any time by any officer of the Association.

8.4.7.1. Reasonable notice of an emergency meeting must be provided to the members.

8.4.8. A 'Changeover' meeting of the Joint Council shall be held by the first Sunday after the Easter weekend.

8.4.8.1. All executive-elect shall take an oath of office at this time.

8.4.8.2. Any Officers taking office after this date shall take the oath at the next meeting of Joint Council after taking office.

8.4.9. All meetings of the Joint Council shall be open to all Members of the Association. All others present shall be considered invited guests. However, any Member of this body may make a motion to hold any meeting or session of any meeting 'in camera' with only the Members of this body in attendance, which must be approved by a two-thirds (2/3) majority vote. Voting must take place 'out of camera' in order for the Speaker of the Association and the Administrative Assistant to tally and record votes.

8.4.10. Any Member of the Joint Council may submit motions to be considered.

8.4.10.1. All motions and supporting documentation must be submitted with 72 hours' notice to the Speaker of the Association and Administrative Assistant in order to be included on the agenda.

8.5. Powers and Duties

8.5.1. All the legislative powers of the Association, as stated in this Constitution.

8.5.2. Create any committees it deems necessary.

8.5.3. Confer any powers of the Joint Council onto the Executive Committee.

8.5.4. Approve the budget and any amendments to it.

8.5.5. Provide initiative and leadership to determine, develop, and plan the social, recreational, educational and leadership development programs of the Association.

8.6. The Joint Council shall provide a supportive forum to aid officers in the fulfillment of their duties and update all officers on matters relating to Association business.

8.7. Attendance

8.7.1. No member of the Joint Council shall:

8.7.1.1. Miss more than a total of three (3) regular meetings;

8.7.1.2. Be without representation at any regular meeting; or

8.7.1.3. Be late to any regular meeting.

8.7.2. If a Floor Coordinator is unable to attend, that Floor Coordinator shall choose a member of that floor to act as proxy and have full voting powers.

8.7.2.1. Meetings at which a proxy was appointed will be considered one (1) of the three (3) absences.

8.7.3. If an Executive Committee member is unable to attend, that member shall appoint a member of one of the committees they chair, or, in the case of a Hall Vice President, a member of their Hall council to act as their proxy.

- 8.7.4. Officers must attend all meetings of the Joint Council. If an Officer misses without a reasonable excuse, that officer is subject to Community Service hours:
- 8.7.4.1. Two (2) hours for each meeting missed.
 - 8.7.4.2. Two (2) hours for each meeting, excluding the first two occurrence, for which the Officer arrives late.
 - 8.7.4.3. A Member will be deemed absent if they arrive more than 15 minutes after the meeting commences.
 - 8.7.4.4. The discretion for determining the absence and lateness of an officer will lie with the Speaker of the Association and the President.
 - 8.7.4.5. The validity of the excuse will be determined by the Speaker of the Association and the President.
 - 8.7.4.6. The community service shall be determined by the Speaker of the Association and the President.

9. MEETINGS

- 9.1. The Executive Committee, the Joint Council, and all standing and Ad-hoc committees of the Association shall make regulations governing:
- 9.1.1. The calling of their meetings;
 - 9.1.2. The conduct of business; and
 - 9.1.3. The conduct of affairs at all such meetings.
- 9.2. Except as otherwise provided in this Constitution, the quorum for all meetings shall be seventy five percent (75%) of the mandatory members of that committee.
- 9.3. Except as otherwise provided in this Constitution, all meetings shall be open to all members of the Association.
- 9.4. Except as otherwise provided in this Constitution, the minutes of all meetings of the Executive Committee and Joint Council shall be kept.
- 9.5. Meetings of the Joint Council and Executive Committee shall be conducted in accordance with parliamentary practice, the approved authority being the current unabridged edition of Robert's Rules of Order.
- 9.6. General Meetings
- 9.6.1. General Meetings shall be held at least once per Fall and Winter session, and shall be open to all members.
 - 9.6.2. The Executive Committee is responsible for calling General Meetings.
 - 9.6.3. Quorum shall be 30 members.

- 9.6.3.1. If quorum is not reached within fifteen (15) minutes of the start time of the meeting, quorum may be reduced to fifteen (15) members.
- 9.6.4. All members may vote in a General Meeting.
- 9.6.5. The adoption, amendment, or rescission of all budgets and legislation may be overturned by a General Meeting.
- 9.6.6. All votes require a two-thirds majority vote to pass.

10. ELECTIONS

10.1. Executive Elections

10.1.1. Elections Officers

10.1.1.1. The Chief Returning Officer shall be selected by the LHSA Employee Selection Board and shall be ratified by Joint Council at the first Joint Council meeting in September.

10.1.1.1.1. In the event that a suitable applicant cannot be found by the LHSA Employee Selection Board, the position must be filled by an Officer of the Association during the first Joint Council meeting of January

10.1.1.2. A minimum of three (3) Deputy Returning Officers shall be chosen from resident Students-at-large before or during the second Joint Council meeting in January and after the selection of the Chief Returning Officer.

10.1.1.2.1. The Chief Returning Officer shall not be involved in the selection of the Deputy Returning Officers.

10.1.1.3. The Chief Returning Officer must make a year-end report in accordance with the Year-End Report Policy.

10.1.1.3.1. The Chief Returning Officer's year-end report along with election guidelines and rulings must be kept in the LHSA Archives.

10.1.2. Nominations

10.1.2.1. The Chief Returning Officer shall present election standards and guidelines for the approval of the Joint Council at the second meeting in January.

10.1.2.1.1. These guidelines are to be in addition to the procedures outlined in this Constitution.

10.1.2.1.2. In cases of conflict this Constitution will take precedent.

- 10.1.2.2. The Chief Returning Officer shall provide nomination forms to any member on request and shall accept fully completed nominations for Officers of the Association according to the following schedule:
 - 10.1.2.2.1. Nominations for President must be handed in before 5:00 PM on the Friday before commencement of the University of Alberta Winter Term Reading Week.
 - 10.1.2.2.2. Nominations for Vice President positions must be handed in before 5:00 PM on the third Monday following the University of Alberta Winter Term Reading Week.
- 10.1.2.3. All nomination forms for the positions of the President and all Vice Presidents of the Association shall be accepted by the Chief Returning Officer, subject to the following conditions:
 - 10.1.2.3.1. Nominations must be signed by at least thirty five (35) and at most fifty (50) members of the Association other than the nominees;
 - 10.1.2.3.2. In the case of Hall Vice Presidents the signatures must be from members of the Association that live in the tower that the nominee is seeking to become Vice President of.
 - 10.1.2.3.3. Nominations must be fully completed before acceptance.
 - 10.1.2.3.4. All candidates for executive positions of the Association are subject to interview and approval by the outgoing President, and the outgoing Vice President of that position, if applicable, and a Residence Coordinator.
 - 10.1.2.3.5. This interview shall only be used for the purposes of determining whether the nominees meet the eligibility requirements outlined in the Officers section of the Constitution at the time of nomination.
- 10.1.2.4. The Chief Returning Officer shall post the names of the eligible nominees by position on the ground floor of each tower of the Residence and in the Association Office at least three (3) days before the campaign week begins.
- 10.1.3. Campaigning
 - 10.1.3.1. Dates for election campaigns will be as follows:
 - 10.1.3.1.1. Nominees for the position of President may campaign for election during the period commencing 8:30 am on the first Monday following the University of Alberta Winter Term Reading Week

and concluding at 11:59 pm on the Thursday of the following week.

10.1.3.1.2. Nominees for the positions of all Vice Presidents may campaign for election during the period commencing 8:30 am on the third Tuesday following the University of Alberta Winter Term Reading Week and concluding at 11:59 pm on the Thursday of the following week.

10.1.3.1.3. The CRO may, in consultation with the President and with approval of the Executive Committee, given there are no conflicts of interest, suspend the election schedule as outlined in the constitution and install a new temporary schedule to accommodate for emergency situations.

10.1.3.2. For each candidate, campaign posters shall be placed as follows:

10.1.3.2.1. One (1) large campaign poster, up to twenty-five (25) square feet, may be placed on the ground floor of the Lister Hall complex.

10.1.3.2.2. Twenty (20) standard (8.5" X 11") campaign posters may be placed in the public areas of the building. Public areas will be as defined in the Community Standards.

10.1.3.2.3. One (1) standard (8.5" X 11") campaign poster may be placed in the common area of each residence floor upon permission of the Floor Coordinator, except for the position of Hall Vice President, who can have two (2) standard (8.5" X 11") posters.

10.1.3.3. Campaign Materials

10.1.3.3.1. All campaign materials must be approved by the Chief Returning Officer.

10.1.3.3.2. Posters shall be counted and approved by the Chief Returning Officer prior to posting.

10.1.3.3.3. Approved posters will be imprinted with a distinguishing mark made by the Elections Officers.

10.1.3.3.4. The Elections Officers will remove posted campaign material not bearing the official electoral mark.

10.1.3.3.5. Posters that are unofficially removed during the campaign can be replaced by the candidate upon consultation with, and approval of, the Chief Returning Officer.

- 10.1.3.3.6. Existing posted materials may be substituted with new material upon consultation with, and approval of, the Chief Returning Officer.
- 10.1.3.3.7. Two (2) Deputy Returning Officers will each make an independent official poster count each day of the election campaign and report to the Chief Returning Officer.
- 10.1.3.3.8. The Chief Returning Officer and at least one (1) Deputy Returning Officer must each make an official independent poster count on the last day of the election campaign.
- 10.1.3.3.9. All results of the poster counting must be sent out by e-mail to the candidates directly following each count.
- 10.1.3.3.10. A schedule for table sitting, as well as a list of approved table locations, will be drafted by the CRO and current LHSA President and made available to candidates before the beginning of election week.
- 10.1.3.3.11. All Floor Coordinators have the right to refuse candidate posters being placed on their floor.
 - 10.1.3.3.11.1. If they refuse the rights of one candidate for placing posters, they must subsequently refuse the right of all candidates.
- 10.1.3.3.12. Campaign material must be removed by 11:59pm of the last day of the election campaign.
- 10.1.3.3.13. Nominees are allowed to make social media pages of their choice, where they can gain followers and post their information. The page/group may go public on the first day of their campaign period. The social media page/group must be approved by the CRO, at least 2 days prior to group being made public.
- 10.1.3.4. Online Materials
 - 10.1.3.4.1. Nominees are only allowed to post about themselves.
 - 10.1.3.4.2. Nominees may not indulge in slander and or negative comments towards another nominee.
 - 10.1.3.4.3. All online materials must include in their description information about the campaign week and election timeline as set out by the CRO in the candidate meeting.

10.1.3.4.4. Failure to comply with these guidelines will result in serious consequences for the offender.

10.1.3.4.4.1. Discipline will be up to the discretion of the CRO and the DRO's.

10.1.3.5. Campaign Budgets

10.1.3.5.1. Nominees shall not spend more than sixty dollars (\$60.00) on their election campaigns.

10.1.3.5.2. Each nominee shall submit an itemized statement of campaign expenditures to the CRO prior to the close of the election campaign.

10.1.3.5.3. Nominees spending in excess of sixty dollars (\$60.00) shall be disqualified from election.

10.1.3.5.4. The Association shall reimburse each eligible nominee up to the amount of thirty dollars (\$30.00), after approval by the CRO and after a submittal of the approved itemized statement of campaign expenditures to the Vice President (Finance & Administration)

10.1.3.6. Forums

10.1.3.6.1. Nominees shall be given the opportunity to make a platform speech at a public forum.

10.1.3.6.2. Nominee speeches shall be five (5) minutes in length maximum.

10.1.3.6.3. The CRO will give nominees a warning after four and one half (4.5) minutes of their speech have expired.

10.1.3.6.4. The CRO will give a count during the last ten (10) seconds of the nominee's speech prior to silencing them.

10.1.3.7. Penalties

10.1.3.7.1. The placing of posters in excess of the outlined rules shall result in the removal of the extra posters, as well as the removal of additional posters equivalent to the amount of the excess posters.

10.1.3.7.2. In addition, the candidate shall be fined in the amount of the value of each extra poster above their allowable limit.

10.1.3.7.3. If posters are still up after midnight before election day, the candidate shall be fined in the amount of the value of each poster.

10.1.3.7.4. Other infractions of the campaign guidelines will result in monetary fines levied by the Chief Returning Officer.

10.1.3.7.5. The amount of fines levied is within the Chief Returning Officer's discretion, but should be equal to the monetary value of any advantage gained by the infraction, when possible.

10.1.3.7.6. Penalties shall not be administered in the form of votes being removed from a candidate.

10.1.3.7.7. Notification of all Chief Returning Officer rulings must be made available to the candidates involved and will be posted in the Main Lister Complex display case.

10.1.4. Voting

10.1.4.1. The voting day for the position of President shall be the second Friday immediately following the University of Alberta Winter Term Reading Week.

10.1.4.2. The voting day for all Vice President positions shall be the fourth Friday immediately following the University of Alberta Winter Term Reading Week.

10.1.4.3. The CRO shall neither vote in the election, nor sponsor any candidate, but shall cast the deciding ballot in the event of a tie.

10.1.4.4. All members of the Association may cast a vote for the President and the Vice Presidents of the Association, except for the positions of the Hall Vice Presidents, where only residents of that particular Hall may cast ballots for the respective candidates.

10.1.4.5. At the discretion of the CRO, voting for Executive Committee elections may either be done by written ballot and/or an online voting system.

10.1.4.6. If written ballots are used, each member must show their OneCard to the Elections Officer in charge of the ballot box, who will check their name against the list of members, strike their name from the list, and give them a ballot.

10.1.4.6.1. All ballots must be initialled by the Elections Officer overseeing the ballot box to ensure that only approved ballots will be counted.

10.1.4.6.2. In order to receive a ballot, the member must be on the member list and must not have had their name stricken from the list.

10.1.4.6.3. All members will be provided with a private space to mark their ballot in secret.

10.1.4.6.4. Ballots must be marked and returned immediately.

- 10.1.4.6.5.If the ballot is marked incorrectly or otherwise spoiled, the member may advise the Elections Officer in charge of the ballot box, who will then destroy the ballot and give the member another ballot.
- 10.1.4.7.Each candidate may appoint, at their discretion, a scrutineer who can observe and review the counting of the ballots.
- 10.1.4.8.The results, including a tally of the votes, will be posted at the bottom of each tower and in the LHSA display case in Main Lister, and Residence Services will be directly notified of the results.
- 10.1.4.9.The Chief Returning Officer shall destroy the completed ballots and the Association membership list used during voting hours fourteen (14) days after the date of the election.
- 10.1.4.10.All members of the Association may vote for the President and the Vice Presidents of the Association, except for the positions of the Hall Vice Presidents, where only residents of that particular Hall may cast ballots for the respective candidates.
- 10.1.5. Vacancies
- 10.1.5.1.Approved candidates who did not win Vice-President or President elections shall constitute a pool of candidates who may be assigned to Vice-President positions in case of vacancies.
- 10.1.5.2.In the event of a vacancy of office in the following positions between May 1st and the beginning of fall session classes, the positions shall be filled in accordance with the following procedures and the appointed officer ratified at the next Joint Council meeting.
- 10.1.5.2.1.President:
- 10.1.5.2.1.1.The Executive shall select a new President from among themselves or the Executive pool by a simple majority secret ballot vote administered by the Summer Administrative Assistant.
- 10.1.5.2.2.Vice Presidents:
- 10.1.5.2.2.1.The Executive shall select a new Vice President by a simple majority secret ballot vote administered by the Summer Administrative Assistant.
- 10.1.5.2.3.The Executive may appoint the candidate from the Executive pool or seek new applicants.

- 10.1.5.2.4.The President may only vote in the case of a tie.
- 10.1.5.2.5.Every current executive member is required to cast a vote.
- 10.1.5.2.6.Should a member be unable to vote in person they may submit an electronic vote to the individual conducting the vote.
- 10.1.5.3.In the event of a vacancy of office in the President and Vice President positions, not including the Hall Vice Presidents, between the beginning of Fall Session classes and April 30th, the positions shall be filled by secret ballot vote at a Joint Council meeting.
 - 10.1.5.3.1.The Executive shall open the position(s) for applications at least seven (7) days before the Joint Council at which the vote will take place.
 - 10.1.5.3.2.There shall be no formal election campaigns.
 - 10.1.5.3.3.The Joint Council meeting time, location, notification of the vote, and invitation to cast a vote must be advertised throughout the Lister Complex at a minimum of seventy-two (72) hours before the Joint Council at which the vote will take place.
 - 10.1.5.3.4.The vote shall be administered by the CRO, or the Speaker if the CRO is unavailable or the position is vacant.
 - 10.1.5.3.5.The vote shall be a New Business item on that meeting's agenda.
 - 10.1.5.3.6.Upon starting the New Business item no individual may leave or enter the room until the item is complete.
 - 10.1.5.3.7.Candidates, in alphabetical order by given name, will be given time to speak in accordance with regular Executive election forum speech rules.
 - 10.1.5.3.8.All members of the LHSA in attendance will be provided one (1) ballot, which will be folded and placed in a locked or sealed ballot box in possession of the individual administering the vote.
 - 10.1.5.3.9.Upon conclusion of the meeting, the individual overseeing the vote and Executive members not running as a candidate count the ballots in the Association office in accordance with regular Executive election balloting rules.
 - 10.1.5.3.10.The individual overseeing the vote shall destroy the completed ballots within twenty-four (24) hours of the vote.

10.1.5.4. In the event of a vacancy of office in the Hall Vice President positions, the same process as the President and Vice President positions shall be followed, but at the Hall Council instead of Joint Council.

10.1.5.5. Applications for Vacant Positions

10.1.5.5.1. The executive shall review all applications and interview potential candidates for the purposes of determining whether they meet the eligibility requirements outlined in the Officers section of the Constitution at the time of application.

10.1.5.5.2. All Executive must attend the interview or send a proxy.

10.1.5.5.3. At the group's discretion, an invitation may be given to the Director of Residence Life or their delegate.

10.2. Floor Coordinator Elections

10.2.1. Elections Officers

10.2.1.1. The Incoming Hall Vice President shall serve as the Hall CRO of their tower.

10.2.1.2. In the case that the Incoming Hall Vice President is the outgoing Floor Coordinator on the floor in question, the outgoing Hall Vice President shall act as Deputy Returning Officer (DRO) for that floor.

10.2.1.3. The outgoing Floor Coordinator shall act as DRO for their floor.

10.2.1.4. In case of the outgoing running for another term, the outgoing Hall Vice President shall be the DRO for that floor.

10.2.1.5. The Returning Office shall be located at the Association Office.

10.2.2. Nominations

10.2.2.1. The Hall CROs shall provide copies of the nomination form and accept fully completed nominations for the Floor Coordinator positions before 5:00 PM on the first Monday following the Vice President election.

10.2.2.2. All nomination shall be accepted by the Hall CRO, subject to the following conditions:

10.2.2.2.1. Nominations must be signed by at least five (5) members of the Association (other than the nominees or the incumbent Floor Coordinator) who reside on the floor on which the candidate is running.

10.2.2.2.1.1. If there are fewer than five (5) members residing on the floor on which the candidate is running, the Nomination shall be signed by all members who reside on the floor.

10.2.2.2.2.Nominations must be fully completed before acceptance.

10.2.2.2.3.All of the candidates for the positions of Floor Coordinator are subject to an interview and approval by the incoming Vice President of that Hall, outgoing Vice President of that Hall, and a designee representing Residence Services.

10.2.2.2.4.This interview shall only be used for the purposes of determining whether the nominees meet the eligibility requirements outlined in the Officers section of the Constitution at the time of the nomination

10.2.2.3.There shall be no formal election campaigns

10.2.3.Voting

10.2.3.1.Voting shall occur on the first Friday following the Vice President Election.

10.2.3.1.1.The voting period will be open from 9:00 am MST to 9:00 pm MST on the voting day.

10.2.3.2.The floor elections will be conducted with a Google Form, through which only the Hall CRO and the Floor DRO will have access to the results.

10.2.3.3.The Google Form will be sent out to each resident of the floor.

10.2.3.4.Form entries must be submitted using a University of Alberta email account, thereby restricting each resident to one vote.

10.2.3.5.The Floor DRO and Hall CRO will cross-check the email associated with each submission against a list of floor members who are eligible to participate in the election.

10.2.3.5.1.In order to be considered eligible, a resident must be a member of the floor in question and must have paid association fees.

10.2.3.6.At least sixty-six percent (66%) of the floor must vote in the election for the results to be considered valid.

10.2.3.7.In the case of only one (1) approved candidate, that candidate must receive two-thirds majority vote to win.

10.2.3.8.In the case of more than one (1) candidate, a process of elimination shall be followed until one (1) candidate has a fifty percent (50%) majority of the votes.

10.2.3.9.The submissions shall be counted in the Floor DRO's room.

10.2.3.10. Each candidate may appoint, at their discretion, a scrutineer who can observe and review the counting of the submissions.

10.2.3.10.1. The scrutineer may not disclose the results of the submissions to the candidate or any other resident.

10.2.3.11. The Floor DRO shall not sponsor any candidate, and shall only vote in the case of a tie.

10.2.3.12. The Floor DRO shall provide the Hall CRO with the name of the incoming Floor Coordinator on their floor as soon as possible after the votes have been counted.

10.2.3.13. The Hall CRO shall provide the full list of Floor Coordinator names to the President and Residence Services as soon as the list is complete.

10.2.3.14. The official election results shall be posted on the ground level of each of the towers within twenty-four (24) hours after polls close on election day.

10.2.3.15. Only the Hall CRO and the Floor DRO shall be privy to the tally of votes.

10.2.3.16. The form and its data shall be destroyed by the Floor DRO within forty-eight (48) hours of the end of voting.

10.2.4. Vacancies

10.2.4.1. Approved candidates who did not win floor elections shall constitute a pool of candidates who may be appointed to a Floor Coordinator position by the incoming Hall Vice President.

10.2.4.2. The incoming Hall VP may select from outside the Floor Coordinator pool if necessary.

10.2.4.3. The appointment of Floor Coordinators from outside the Floor Coordinator pool are subject to interview as per the Floor Coordinator nomination rules.

10.3. Referendum and Plebiscite Questions

10.3.1. Any member may submit a petition to the CRO to put a referendum.

10.3.2. All petitions shall be accepted by the CRO, subject to the following conditions:

10.3.2.1. It must be signed by a minimum of ten percent (10%) of the members.

10.3.2.2. It must include the room number and Student Identification Number of the signatories so their membership may be verified.

- 10.3.2.3. The wording to be used on the ballot must be approved by the Executive Committee.
- 10.3.3. Voting on referendum and plebiscite questions must occur within thirty (30) days (excluding official University of Alberta Holidays and non-instructional days preceding or following them) of receipt of a valid petition.
- 10.3.4. Any official campaigning must be done in accordance with the Executive Elections rules.
- 10.3.5. The CRO will forward the results of a referendum question to the appropriate body to implement the actions outlined in the referendum question.
- 10.3.6. The CRO will submit the results of a plebiscite question to the Joint Council as a discussion item in the next meeting.
- 10.3.7. If the CRO is unavailable, or the position is vacant, the Speaker shall accept the petition, validate the signatories, and administer voting.
- 10.3.8. If the CRO is unavailable, or the position is vacant, the Speaker shall fulfill all referendum and plebiscite duties.

11. FINANCES

11.1. Fiscal Year

- 11.1.1. The Fiscal Year of the Association shall extend from May 1st to April 30th.
- 11.1.2. After the fiscal year has ended the records of the Association shall be reviewed.

11.2. Signing Authority

- 11.2.1. The authority for signing on behalf of the Association shall be transferred from the outgoing LHSA Executive to the incoming President and Summer Administrative Assistant before April 30th.
- 11.2.2. The incoming President and Summer Administrative Assistant will transfer signing authority to the rest of the signing authorities by September 1st, of that same year.
- 11.2.3. Following September 1st, the two signatures required for transactions shall be that of the Vice President (Finance and Administration) and the President.
- 11.2.4. Combinations shall be changed yearly on LHSA safes no later than September 1st, and shall be restricted to the signing authorities.

11.3. Accounts

- 11.3.1. A general account plus any special accounts required shall be maintained by the Vice President (Finance and Administration) under the name "Lister Hall Students' Association" at a Chartered Bank of Canada.
 - 11.3.2. Tower accounts will be monitored and maintained by the applicable Hall Vice President and the Vice President (Finance and Administration).
 - 11.3.2.1. Floors will be allocated a certain amount of tower funds as specified in the budget.
 - 11.3.2.2. Floor Coordinators may contact the Vice President (Finance and Administration) to inquire about the current balance of their tower account at any time.
 - 11.3.2.3. The balance in the floor and tower accounts shall be zero at the end of each academic year.
 - 11.3.2.4. Any remaining balances shall be transferred to the Lister Hall Students' Association account by the Vice President (Finance and Administration).
 - 11.3.3. The Vice President (Finance and Administration) and the Hall Vice Presidents shall be responsible for the accuracy of all Hall Council account records.
 - 11.3.4. The Vice President (Finance and Administration) and the Committee Chairpersons shall be responsible for the accuracy of all Joint Council Committee and Standing Committee account records.
 - 11.3.5. All deposits, withdrawals, and transfers shall be recorded and kept on file by the Vice President (Finance and Administration).
 - 11.3.6. All deposits into an account on a committee's behalf will be transferred to the main account recorded and kept on file by the Vice President (Finance and Administration), and reflected in the budget.
 - 11.3.7. Failure to comply with directives of Joint Council may result in the account of the Floor, Hall, or Committee being frozen until the directives are met.
- 11.4. Budgets
- 11.4.1. The Joint Council, all Standing or Regular Committees, and any other groups in residence requesting a budget allotment from the Association shall submit a detailed proposed budget to the Vice President (Finance and Administration) of the Association prior to September 15th.
 - 11.4.2. The Vice President (Finance and Administration) will compile all individually proposed budgets to create a proposed budget for the whole of the Lister Hall Students' Association.
 - 11.4.3. The Annual Budget will be passed at the Annual budget meeting.

11.4.4. The budget as adopted at the annual budget meeting shall be reviewed and revised if necessary between January 1st and January 31st by Joint Council.

11.4.5. During the University of Alberta summer term and prior to the annual budget meeting, interim budgets, as approved by the Finance and Administrative Committee and ratified by the Joint Council, shall be used in place of the annual budget.

11.4.6. The Association's current budget, updated with all of the most recent figures, shall be made publicly available on the first day of every month.

11.4.6.1. The publicly available budget shall be updated within twenty-four (24) hours of any Joint Council meeting at which budget changes were made.

11.4.7. The Finance and Administration Committee or the LHSA Executive may approve extra expenses up to an amount equal to 1.5% of the LHSA's budgeted expenses for the year.

11.4.7.1. These expenses are subject to ratification at Joint Council.

11.4.8. Any budgetary additions or changes in excess of 1.5% of the LHSA's budgeted expenses must be passed at a budget meeting, which will follow the same procedures of the annual budget meeting.

11.4.8.1. All additions and changes will be reviewed and passed by a two thirds majority vote and then presented to Joint Council for ratification.

11.5. Annual Budget Meeting

11.5.1. The Annual budget meeting shall be held no later than September 30th.

11.5.2. The Annual Budget Meeting's committee shall consist of:

11.5.2.1. The Vice President (Finance and Administration), who shall act as Chairperson of the committee;

11.5.2.2. All members of the LHSA Executive Committee;

11.5.2.3. A minimum of four (4) Floor Coordinators, one (1) Floor Coordinator from each Hall; and

11.5.2.4. Four (4) Students-at-large, one (1) from each tower if possible.

11.5.3. Duties of the Committee

11.5.3.1. Review, revise, and ratify the LHSA Annual Budget for the subsequent presentation and approval of the Joint Council;

11.5.3.2. Examine and scrutinize all extra-budgetary expenditures as brought forward by any member of the LHSA; and

11.5.3.3. Approve documentation presented by the Vice President (Finance and Administration).

11.5.4. Quorum for the committee shall be two thirds (2/3).

11.6. Expenditures

11.6.1. All expenditures shall be made responsibly in accordance with the approved budget.

11.6.2. Any member of the Executive Committee may hold an impromptu event with the executive committee's consent and incur expenses so long as the event's costs equal its revenue so it has no effect on the association's budget.

11.6.3. Floor expenses from the tower account will be voted on by the Hall Council at a Hall Council Meeting, passing by a two thirds (2/3) majority.

11.6.4. All money spent in excess of five dollars (\$5.00) must show proof of a bill.

11.7. Reimbursements

11.7.1. Officers and volunteers who make personal expenditures to pay for a budgetary expense may apply for a reimbursement to the Vice President (Finance and Administration).

11.7.1.1. Floor Coordinators and volunteers will only be reimbursed for expenses they incur up to the amount approved by their Hall Council.

11.8. Petty Cash

11.8.1. At least two members of the association should collectively be in possession of any money collected at events until the money is counted and both members sign for the amount that is being remitted to the Vice President (Finance and Administration).

11.8.1.1. The signed document is to be saved in the LHSA records for comparison to actual amounts deposited at the bank.

11.8.2. The LHSA shall have no more than five hundred dollars (\$500.00) on hand.

11.8.2.1. Upon exceeding this amount, the Vice President (Finance and Administration) must make a bank deposit within ten (10) business days.

11.8.2.2. The President may make unannounced checks to see that the above rule is being followed.

11.8.3. If an amount greater than five hundred dollars (\$500.00) is required to accommodate a particular activity, the Executive Committee may vote to temporarily raise the minimum cash on hand amount for the duration of the activity.

11.9. Association Fees

11.9.1. The Lister Hall Students' Association Fee shall be seventy-five dollars (\$75.00) assessed to each resident student of Lister attending the fall or winter session at the University of Alberta, with payment of first instalment of the Lister Residence Contract.

11.9.2. The Association Fee may only be collected or adjusted if approved in a referendum as outlined in SU Bylaw 8200, unless otherwise allowed by Students' Council or the Board of Governors.

11.9.3. All members may opt out of the fee using the procedure outlined in the Operating Policies.

11.10. Books and Records

11.10.1. The books and records of the Association, including those of particular accounts, may be inspected by any member of the Association upon giving reasonable notice and arranging a time satisfactory to the officer(s) who have charge of them.

11.10.2. The Vice President (Finance and Administration), in cooperation with the President and subject to approval by Joint Council, shall maintain appropriate Insurance Policies against theft and fire for Association records, monies, and the contents of the Association Office.

11.11. Financial Review

11.11.1. The books, accounts, and records of the LHSA shall be reviewed by a Chartered Accountant at the end of each fiscal year.

11.11.2. All records submitted for the review and the reviewed statement shall be kept on file for a period of not less than five (5) years and not more than seven (7) years.

11.12. Honorariums

11.12.1. Executive Honorariums

11.12.1.1. The President will be paid an honorarium equivalent to \$600 per month from September to April, totalling \$4800 for the academic year.

11.12.1.2. Vice Presidents will each be paid an honorarium equivalent to \$500 per month from September to April, with an additional \$250 for August, totalling \$4250 for the academic year.

11.12.2. Floor Coordinator Honorariums

11.12.2.1. Floor Coordinators will be paid an honorarium equivalent to \$125 per month from September to April, totalling \$1000 for the academic year.

12. LEGISLATIVE DOCUMENTS

12.1. Constitution

12.1.1. The Constitution is the fundamental legislation governing the Lister Hall Students' Association's council and officers in all acts of power over their members.

12.1.2. Proposed amendments to the Constitution shall be distributed at least seventy-two (72) hours prior to the first of two (2) consecutive meetings of the Joint Council and shall take effect upon passage by a two-thirds (2/3) majority vote at both meetings.

12.2. Policies

12.2.1. A policy takes the form of a motion of the Joint Council.

12.2.2. A policy motion must expressly contain in its text that the resolution is adopted as policy.

12.2.3. Only the Joint Council has the power to adopt policy.

12.2.4. Proposed policies shall be distributed at least seventy-two (72) hours prior to one (1) meeting of the Joint Council and shall take effect upon passage by a two-third (2/3) majority vote at that meeting.

12.2.5. Any policy adopted by the Joint Council will become effective the following day unless expressly noted otherwise in the motion.

12.2.6. Any policy adopted by the Joint Council can only be rescinded by a two-thirds (2/3) vote of the Joint Council.

12.2.7. All policies adopted by Joint Council shall be documented in the Lister Hall Students' Association's policy documents.

12.2.8. Operating Policies

12.2.8.1. Operating policies are regulations set out by the Joint Council that govern the day-to-day operations of the Lister Hall Students' Association

12.2.9. Political Policies

12.2.9.1. Political policies are an expression of the sentiment or principles of the Joint Council and act to guide the council in its decisions.

12.2.10. Notwithstanding Article VIII Section (c) 3, any political policy adopted by the Joint Council shall be automatically repealed on the date of April 30th that is at least two (2) years but not more than three (3) years after the date of its adoption.

12.2.11. Proposed amendments to the Policies shall be distributed at least seventy-two (72) hours prior to one (1) meeting of the Joint Council and shall take effect upon passage by a two-thirds (2/3) majority vote at that meeting.

12.3. Appendices

12.3.1. The Appendices to the Constitution shall consist of items relating to the day-to-day operations of the Association and are included to suggest form and content but are merely guidelines.

12.3.2. The appendices can be altered without changing content as necessary to fit daily use without formal amendment procedures.

12.3.3. The addition of Appendices and formal amendments to the Appendices shall be distributed at least seventy-two (72) hours prior to one (1) meeting of the Joint Council and shall take effect upon passage by a two-thirds (2/3) majority vote at that meeting.

12.4. External Documents

12.4.1. External documents with which our legislative documents make reference to shall always be kept on hand.

12.5. Editorial Changes to Legislative Documents

12.5.1. Informal changes are defined as changes to grammar, spelling, punctuation, and mis numbering within the Constitution that do not affect the spirit of the document.

12.5.2. The Finance and Administration Committee, without the consultation of the Joint Council, may make these changes.

12.5.3. The committee must unanimously agree to the changes proposed.

13. ASSOCIATION LOGO

13.1. The LHSA logo shall appear on all official stationary of the Association.

13.2. Use of the logo elsewhere is subject to authorization by the Joint Council.

14. COUNCIL OF RESIDENCE ASSOCIATION (CORA)

14.1. The Lister Hall Students' Association acts as a voting member of the Council of Residence Associations.

14.2. A member of the LHSA Executive will serve as a representative in meetings of the Residence Advisory Council.

15. DISSOLUTION

- 15.1. The Lister Hall Students' Association may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days' notice must have been given in writing to all members.
- 15.2. The Executive committee, upon dissolution, is responsible for ensuring the bank account is closed down and that any remaining financial resources and other assets are distributed to The University of Alberta Students' Union.
- 15.3. Any resources or group assets will not be distributed to individual members.