

**The Gage Residence Association Council's**

# **CONSTITUTION**

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# ***ARTICLES***

## ***ARTICLE I – DEFINITIONS***

1. The name of the organization shall be “The Gage Residence Association”, hereafter referred to as “The GRA”, inclusive of “Brock Commons Residence Association” referred to hereafter as “BCA”.
2. The name, “University of British Columbia” shall hereafter be referred to as “UBC”.
3. The name, “Residence Life Manager of Walter Gage Residence”, shall hereafter be referred to as the “RLM”.
4. The name, “Student Housing and Hospitality Services”, shall hereafter be referred to as “SHHS”.
5. The name of the council representing the GRA, “Gage Residence Association Council”, shall hereafter be referred to as the “GRAC”.
6. A simple majority vote consists of 50% plus 1 vote of those who have voted being in agreement.
7. A clear majority vote consists of two thirds (2/3) of the voters being in agreement.

## ***ARTICLE II – OBJECTIVES OF THE GRA***

1. To establish a governing body, the Gage Residents Association Council (herein called the GRAC), which will sponsor and coordinate activities within the residence community of UBC, and will advocate on behalf of the residence.
2. To represent (through the GRAC) the interests of the residents to the university administration and other associations.

## ***ARTICLE III – MEMBERSHIP OF THE GRA***

1. The members shall consist of all persons currently living in Gage Residence as well as Brock Commons , who are contract holders with the Department of Housing and Conferences, or are paying to live with a contract holder as per SHHS standards and are a current student at UBC.
2. Only members of the GRA and BCA will be entitled to vote in any GRAC election.

## ***ARTICLE IV - GOVERNING BODY OF THE GRA+BCA - THE GRAC***

The GRAC shall consist of and be allowed to operate with at least the following Officers:

- President
- Vice President
- Brock Commons President
- Treasurer
- Four (4) Area Presidents – Each representing his/her own tower or apartment complex
- One of or both the Public Relations Officer and Social Coordinator

Other positions that may be filled with the majority consent of the governing GRAC include:

- Brock Commons Vice President
- Four (4) Area Vice Presidents – Each representing his/her own tower or apartment complex
- Sports Representative
- Sustainability Representative
- Two Councilors at Large
- Two-Three Brock Commons council members at large

No member on the GRAC shall simultaneously be on the Gage or Brock Commons Residence Advisor staff during their time as an elected official.

The GRAC governing body must be committed to two consecutive terms of service to the GRA and BCA, members of the BCA must be committed to a full year this including the summer terms (If they are unable to be present during those times they must find a proxy)

## ***ARTICLE V - GENERAL DUTIES OF THE GRAC***

The President and Treasurer are required to sign a contract outlining a commitment to conduct themselves in an honest fashion and in a manner that is fitting as a representative of all Gage and Brock Commons residents. A failure to do so results in a breach of contract and the consequences thereof.

**The General Duties of the GRAC shall be**

1. To attend GRAC Orientation and Training as well to be present in all meetings and activities held in part or in whole by the GRAC;
2. To promote and protect the rights of the individual within the residence community of UBC;
3. To represent the interests and opinions of all members of the GRA to the UBC administration and other university organizations and offices;
4. To assume and maintain responsibility for any contracts made in the name of, or for the use of the GRA, BCA, or GRAC;
5. To promote the GRAC and endeavor to make the GRAC recognizable and visible to all members of the GRA as well as BCA;
6. To, before leaving office, make all reasonable attempts, including but not limited to elections and appointments, to establish a new GRAC that will assume office upon the existing GRAC's term of office ending.

## ***ARTICLE VI - DUTIES OF THE GRAC OFFICERS***

1. The Duties of the President shall be:
  - a) To call to order all GRAC and GRA as well as BCA meetings, and to preside as the chairperson of those meetings, or to delegate such duties to the Vice President or to another executive member of the GRAC;
  - b) To represent and act for the GRA as well as BCA, maintaining a liaison with the Housing Administration, UBC and any other organizations;
  - c) To provide general supervision and guidance, and to be ultimately responsible for all aspects of the GRAC activities;
  - d) In the event of a vacancy in the GRAC, to appoint an interim officer, to hold office until such time as an election can be called (if that election is warranted); and
  - e) To adhere to any agreements or contracts made with the RLM or Housing Department.
2. The Duties of the Vice President shall be:
  - a) Represent the [council] to external organizations and chair [council] meetings when the President is unable
  - b) To be responsible for keeping accurate minutes of all General and Council Meetings, and to ensure that these minutes are distributed to all council members, the RLM and the RHA. As well, these minutes are to be posted in a public no later than forty-eight (48) hours after the meeting
  - c) To undertake such duties as are designated by the President and the [Area Council]

- d) In the event that the position of President becomes vacant, the Vice-President shall assume the position and duties of the President until such time as a new President is duly elected
  - e) To create and maintain a current contact list and distribute it to all council members, the RLM and the RHA.
  - f) Manage and keep current versions of all [council] documents including the [council] Constitution, and [council] Policies and By-Laws.
  - g) To coordinate the use of council equipment and to maintain a list of valuable inventory and respective sign-out forms.
  - h) To coordinate a training session for council members elected in the Fall with support from [Area Council] and RHA.
  - i) To Act as a mentor to the Social Coordinator and Public Relations Officer.
  - j) To train the newly elected Vice President and act as a mentor.
3. The Duties of Brock Commons President shall be:
- a) To represent and act for the GRA as well as BCA, maintaining a liaison with the Housing Administration, UBC and any other organizations; by having a meeting with the assigned RLM once every two weeks.
  - b) To provide general supervision and guidance, and to be ultimately responsible for all aspects of the GRAC activities;
  - c) To adhere to any agreements or contracts made with the RLM or Housing Department.
  - d) To organize three (3) or more events in conjunction with the Residence Advisors within their respective towers or apartments per term;
  - e) To address the GRAC and represent BCA concerns about any issues concerning residence life
  - f) To be responsible for chairing at least one (1) event; and
  - g) To be responsible for contributing to the successful implementation of at least three (3) other events
4. The Duties of Brock Commons Vice President shall be:
- a) To fill in for the BCA President when necessary.
  - b) To be primarily responsible for the advertising and coordinating of any social functions that the GRAC undertakes within their respective areas.
  - c) To be responsible for chairing, or co-chairing with their President, at least one (1) event; and
  - d) To be responsible for contributing to the successful implementation of at least three (3) other events
  - e) To undertake such duties as are designated by the BCA President

5. The Duties of the Treasurer shall be:

- a) In conjunction with the President and Vice- President, prepare a Fall (September-December) and a Spring (January - April) budget and financial statements for submission to the Department of Student Housing in advance of receiving the Residence Association fees installment cheques in September and January;
- b) To update the transaction list bi-weekly;
- c) To prepare a cash float for events where monetary transaction will occur and to deposit all monies received in the account name of the "GRAC" in a chartered bank account selected and approved by the GRAC; all monies shall be deposited as soon as it is reasonably possible;
- d) To disperse of funds only in payments of cheques by majority approval of the GRAC;
- e) To keep record of and retain all receipts, vouchers, and bills concerning GRAC transactions;
- f) To allow any member of the GRA, by a written request submitted to the Treasurer, to access the complete and up to date record of account activities for the current year within two (2) weeks of the initial request;
- g) To present, in the last meeting of each month, to the GRAC a statement of Revenue and Expenses and the present Account Balances;

6. The Duties of the Social Coordinator shall be:

- a. To be primarily responsible for the planning and execution of at least one (1) event targeting the entirety of the residents in Walter Gage Residence each term.
- b. To participate in the planning and execution of at least one (1) Inter-residence Collaborative Event (ICE).
- c. To be responsible for leading and overseeing the Entertainment team on large scale events
- d. To be responsible for organizing one council social per term to foster team cohesion.

7. The Duties of the Public Relations Officer shall be:

- a. To be primarily responsible for the advertising and social media of each GRAC event, by either carrying out the advertising tasks alone or by delegating advertising tasks
- b. To ensure that all event advertising is posted before the event and that all event advertising is removed after the event
- c. To maintain the branding of the GRAC
- d. To continually increase the public exposure of the GRAC; including the primary organization of GRAC social media
- e. To introduce and operate a system to receive feedback from GRA members

- f. To be responsible for responding to all messages received on the Walter Gage Facebook Page within 48 hours, and seek guidance from the Vice President if necessary.
- g. To be primarily responsible for the advertising in residence and social media of all big team GRAC events, by either carrying out the advertising tasks alone or by delegating advertising tasks
- h.

8. The Duties of the Area Presidents shall be:

- a. To attend and represent their respective towers and apartments at all GRAC and GRA meetings;
- b. To organize one(1) or more events in conjunction with the Residence Advisors within their respective towers or apartments per term;
- c. To address the GRAC and represent their tower or apartment concerns about any issues concerning residence life
- d. To be responsible for chairing at least one (1) event; and
- e. To be responsible for contributing to the successful implementation of at least three (3) other events
- f. To be chairing a small team meeting once a month

9. The Duties of the Area Vice President shall be:

- a. To fill in for the Area President when necessary.
- b. To be primarily responsible for the advertising and coordinating of any social functions that the GRAC undertakes within their respective areas
- c. To be responsible for chairing, or co-chairing with their Area President, at least one (1) event; and
- d. To be responsible for contributing to the successful implementation of at least three (3) other events
- e. To take meeting minutes for their small team's monthly meeting

10. The Duties of the Sports Representative shall be:

- a. To chair at least one Sports event per term directed to the residents of Gage; and
- b. To be primarily responsible for keeping track of, maintaining, and allowing residents to have access to GRAC sporting equipment both through internal storage and Front Desk Staff. (Example: Bike Pump, Pool Table and Accessories, Soccer Ball Etc.)

11. The Duties of Councilors at Large (this applying to BCA) shall be:

- a. To head committees responsible for the purchasing and preparing any item(s), other than alcohol, for GRAC functions;
- b. To coordinate sub-committees responsible addressing for any purchasing, preparation, or other concerns relative to any GRAC function;
- c. To coordinate, contribute, and be responsible for assisting in creating, posting,

and removing any advertising that the GRAC makes or takes part in;

12. The Duties of the Sustainability Representative shall be:

To promote green living in residence and advocate for sustainable methods in all events organized by the GRAC.

- a. Run sustainable programs, and events based around sustainability.
- b. To run at least one pro-sustainability event per term.
- c. To be the external contact for sustainably events and programs.
- d. To attend all the GRAC meetings and support the council generally with council social activities.
- e. To attend all Sustainability in Residence meetings if exists in year and act as a representative of UBC Sustainability, helping to implement Campus Initiatives.
- f. To collaborate with other Sustainability Representatives to promote resource sharing and waste reduction in council event organization.

### ***ARTICLE VII - COMPENSATIONS***

1. The tower apartment designated 1C at the base of North, South and East towers shall be reserved for use by the GRAC. It will be assigned to the President, Treasurer and VP.
2. A reasonable honorarium (around \$50) will be provided to all members of the GRAC to be put towards a suitable gift that is common to all councilors and has the insignia "GRA" labeled on it.
3. The President and Treasurer of the GRAC shall receive an agreed upon salary from the housing department for their service to the GRA.

### ***ARTICLE VIII - NOMINATION OF GRAC MEMBERS***

1. The incumbent GRAC shall invite nominations for all GRAC positions by placing notices in the commons block, apartments and all 1st floor elevator lobbies, no later than midnight, 12 AM (12:00), fourteen (14) days preceding the first day of voting.
2. Candidates may be anyone who is holding a residence contract or is in the residence allocation process.
3. Nominations of all candidates shall be submitted in writing to the Elections Officer no later than midnight, 12 AM (12:00), seven (7) days preceding the day of the election. In the event that no nominations are received, this time limit may be extended at the discretion of the GRAC no later than twenty-four (24) hours preceding the first day of voting.
4. Nominations must be signed by the Nominee and no less than ten (10) members of the GRA.
5. Incumbent GRAC members may seek re-election, as outlined in Article VIII Section 2-3.

## ***ARTICLE IX - ELECTIONS***

1. An Elections Officer shall be appointed by the Executive Council. This appointment must occur 14 days prior to the start of nominations.
2. Nominations are to be available in the first (1st) week of March in accordance with the dates and timeline set out by the RHA These dates must be posted for public view no less than seven (7) days before the start of nominations.
3. All Candidates Meeting shall be held the evening nominations close to be attended by each candidate, or designated proxy.
4. Voting will occur in the 3rd week of March and must be completed by the Friday in accordance with the dates and timeline set out by the RHA.
5. Voting shall be held for a minimum of three (3) consecutive days, with a total voting time of six (6) hours.
6. Each Candidate must obtain a copy of the Nomination Package set forth by the GRAC Policies & By-Laws.
7. Each candidate is to follow these guidelines set forth by the GRAC Policies & By-Laws.
8. Each candidate is entitled to appoint a Scrutineer.
9. An All Candidates Forum shall be held within 7 days prior to the election date. This can be done through either of the following in order to create awareness of the candidates platforms and ambitions:
  - a. A platform presentation and Q&A.
  - b. A social event.
10. Any position that receives only one (1) nomination will go to a Vote of Confidence (Yes/No Vote). In the case that the position is not filled it is to be treated as a Vacancy.
11. If no nomination is received, then the position shall be treated as a Vacancy and filled as soon as possible.
12. Each Candidate must, on request of the elections officer, produce any documents and receipts pertaining to their campaign expenditures during the election. Failure to do so will result in that candidate's eligibility for a GRAC appointment being revoked and all ballots in favor of his/her election shall be void.
13. Only current members of the GRA shall vote for the incoming
14. Voting is to be done by secret ballot
  - a. A ballot is considered to be spoiled if there is not a clear selection of a single candidate or as deemed by the elections officer
15. Slanderous or unlawful behavior by any candidate will results in the candidates` removal from the running.
  - a. Additional Elections Rules are set forth by the GRAC Policies & By-Laws.

## ***ARTICLE X - VACANCIES***

1. In the event that a Council Member resigns or is recalled during his/her term of office then the following steps must be followed:
  1. The council, through a simple majority vote, may choose to fill the position internally; or
  2. The Public Relations Officer shall post, in a public place, a notice of the vacancy and a request that interested members apply for the position;
  3. The notice shall be dated and remain posted for one (1) full week;

4. The Public Relations Officer shall receive all nominations.
5. In the event that only one person applies for the position, then that person shall be considered elected by acclamation;
6. In the event that two or more persons apply for the position then an election shall be held pursuant to the rules governing nominations and elections in ARTICLE VIII and ARTICLE IX, or the GRAC will conduct an interview with each candidate and elect the new member with 2/3rds majority.
7. In the event that no member applies for the position then the GRAC may appoint a candidate of its choice, if and when such a candidate becomes available; and
8. If the GRAC cannot appoint a suitable candidate to fill a Vacancy then that position shall remain vacant.

## ***ARTICLE XI - CONSTITUTIONAL VIOLATIONS AND COMPLAINTS***

1. GENERAL COMPLAINT PERTAINING TO GRAC ACTIONS OR PROCEDURES
  - a) At any point a member of the GRA can make a complaint on any procedure or action taken by the GRAC (Excluding: GRAC Elections. Complaints pertaining to elections should be made to the Elections Officer).
  - b) A letter of complaint must be submitted to the RLM and the GRAC at any time during the academic year following the procedure or action in question. The GRAC and RLM will investigate the complaint.
  - c) Once a decision has been reached as to what action should be taken, the RLM and GRAC will inform those parties concerned and the result of the complaint will take effect immediately.
2. RECALL OF OFFICERS
  - a) If any member of the GRAC is found to have not satisfied their duty requirements as stated, or violated any part of this constitution, his/her actions, in part or in whole, can be subject to a RECALL.
  - b) Any member of the GRA or BCA can ask for a GRAC member's position to be recalled at any time as long as the following guidelines are adhered to;  
A formal letter detailing the reasons for recall must be submitted in person to both the current President and the RLM;
    - i. If the President is the position to be recalled, the letter shall be submitted to the Vice President, and the RLM;
    - ii. Upon the delivery of the letter, the complainant has ninety-six (96) hours to produce a petition of no less than one hundred-forty (140) current GRA members that are in support of the recall. This petition must be handed in person to the RLM and the President;  
and
  - c) Following a completed petition, a General Meeting shall be held within ten (10) days;
  - d) At this meeting, the recall petition and constitutional violation shall be discussed and voted upon. A clear majority of the GRAC is needed in favor of the recall in order to terminate the position of that GRAC member.
  - e) A successful recall shall result in a Vacancy – (see ARTICLE X).

3. Any persons terminated from a GRAC position may not be permitted to hold any GRAC position for the remainder of that academic year
4. If a GRAC member is elected for a position on the following year's council but is recalled during their current term, the appointment to next year's council shall be void and result in a vacancy (**ARTICLE X - VACANCIES**).

## **ARTICLE XII - APPEALS TO RECALL**

- a. In the event that a member of the GRA or BCA wishes to appeal the result yielded from any section of ARTICLE XI, a formal letter of appeal must be submitted to the GRAC and the RLM. This letter must be submitted in person no later than forty-eight (48) hours after the recall vote under ARTICLE XI.
- b. If the RLM sees reason for an appeal to be heard, the appealing party has seventy-two (72) hours to produce a subsequent document outlining all grounds in which the appeal should be granted, as well as a petition of no less than one hundred seventy five (175) GRA as well as BCA members.
- c. At any point the RLM can appoint a board of appeal to assume the duties as to the appeal process.

## **ARTICLE XIII - MEETINGS**

Meetings of the GRA and BCA shall be of two types: Council and General.

1. A Council Meeting shall;
  - a) Be held weekly during both terms of the winter academic session, on a day and time set by the GRAC. That day and time must be posted in public view;
  - b) Not be optional. All members of the GRAC must be in attendance; (**See ARTICLE XIV - ABSENTEEISM.**)
  - c) Be quorate with at least half of the council members present (rounded up) of which at least one member should be an executive (for example, for a council consisting of 11 members a meeting must have 6 members present for a meeting to proceed and one of those six must be the President, the Vice-President or Treasurer, the Social Coordinator, or the Public Relations);
  - d) Observe Robert's Rules of Order, latest edition as a guideline;
  - e) In the event of a tie vote, the Chairperson shall have the deciding vote; and
  - f) Be open to all members of the GRA and BCA, but only Council members shall move, second and vote on matters.
2. A General Meeting shall:
  - a) Be called by the Council at any time during the term with one (1) week notice to all members;
  - b) Not be optional. All members of the GRAC must be in attendance; (**See ARTICLE XIV - ABSENTEEISM.**)
  - c) Be called upon presentation to the Council of a petition and proposed agenda signed by no less than fifty (50) members of the GRA as well as BCA, said meeting to take place within ten (10) days of receipt of the petition;
  - d) Each GRA and BCA member attending shall have a vote when the GRAC calls for a vote;

- e) Have an agenda posted in a public place in public view seven (7) days in advance of the meeting;
- f) In the event of a tie vote, the Chairman (i.e. one of the executive) shall have the deciding vote; and
- g) Observe Robert's Rules of Order, latest edition as a guideline.
- h) The GRAC can remove any disruptive GRA or BCA member from the meeting.

## ***ARTICLE XIV - ABSENTEEISM***

Absenteeism shall be categorized as "Meetings" and "Activities". All members of the GRAC shall agree by a clear majority vote upon the definition of an excused absence at the beginning of their term of Office. All members will be granted 3 excused absences per academic term (3 months). After the third absence the President will meet and discuss with the Individual the cause of their absence and if they are able to continue.

Excused Absences:

1. Academic hardship
2. Medical Emergency/ Health (Mental and/or Physical)
3. Family Emergency
4. Other reasons will be assessed on a case by case basis

Meetings and Activities:

1. Any GRAC member with three (3) unexcused absences throughout the academic year (September to April) shall result in a letter of reprimand from the Vice-President. This letter must be delivered prior to the next scheduled meeting.
  - a. First unexcused absence shall result in a warning,
  - b. second unexcused absence shall result in suspended GRAC privileges:
    - i. Access to spaces for members of the GRAC and RAs will be revoked for the individual(eg. board room, GRA office, etc.). Front Desk staff, the RLM, RAs and council will be notified if access has been revoked for an individual.
    - ii. Council will no longer provide funding for professional development opportunities (eg. Serving it right certification, SLC, mandatory RHA training, etc.)
    - iii. The individual will no longer get free access to GRAC events (Winter Formal, Boat Cruise, etc.)
    - iv. Honorariums may be withheld after a review of attendance and overall performance.
    - v. The President may choose to reinstate these privileges if there is a consistent positive change in behaviour
2. If the Vice President is absent, the Treasurer shall issue the email. This email must be delivered prior to the next scheduled meeting.
3. Any GRAC member with three (3) unexcused absences per elected term (8 months) shall have their appointment terminated by letter from the President. This termination must be documented and submitted to the RLM before the next scheduled meeting. In the event that the position of President is terminated the Vice

President will assume such duties.

4. Terminations will result in a Vacancy, ARTICLE X.
5. Any persons terminated from a GRAC position may not be permitted to re-apply for any GRAC appointment for the remainder of that academic year.

### ***ARTICLE XV - FINANCE***

1. Money belonging to the GRA and BCA shall be collected from UBC Department of Housing and Conferences and collected by any function of the GRAC
2. The signing power for the GRA and BCA shall at all times be co-held by (2) persons. These persons shall be the President and the Treasurer.
3. The GRA and BCA budget and any other financial arrangements shall be approved by GRAC.
4. Financial arrangements, where possible, should be of one (1) year or less in duration.
5. The finances of the GRA and BCA shall be audited annually.
6. The GRAC shall publicly call at least one (1) General Meeting at which their financial records annually will be shared.
7. Money collected by functions of the GRAC shall be handled in accordance with the money handling procedures of the Policy Book.
8. During the summer, GRAC funds for BCA shall be managed and held by the RHA, the GRAC shall transfer funds to the RHA who will release the money to BCA members upon request.

### ***ARTICLE XVI- AMENDMENTS***

1. This constitution may be amended only through a referendum.
2. Proposed amendments must have the written support of 140 members of the GRA and BCA.
3. The proposed amendments to this constitution must be presented to the GRAC at least ten (10) days before a General Meeting at which they are to be presented but not voted upon.
4. A copy of the proposed amendments shall be posted by the Vice President in public view immediately after submission to the GRAC, and a minimum of one (1) week before a General Meeting voting is held.
5. A referendum will then be held within ten (10) days following the General Meeting to vote on the proposed amendments.
6. Should the amendment pass, a copy of the fully amended constitution shall be submitted to the RLM within twenty-four (24) hours of the referendum.

### ***ARTICLE XVII – REFERENDUMS***

1. The referendum shall pose a question that is clearly understandable to any member of the GRA and BCA. This question will be agreed upon by the RLM and the GRAC.
2. The question proposed in the referendum shall be posted in public view at least one (1) week prior to the referendum date.
3. Referendum dates and times are to be declared by clear majority vote of the GRAC and

- shall be posted in all 1st floor elevator lobbies (including the Gage Apartments, and Brock Commons), no less than ten (10) days prior to the selected referendum dates.
- a) Voting shall be held for a minimum of three (3) consecutive days, with a total voting time of six (6) hours.
4. A quorum of 10% of the GRA and BCA membership is required for the referendum to be valid.
  5. A simple majority vote in favor of the referendum question is needed to invoke the changes that the referendum proposes.

## ***APPENDICES***

### ***Appendix A - ELECTION RULES***

#### **General:**

1. It is every candidate's responsibility to obtain a nomination package from a public place as determined by GRAC.
2. Completed nomination forms must be submitted by the deadline set by the Residence Hall Association. All nominations submitted after this deadline will not be considered.
3. All candidates must attend the All Candidates Meeting or send a proxy in their absence.
4. Any complaints, concerns or problems associated with campaigning or elections must be sent to both the President and Elections Officer.
5. Violations of the Election Rules shall be to the discretion of the Elections Officer. Penalties include, but are not limited to, the suspension of a candidate's campaign or their disqualification.
6. Candidates may only run for a maximum of two positions in an election.

#### **Campaigning:**

7. The total cost of all campaigning materials may not exceed \$50, and all receipts must go to the Elections Officer within 48 hours after the closing of the campaigning period.
8. No candidate shall be allowed to use the Programming Resource Center for any material pertaining to the elections process.
9. Flyers may not be distributed to individual units or rooms.
10. Candidates may knock on the doors and engage in conversation with residents but not after posted quiet hours as designated by Student Housing and Hospitality Services.
11. Slating and slate-like activities shall be prohibited. This includes, but is not limited to:
  - a) Appearing on another candidate's campaign materials, including but not limited to posters, banners, flyers, handouts, and websites.
  - b) Producing posters or other campaign materials that resemble those of another candidate in colour, branding, design, or appearance.
  - c) Using the same slogan or slogans as one or more other candidates.

12. All candidates must follow the poster policy as presented by Student Housing and Hospitality Services. This includes one poster on the first floor of each building and one in the designated area of the commons block, as determined by the Elections Officer.
13. Campaigning posters may not include slanderous comments.
14. No candidate may interfere with another candidate's campaign.

**Voting Week:**

15. Candidates may not stand within five meters of the elections booth, unless voting, and may not campaign during this time. Any candidate caught doing so will undergo suspension as the Elections Officer sees fit.
16. In order for the election to be considered as valid, a quorum of 170+ residents of the GRA combined with the BCA population must be obtained.
17. No current GRAC member may operate the voting booth and be a candidate in the election.
18. All candidates may appoint a Scrutineer. The Scrutineer shall observe the counting of ballots to ensure the election rules are
19. followed.
20. Recounting is available for 72 hours after the release of the results. The ballots shall be kept in the Residence Life Manager's Office or behind the Front Desk. After 72 hours, all ballots will be destroyed.
21. The Elections Officer will release the results within 24 hours after the polls close.