Handbook for On-Campus Associates

2013-2014

Conrad Grebel University College
CONRAD GREBEL UNIVERSITY COLLEGE
MISSION STATEMENT

“The mission of Conrad Grebel University College is to seek wisdom, nurture faith, and pursue justice and peace in service to church and society.”

In keeping with Conrad Grebel University College’s Mission Statement and goals, the College strives to create a residential and associate program that fosters:

- Christian beliefs and values, particularly as they are understood in the Anabaptist tradition;
- honesty and openness;
- interaction and dialogue between students, faculty, and staff;
- valuable life-long friendships;
- engagement among people from diverse backgrounds;
- the exploration of life meaning and value questions leading to action;
- intellectually stimulating conversation that carries students’ education beyond the textbook and classroom;
- a secure, dynamic living environment that is enjoyable and enables students to study, learn and grow to their full potential;
- the development of leaders.

(As approved by the Board of Governors, March 2006)

*************

Grebel is also guided by the Ontario Human Rights Code. The Ontario Human Rights states, “a person has the right to equal treatment in a number of areas (ie. Services, goods and facilities, accommodation/housing, employment, contracts, membership in trade unions and vocational associations), free from discrimination based on the following prohibited grounds: race; ancestry; place of origin; colour, ethnic origin; citizenship; creed-religion; sex; sexual orientation; age; record of offences; marital status; same-sex partnership; family status; receipt of public assistance; mental or physical handicap” (from Ontario government website).
Contents

APARTMENT ADMINISTRATION ..................................... 1
PURPOSE OF PROVIDING APARTMENT LIVING .......... 1
INVOLVEMENT AND PARTICIPATION ..................... 2
CONTRACT POLICIES FOR ON-CAMPUS ASSOCIATES ................................................. 3
   FEE PAYMENT POLICY ...................................... 3
   CONTRACT PROVISIONS ..................................... 4
FACILITIES .................................................................. 6
   DOOR ENTRY SYSTEM ....................................... 6
   APARTMENT FURNITURE and APPLIANCES .......... 6
   TELEPHONE ....................................................... 7
   CABLE .................................................................. 7
   APARTMENT UNIT MAINTENANCE ..................... 7
   INSURANCE ......................................................... 8
   APARTMENT UNIT CHECKS ................................. 8
      Check In ......................................................... 8
      Check Out ....................................................... 9
   ETHERNET CONNECTION ................................... 9
   BICYCLE POLICY ............................................... 10
   PARKING POLICY ............................................... 11
RELATIONSHIPS .......................................................... 11
GUESTS ..................................................................... 12
ALCOHOL USE GUIDELINES .................................... 12
   Basic Principles .................................................. 12
   Specific Policies: ............................................... 12
PRIVACY GUIDELINES ............................................ 14
   COLLEGE PRIVACY POLICY ............................. 14
CONFIDENTIALITY .......................................................... 14
STUDENT RECORDS ......................................................... 15
STUDENT APPEAL PROCESS ............................................... 15
SCHOLARSHIPS AND AWARDS ........................................... 15
HEALTH AND SAFETY ISSUES ........................................... 16
EMERGENCY INFORMATION .................................................. 16
UW CAMPUS POLICE: 519 888-4567 ext. 22222 ........ 16
FIRE SAFETY PROCEDURES ............................................... 16
FIRE SAFETY EQUIPMENT ................................................... 17
EVACUATION PROCEDURES ............................................... 18
In case of fire: ................................................................. 18
Should the fire alarm sound: .............................................. 18
SECTION II ......................................................................... 19
CONRAD GREBEL UNIVERSITY COLLEGE .............. 19
CONSTITUTION OF THE STUDENT COUNCIL .......... 19
Article I: Name ................................................................. 19
Article II: Membership ...................................................... 19
Article III: Officers ............................................................. 20
Article IV: Meetings ............................................................ 23
Article V: Student Council and the Larger Leadership Team ........................................ 24
Article VI: Non-Officer Positions ................................. 25
Article VII: Amendments .................................................... 25
Article VIII: Student Building Fund .............................. 26
Article IX: Refugee Student Fund ................................. 26
BYLAWS OF THE STUDENT COUNCIL ...................... 26
Article I: Name and Objective ........................................... 26
Article II: Executive Officers ............................................. 27
APARTMENT ADMINISTRATION

Ultimate and ongoing responsibility for the apartments lies with the Board of Governors of the College, whose representative is the College President. The President in turn delegates the responsibility of administering the apartment complex to the Director of Student Services. Other administrative officers also share in the decision-making process.

The responsibility for the social, athletic, and religious programming of student life is shared by the Director of Student Services, Student Services Program Assistant, Chaplain, and students. An elected Student Council is responsible for the coordination of student life activities and represents the students at College Council and Board of Governors meetings.

The Director of Student Services will hold an On-Campus Associate meeting at the beginning of each term to discuss general guidelines for community living.

PURPOSE OF PROVIDING APARTMENT LIVING

The College desires to retain upper-year students who will add depth and maturity to student life. The apartment program is primarily intended for upper-year Grebel students who have a history with the College and have made a strong positive contribution to the residence and/or associate programs. Students interested in engaging with the broader College program through leadership roles and mentoring relationships will be ideal candidates. Particular circumstances may demand special consideration to ensure the best use of the facility and overall College resources, or additional factors may be considered in some circumstances. With this in mind Student Services will seek On-Campus associates who are:
sympathetic with Conrad Grebel University College’s values and beliefs

willing to live within Grebel’s guidelines for Community Living as laid out in the On-Campus Associate Handbook

willing and able to participate in the wider Grebel community and its activities, including enrolling in Grebel courses

interested in exploring life meaning/value questions and willing to be involved in conversation and dialogue with peers, residents, Grebel staff, faculty, and administration about such questions

respectful of others and willing to interact with others in an atmosphere where diversity is valued

enrolled in one of the faculties at University of Waterloo or Wilfrid Laurier University

INVolVEMENT AND PARTICIPATION

On-Campus Associates are encouraged to participate in academic and residence activities such as orientation week, commencement, all-college retreat, chapels, community suppers, end of term banquets, winter chapel retreat, ‘Taste of Grebel’, convocation, music ensemble groups, noon hour concerts, and recitals. Refer to the residence handbook (available online) for more information on these events.

On-Campus Associates are also encouraged to hold formal leadership roles, either through Student Council or the Chapel program. For details on the various student committees and organizations, refer to the Residence Handbook.
CONTRACT POLICIES FOR ON-CAMPUS ASSOCIATES

FEE PAYMENT POLICY

The basic fee includes rent, utilities (including physical phone lines but not the phone service), and community suppers. Optional costs are term-end banquets, retreats, athletic fee for intramural sports, student yearbook, parking, and bicycle storage. Other fees are Student Council related fees like the student building fund fee, student refugee fund fee, and Student Council basic administrative fee.

A $500.00 deposit must be paid in full to Conrad Grebel University College by the designated deadline date. CGUC will hold all deposits in escrow. Interest will be accrued on the monies held in escrow on an annual basis. When the student decides not to sign a further apartment contract, the deposit and accumulated interest will be paid out.

Apartment fees will be collected before the onset of each term. 60% of the 8-month total fees will be paid in Fall term, and the remaining 40% of the 8-month total fees in Winter term or Spring term. Students holding a 4-month Fall, Winter, or Spring contract will pay 100% of the fees for that particular term. Fall 2013 fees are due August 9, Winter 2014 fees are due December 13 and Spring 2014 fees are due April 11. Fee deadline dates are also posted on Grebel’s website.

It is the responsibility of students to let the Student Services Office know where the fee invoices are to be mailed.
If fees are not paid by August 9, 2013 for Fall (December 13, 2013 for Winter, April 11, 2014 for Spring), unpaid fees will be subject to a penalty charge of $50.00.

In addition, if no mutually agreeable payment plan has been negotiated with the Accounting Office prior to the fee due date, a 2% monthly interest charge will be applied to balances outstanding.

On occasions, students may request an early move-in or prolonged stay. In both case the College will apply a per night charge.

**CONTRACT PROVISIONS**

**Preamble:** While students live in groups in the apartments, the contract is with the individual student, not the group. At any point before or during a term, the College reserves the right to make adjustments to the configuration of students in a unit, and add students up to a maximum of 4 students to any given group. While the Director of Student Services will try to have conversation with all students impacted by the change, she cannot guarantee consultation.

1. A contract for accommodation is valid only if the properly signed and witnessed Offer is received by the College by the acceptance deadline.
2. According to College policies referred to in paragraph 7 below, the applicant is responsible for the payment of all apartment fees for the Contracted Terms of occupancy on or before the Designated Dates.
3. The contract may be terminated, as determined at the sole discretion of the College and the deposit and any apartment fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the apartment fees for the Contracted Terms:
a. if the applicant has not moved into the apartment on the date the term begins, as specified above, unless prior to such date the applicant has notified the Director of Student Services of the College in writing that the applicant will be moving in after that date; or
b. if the applicant has not paid the apartment fees for the Contracted Terms by the Designated Dates unless prior to such Designated Dates, the College has agreed to a payment plan.

4. The contract shall be deemed to be terminated and the deposit and any apartment fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the apartment fees for the Contracted Terms:
a. if the applicant loses the right to continue studies in his or her academic program; or
b. if the applicant voluntarily chooses not to fulfill the contract by notice to the College prior to the onset of the Contracted Terms; or
c. if the applicant voluntarily vacates the apartment during the Contracted Terms. (“Vacates”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or
d. if the applicant involuntarily vacates the apartment, during the Contracted Terms. In such circumstances the College will require the applicant to re-apply for admission.

5. The applicant agrees to pay to the College, upon demand, the cost of any damage to the apartment unit by the applicant and to the furnishings within the unit, and any damage the applicant has caused to the College and/or the furnishings contained therein.

6. The applicant shall vacate the accommodation on or before the date referred to above. On-Campus associates will not be required to vacate their suites between 2 consecutive 4-month terms (i.e., F/W,
W/S or S/F) unless the suite is required for cleaning and/or maintenance purposes.

7. The policies and procedures of the College as outlined in the apartment and residence handbooks are hereby incorporated as part of this contract in the same manner as if repeated herein.

FACILITIES

The outside doors to the apartment building are continuously locked. Each On-Campus Associate has an outside door key to the apartment building and to the residence building. On-Campus Associates may use residence space, including laundry room, games room, lounges, bike sheds, etc. While visiting in or using the residence facilities, residence guidelines must be respected. Refer to the Residence Handbook for the guidelines pertaining to the residence.

DOOR ENTRY SYSTEM

The system operates with your existing telephone. Your guest dials your apartment number on the lobby panel and your telephone will ring. When answered, you will be in communication with your guest for approximately 20-30 seconds.

Unlock the main door by dialing the digit “9” from your telephone. You may refuse entry by simply hanging up or dialing digit “4”.

Please remember.... Do not prop open doors.

APARTMENT FURNITURE and APPLIANCES

Each suite has a refrigerator, electric stove, living-room furniture, four beds, four desks, and closets. There is an exhaust fan in each bathroom to prevent mildew. Each unit has separate controls for heating and air conditioning.
TELEPHONE

There are six phone jacks in each suite functioning on one phone line provided by the College. If students want additional phone lines it will be their responsibility to contact Bell. Apartment fees cover the use of one phone line in each apartment unit for local calling. This phone line is listed in the name of the College. If you would like to add a long distance plan, contact the front office to fill in the necessary paperwork. There will be an additional charge to activate a long distance plan. Phone numbers will be given out unless students request otherwise.

CABLE

Your apartment unit is wired to receive cable in the main living room and each of the bedrooms. All fees incurred are the responsibility of the student. If you would like to cable service, call Rogers TV at 1-888-764-3771 to start an account and request activation.

APARTMENT UNIT MAINTENANCE

On-Campus Associates can use creativity in decorating and personalizing the suites. Keep in mind the following:

- The care and upkeep of each suite is the responsibility of those living in it. You are responsible to provide your own cleaning supplies. A Grebel vacuum cleaner is available for use. It will normally be kept at the west end on the 2nd floor. Please return it to its location once you are finished with it.
- Only re-usable adhesive putty may be used in attaching posters, etc. to any surface. Glue, screws, duct tape, and adhesives leave permanent scars and may not be used. Remove all tape before check-out.
- Window screens may not be removed at any time.
• Pets of any shape or size are not allowed in the apartments. Exceptions will be made for fish in bowls (not in tanks).
• If it has been determined that careless behavior has caused damage to suites, college buildings, or their contents, the student(s) involved will be charged the repair costs. Careless behavior includes all damage beyond normal wear and tear. Students will be held responsible for any damage caused by their guests.
• Your apartment has been inspected prior to your move-in. Take a look around when you arrive. If you encounter any problems, please notify the Main Office immediately. At the end of the term the suite must be left in the condition in which it was received. Nothing more or less should be left. Furniture must be returned to its original place.
• On-Campus Associates are encouraged to bring small fans to place near the windows during the colder months. Air movement across the window will help reduce condensation on the windows.

INSURANCE

Conrad Grebel University College has comprehensive insurance coverage. The College's insurance, however, does not cover the personal property of individual students against theft or damage. It is recommended that if students have valuable equipment or clothing, they should seek some insurance protection through their own insurance broker.

APARTMENT UNIT CHECKS

Check In
On move-in day, apartment keys can be picked up at the registration desk in the front foyer of the residence. After hours that same day, keys can be picked up from the
Campus Hosts. Following move-in day, keys, etc. can be picked up in Student Services. Students are responsible for doing a suite check and notifying Student Services or the main office if anything seems out of order.

**Check Out**

It is assumed that students leaving at the end of their contracted term(s) will vacate as per the end date on their contract unless other arrangements have been made with the Director of Student Services. When signing out, leave keys in the Student Services office during office hours. Do not forward keys directly to the next tenant of your room or apartment. After hours, leave the keys with the Campus Hosts.

All personal belongings and personal furnishing **must be** removed before leaving unless alternate arrangements have been made in writing with the Director of Student Services. Stored items may be subject to a $25 storage fee.

Previously unreported damage to furnishings or facilities will be assessed. These damages and any outstanding invoices will be deducted from the deposit that the College holds in escrow.

**ETHERNET CONNECTION**

Every room in each suite has high-speed access to the University’s computer network and the Internet. If you wish to connect to the network, you will need a computer, a network card, and a network cable. **Please make sure your computer is ready for use on ResNet.**

[http://www.housing.uwaterloo.ca/resnet/resnet/](http://www.housing.uwaterloo.ca/resnet/resnet/)

There is no cost to obtain this connection, as it is already included in your apartment rent. There is also a wireless access point to UW’s network mounted in the living room.
If you do not have a network card or cable, good quality cards and cables are available from the computer stores on campus.

If you have a computer with a modem, you can, if you prefer, access the campus computer network through the University’s terminal server. Arrangements for this are made through the University and a small hourly fee applies.

BICYCLE POLICY

Bicycles are not permitted inside college buildings. Outdoor bicycle racks are located at four different locations around the College: near the Chapel entrance on the north end of the residence, on the patio entrance, next to the lower atrium entrance, and near the main entrance of the administrative building facing the south parking lot.

Bicycle storage space on the lower level of the apartment building is available to On-Campus Associates who pay the applicable fee. Keys are issued to specific individuals and may not be shared with other persons.

To obtain a key to the bicycle storage room, On-Campus Associates must provide a description of the bicycle, including model and serial number, and pay a partially-refundable key deposit each term.

Users of the bicycle storage room are responsible for keeping the door locked at all times and for removing their bicycles at the end of their contracted term. The College is not responsible for damage or loss resulting from a user failing to keep the door locked.

Bicycle storage keys must be returned at the end of the contracted period. Users not returning their keys will be assessed a ‘lost key’ charge.

Bicycles not properly registered or left after the end of the contracted period become the property of the College and are disposed of accordingly.
PARKING POLICY

Persons legitimately using Conrad Grebel University College parking facilities are classified as permit holders or visitors.

Parking permits are issued to college faculty, staff, resident students, Off-Campus Associates, On-Campus Associates, music majors, and full-time graduate students upon payment of applicable fees and completion of the necessary forms. Parking decals must be affixed to the vehicle’s front windshield, bottom corner on the driver’s side.

Visitors must pay for parking at the stipulated rate through the ticketed parking system. Ticket parking rates are posted at the entrance to the south parking lot.

Vehicles parked in the “No Parking” zones in front of the garbage bin, doorways, and service entrances will be towed.

Please note that two spots in the upper (north end) parking lot are designated as 15 minutes load/unloading spots only. Please do not drive your vehicle through the gates or park in front of the gates as this is an access route for emergency vehicles.

THE COLLEGE ASSUMES THE RIGHT TO TOW REPEAT OFFENDERS TO THE UNIVERSITY POUND, AT THE OWNER’S EXPENSE.

RELATIONSHIPS

We encourage healthy relationships and expressions of attraction, nurtured and grown with respect for others, in ways that are consistent with healthy community living, and that minimize the awkwardness and disruptiveness which exclusive relationships may pose in a community.
GUESTS

On-Campus Associates, in consultation with their apartment-mates make their own decisions regarding overnight guests. Guests are the responsibility of the student(s) holding the apartment contract. Please ensure guests abide by Grebel’s guidelines as laid out in this handbook.

ALCOHOL USE GUIDELINES

(Parts excerpted from Grebel’s larger Alcohol Policy #104)

Basic Principles
1. All illegal use of alcoholic beverages is strictly forbidden, and when alcoholic beverages are served, the applicable laws must be strictly observed.
2. Whenever and wherever alcoholic beverages are used or served in the College, moderate consumption is assumed and, if necessary, enforced.
3. Those who consume alcoholic beverages must show respect for those in the community offended by such activity.
4. While the use of alcoholic beverages is tolerated at certain events and in some designated areas, the use of alcoholic beverages in the College is generally discouraged.

Specific Policies:
1. Alcoholic beverages will not be served at the College at events sponsored by the College.
2. If alcoholic beverages are consumed, they must be consumed in moderation in designated areas by persons who are 19 years of age or older. As is the policy across campus (UW Policy #21), underage drinking is not permitted or tolerated. Serving or buying alcohol, or holding a glass of alcohol for a “minor” goes against the Ontario Liquor Licence Act
and is not tolerated. Failure to comply could jeopardize a student’s current and future contracts with the College.

3. Moderate drinking of alcoholic beverages is tolerated in apartment units only when it does not interfere with the peace and personal freedom of other apartment dwellers.

4. Keg parties or any other parties in apartment units, where alcohol is the focus or a predominant component of the gathering are not in keeping with Grebel’s vision and therefore, not permitted.

5. Drinking of alcoholic beverages in other areas of the College or College grounds is not permitted except when the student leadership team together with the Director of Student Services agree to a variant of this regulation in a particular term.

6. Individuals who abuse alcohol may be asked to take an alcohol awareness course through UW Counseling or Health Services.

7. Grebel adheres to Ontario’s Liquor License Act which states:
   a. No person shall keep for sale, offer for sale, or sell liquor, except under the authority of a license or permit to sell liquor or under the authority of a manufacturer’s license.
   b. No person shall canvass for, receive, or solicit orders for the sale of liquor unless the person is the holder of a license or permit to sell liquor, or unless the person is the holder of a license to represent a manufacturer.
   c. No person shall deliver liquor for a fee, except under the authority of a license to deliver liquor.
   d. No person shall knowingly sell or supply liquor to a person under nineteen years of age.
PRIVACY GUIDELINES

COLLEGE PRIVACY POLICY

Conrad Grebel University College is committed to protecting the privacy of the personal information of its students, alumni, employees, donors and other stakeholders. The College will recognize and maintain this trust by being transparent and accountable about how information is treated and shared.

During the course of both academic and residence/associate programs, and through constituent or alumni activities, personal information is frequently gathered and use. This information is used primarily for communication from the College which takes a variety of forms such as mail, email, or phone. Anyone from whom such information is collected can expect that it will be carefully protected and that any use of this information is subject to consent. Conrad Grebel University College is an affiliated college of the University of Waterloo and as such operates in conjunction with the Privacy Guidelines of UW. (Excerpted from CGUC Policy #017)

CONFIDENTIALITY

Student Services staff and student leaders are committed to treating all students with dignity and worth. We will treat private conversation with respect and honor. With this said, we cannot, in all cases, promise complete confidentiality. Confidentiality cannot be kept if information is shared that leads one to suspect or believe a student’s well-being is at risk - this would include but is not limited to:

a. a student is in danger of hurting him/herself,
b. a student is in danger of hurting another individual
c. a student’s activities or plans violate Grebel’s guidelines for community living.
STUDENT RECORDS

Student non-academic records are located in Student Services Office until students graduate. After graduation the files are archived. A student may request to see his/her own records. To do so, the following steps will need to be taken:

1. A written request must be submitted to the Director of Student Services Advisory Group.
2. The Director of Student Services, in conjunction with the Advisory Group, will review the file.
3. In most cases the file (or a copy) will then be given to the student to review privately. In some cases the file will only be released for review in conversation with the Director of Student Services.

STUDENT APPEAL PROCESS

The policies and procedures laid out in the Apartment Handbook and the Residence Handbook are established by the administrative executive group under the direction of the College’s Board of Governors.

Students may appeal the application of a given policy. That is to say, students may feel a policy is not being applied fairly and wish to appeal its application. A student, however, may not appeal the actual established policy.

To initiate an appeal, please refer to College policy No. 003.

SCHOLARSHIPS AND AWARDS

On-Campus Associates are eligible for scholarships, awards and bursaries. For more information go to https://uwaterloo.ca/grebel/financial-aid-awards or talk with staff in the Student Services Office.
HEALTH AND SAFETY ISSUES

Conrad Grebel University College has a joint Health and Safety Committee. This Committee has the responsibility of identifying and evaluating potential hazards and making recommended corrective action with follow up to ensure implementation. However, health and safety begins with you. Occasionally, certified health and safety members of the committee will do a walk-through of the apartment building.

With safety in mind, some of the following guidelines have been put in place for your protection.

EMERGENCY INFORMATION

In case of emergency, contact the Campus Hosts or Dons.

The Campus Hosts and Dons have access to First Aid kits and have basic First Aid training. In any case where immediate medical assistance is required, call 911. If you become aware of or suspect criminal activity, contact the UW Police and a Don or a Campus Host immediately.

UW CAMPUS POLICE: 519 888-4567 ext. 22222

In case of equipment breakdown in any aspect of the physical plant, contact the Campus Hosts. Do not attempt to do repairs.

FIRE SAFETY PROCEDURES

Fire safety is everyone's business and responsibility. In order to ensure maximum safety, everyone must ensure fire safety in his/her own suite.

1. Extension cords should be carefully monitored.
2. Avoid overloading the circuits.
3. Light bulbs in lamps must be of the proper wattage to avoid overheating.

4. All electrical equipment used (kettles, hair dryers, stereos, etc.) must be electrically safe, CSA approved, and used appropriately.

5. Grebel is smoke-free. Students who choose to smoke must do so outdoors, and they must be particularly careful that all cigarette butts are properly extinguished and disposed of in the receptacles provided.

6. Use of candles in apartment bedrooms is not permitted.

7. Christmas Trees:
   a. Do not use candles on or near the tree. Use only CSA approved miniature lights and extension cords. Inspect wiring carefully and use only three sets of lights on an extension cord. Turn off all decorative lights before leaving the area for the night. Minimize accumulation of combustible materials under the tree. Natural trees should be located away from heating sources such as registers and radiators.

8. Hallways and doorways should be kept clear.

FIRE SAFETY EQUIPMENT

The apartment facilities are equipped with a fire alarm system. Pull stations are located near exits. Heat sensors are located in public areas, and offices and smoke detectors are installed in all suites. The smoke detectors in the individual suites are not wired into the main fire alarm system. Only the smoke detectors in the hallways are part of the College’s fire alarm system. You are encouraged to buy a fire extinguisher for your suite. Never attempt to use a fire extinguisher unless you are familiar with its use and the fire is small and easily extinguishable.
EVACUATION PROCEDURES

In case of fire:
1. If you detect fire or smoke anywhere in the College, quickly go to the nearest pull station and activate the alarm.
2. Evacuate all people from the area of fire/smoke to a safe, indoor area. (ie. if necessary the Atrium in the residence building)
3. Call 911 from a safe location.

Should the fire alarm sound:
1. Immediately stop what you are doing.
2. Remain calm, stay where you are and prepare for evacuation.
3. Wait for instructions over the P.A. system.

UNDER NO CIRCUMSTANCE WILL PERSONS BE ALLOWED TO RE-ENTER A BUILDING ONCE THEY HAVE BEEN EVACUATED UNTIL THE RESIDENCE DONS AND CAMPUS HOSTS, IN CONSULTATION WITH FIREFIGHTERS, DETERMINE WHEN IT IS SAFE TO RE-ENTER THE APARTMENTS AND RESIDENCE.

REMEMBER: IN CASE OF FIRE, THE SAFETY OF PEOPLE COMES FIRST!
SECTION II
CONRAD GREBEL UNIVERSITY COLLEGE
CONSTITUTION OF THE STUDENT COUNCIL

Effective: Fall 2009 (Replaces: Fall 2007)

Article I: Name
The name of the group shall be the Student Body of Conrad Grebel University College, hereinafter referred to as Students.

Article II: Membership
Students shall include those who are in good financial standing with Conrad Grebel University College and are:

1. Residents, who include:
   a. Individuals contracted to live in the Conrad Grebel University College residence.
   b. Individuals who are first-year students living off-campus and contracted to be a Resident in their second Academic Term, hereinafter referred to as Off-Campus Residents.

2. Individuals not living in the Residence Building but registered in the Grebel Associate Program for the current term, hereinafter referred to as Associates. Associates include:
   a. Individuals contracted to live in the Conrad Grebel University College Apartment Complex in the current term, hereinafter referred to as On-Campus Associates.
   b. Individuals who are living off campus and are not Off-Campus Residents, hereinafter referred to as Off-Campus Associates.

3. Individuals who are contracted to be a Resident or Associate in the following term, who have previously been a Resident or Associate, and who are currently
not a Resident or Associate, hereinafter referred to as Off-Stream Students.

Article III: Officers

Section 1: Officers and Duties

1. Executive Officers shall include a President, a Vice-President, a Treasurer, a Social Convenor, a Co-operative Student Representative, two (2) Associate Representatives, two (2) First-Year Student Representatives, a Secretary, and the Director of Student Services.

2. Duties of the Executive Officers are prescribed in the Bylaws of the Student Council.

3. Appointed Officer positions and duties are prescribed in the Bylaws of the Student Council.

Section 2: Nomination and Elections

1. The Nomination Procedure and the Nomination Period are prescribed in the Bylaws of the Student Council.

2. The Executive Officers shall be elected by ballot, as prescribed in the Bylaws of the Student Council.

Section 3: Term of Office

1. The Term of Office for the Executive Officers shall be:
   a. President
      i. Two terms, Fall and Winter, for the position of Fall Term President.
      ii. One term, Spring, for the position of Spring Term President.
   b. Vice-President
      i. One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Vice-President.
      ii. One term, for the term which the Vice-President was elected for, if elected for Winter or Spring.
   c. Treasurer
      i. Two terms, Fall and Winter, for the position of Fall Term Treasurer
ii. One term, Spring, for the position of Spring Term Treasurer

d. Social Convenor
i. One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Social Convenor.

ii. One term, for the term which the Social Convenor was elected for, if elected for Winter or Spring.

e. First-Year Student Representatives
i. One term, Fall, or two terms, Fall and Winter, for the position of Fall Term First-Year Student Representative.

ii. One term, for the term which the First-Year Student Representative was elected for, if elected for Winter or Spring.

f. Associate Representatives
i. One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Associate Representative.

ii. One term, for the term which the Associate Representative was elected for, if elected for Winter or Spring.

g. Co-operative Student Representative
i. One term, for the term which the Co-operative Student Representative was elected for.

h. Secretary
i. One term, Fall, or two terms, Fall and Winter, for the position of Secretary.

ii. One term, for the term which the Secretary was elected for, if elected for Winter or Spring.

2. The Term of Office for all Appointed Officers is prescribed in the Bylaws of the Student Council.

3. Officers may resign from their positions by notice in writing to the President outlining their reasoning and decision. This notice shall be held confidential until announced at the executive meeting prior to when the resignation would take effect.
4. Any officer who fails to perform his/her duties adequately may be removed from that position by a vote of at least five Executive Officers.

**Section 4: Eligibility**

1. Eligibility for nomination for a position as an Executive Officer, or to continue within such position, is defined as follows:
   a. President
      i. Must have been a Resident or Associate for at least two terms, including the current term.
      ii. Must be a Resident or an On-Campus Associate during Term of Office.
   b. Vice-President
      i. Must have been a Resident or Associate for at least two terms, including the current term.
      ii. Must be a Resident or Associate during Term of Office.
   c. Treasurer
      i. Must have been a Resident or Associate for at least two terms, including the current term.
      ii. Must be a Resident or Associate during Term of Office.
   d. Social Convenor
      i. Must be a Resident during Term of Office.
   e. First-Year Student Representative
      i. Must be a First-Year Student during Term of Office.
      ii. Must be only one female and one male representative during Term of Office.
   f. Associate Representative
      i. Must be an Associate during Term of Office.
      ii. One On-Campus Associate and one Off-Campus Associate is recommended.
   g. Co-operative Student Representative
      i. Must be a Resident or Associate during Term of Office.
      ii. Must be enrolled in the University of Waterloo Co-operative Education Program
and who, upon taking office, has completed at least one work term.

h. Secretary
   i. Must be a Resident or Associate during Term of Office.

2. Eligibility for Appointed Positions is prescribed in the Bylaws of the Student Council.

3. Upon voted approval of the Executive Officers, Students not meeting the eligibility requirements may be allowed to be nominated and serve in an Executive Officer or Appointed position.

4. Any Officer currently holding a position must resign from that position to be eligible for nomination for another position for the current term.

Section 5: Remuneration
The President of the Student Council shall receive an honorarium in recognition of his/her service in the amount of ten (10) percent of the basic residence fee, payable at the end of his/her term of office and paid from the Student Council budget.

Article IV: Meetings

Section 1: General Meetings
General Meetings shall be a meeting consisting of Students, and shall be held as deemed necessary and called by the President.

Section 2: Quorum
Ninety (90) Students shall constitute quorum of a General Meeting.

Section 3: Voting
Each Student may receive one vote at a General Meeting, which may be exercised in person or by registered proxy. Non-constitutional or non-fee related issues may be passed by simple majority.
Article V: Student Council and the Larger Leadership Team

Section 1: Composition
4. The Student Council shall be composed of all Executive Officers
5. The Larger Leadership Team shall be composed of:
   a. All Executive Officers
   b. All Appointed Officers
   c. Any positions recognized by the Student Council

Section 2: Duties and Powers
The primary duty of the Student Council and the Larger Leadership Team shall be to represent the Students to the administrative bodies and student societies of Conrad Grebel University College and the University of Waterloo. All other duties and powers of the Student Council are prescribed in the Bylaws of the Student Council.

Section 3: Meetings and Procedures
1. The first meeting of the Student Council shall be called and chaired by the President within one week of the announcement of the results of the Election for the current term.
2. Regular Student Council meetings shall be held weekly, except for weeks between Academic Terms, or as often as deemed by the President, subject to ratification by the Council members. All Students have the right to attend the meetings.
3. Special Meetings may be called by the President. Members of the Council shall be notified with sufficient time to attend the meeting.
4. Five voting Executive Officers shall be considered quorum for a Student Council meeting.
5. Meetings of the Larger Leadership Team shall be held at least three (3) times per term. They are designed to provide a forum for things like networking, reporting, feedback, and advising from...
the various areas of student leadership. Additional meetings can be called at the discretion of the president.

6. Procedures for Meetings are prescribed in the Bylaws of the Student Council.

Article VI: Non-Officer Positions

Section 1: Dons
The dons shall be selected from applications submitted to the Director of Student Services. The selection committee shall be chosen by the Director of Student Services and these members will represent student interest. At least one member of the don team must represent the dons at Larger Leadership Team meetings. This participating don will report on residence life and concerns, as well as relaying necessary information back to the rest of the don team.

Article VII: Amendments

Section 1: Constitutional Amendments
The Constitution of the Conrad Grebel University College Student Body shall be reviewed and amended, if necessary, each year. Amendments may be made in a General Meeting provided that:

1. The General Meeting is announced no more than seven (7) days from the date the Amendments are published. The General Meeting must occur within fourteen (14) days from the date the Amendments are published.

Section 2: Bylaws of the Student Council Amendments
Amendments may be made to the Bylaws of the Student Council in a regular meeting of the Student Council provided that:

1. The Student Council publishes the amendments seven (7) days prior to the date of the meeting when the amendments are to be voted on.
2. Amendments may be proposed by:
a. Executive or appointed officers.
b. Students, provided that it is presented in the form of a petition, signed by no fewer than thirty (30) signatures.

3. Amendments may be passed by two-thirds vote of all executive officers present at the meeting.

Section 3: Fees
Amendments may be made to student activity fees in a General Meeting provided that:

1. The Student Council distributes a proposal for the increase to the Student Body for their perusal.
2. The General Meeting occurs no fewer than seven (7) days and no more than fourteen (14) days from the date that the proposal is distributed.

Article VIII: Student Building Fund
The Student Building Fund is defined in Addendum A: Student Building Fund Fee. It is enacted as a temporary measure, commencing September 1, 2002, and shall be terminated August 31, 2014. The fund may be renewed for a further five-year period following the procedure for Constitutional Amendments. The renewal shall be treated as an Amendment to the Constitution.

Article IX: Refugee Student Fund
The Refugee Student Fund is defined in Addendum B: Refugee Student Fund. It was commenced September 1, 2009, and shall be terminated August 31, 2015. The fund may be renewed for a further period following the procedure for Constitutional Amendments. The renewal shall be treated as an Amendment to the Constitution.

BYLAWS OF THE STUDENT COUNCIL

Article I: Name and Objective
There is established a representative organization of the Students, hereinafter referred to as the “Student Council.” The Council operates under the auspices of Conrad Grebel University College wherein all decisions,
expenditures and activities formally planned are conducted by the Council in consultation with the Director of Student Services Office.

The objective of the Student Council is foremost to:
1. Promote the welfare and interests of the Students.
2. Act as representatives between the Students and the Administration, the University, the Federation of Students and the community.
3. Encourage co-operation between the church colleges.
4. Sponsor, initiate, and direct extra-curricular activities.
5. Receive and administer all funds that may become the property of the Student Body, including all monies accruing from activities, functions, and events sponsored by the Student Council.
6. Affirm the Christian values on which Conrad Grebel University College was based.
7. Legisllate bylaws in the forms of rules and regulations applying and extending the provisions of this constitution.

Article II: Executive Officers

Section 1. Duties and Powers

All Executive Officers, with the exception of the Director of Student Services, are voting members on the Council. The specific duties and powers of Executive Officers shall be defined as follows:

1. President
   a. Serve as Chief Executive Officer and Chairperson of the Student Council, presiding over meetings of the Student Council and General Meetings
   b. Be responsible for the agenda of the Student Council meetings.
   c. Be a signing officer of the Student Council. Serve as official representative, or select a delegate to serve as representative, of the
Student Council and the Student Body to the Conrad Grebel University College Board of Directors, College Council, other Administrative bodies of Conrad Grebel University College or the University of Waterloo, and at all college functions or public occasions.

d. Make the appointments of Appointed Officers on the voter approval of the Student Council.

e. Collect and compile reports from all Officers at the end of their said terms to be made available to incoming Officers.

2. Vice-President
   a. Serve as Second Executive Officer of the Student Council.
   b. Be a signing officer of the Student Council.
   c. Serve as official representative of the Student Body when more than one representative is required, or in the absence of the President.

3. Treasurer
   a. Keep an accurate record of finances to be reported regularly to the Student Council.
   b. Oversee all income sources and their allocation, including depositing all funds given to the Student Council to the credit of the Council.
   c. Be a signing officer of the Student Council and ensure that the appropriate individuals attain signing authority.
   d. Present an updated budget for the year at the beginning of the term to be approved by the Student Council.
   e. Present to the Student Council, before the end of the Treasurer’s term, a complete financial report and a tentative budget for the following year.
   f. Oversee the accounts for the Yearbook and the Peace Society.
   g. Ensure that all money accrued from all activities, functions or events sponsored by the Student Council are collected and disposed of on the authority of the Council.
4. **Social Convenor**
   a. Form committees to plan and co-ordinate special events within the College.
   b. Keep the Students informed of all events.
   c. Work with the Associate Representatives to plan events for Residents and Associates.

5. **Associate Student Representatives**
   a. Represent the Associates to the Student Council and at any other College or Student functions.
   b. Work with the Social Convenor to plan events for Residents and Associates.

6. **First-Year Representatives**
   a. Represent the First-Year Students to the Student Council and at any other College or Student functions.

7. **Co-operative Education Student Representative**
   a. Represent the Students in Co-op to the Student Council and at any other College or Student functions.
   b. Plan and coordinate programming for the Students in Co-op.
   c. Provide counsel for Students in Co-op on matters relating to the University of Waterloo Co-operative Education Program.
   d. Be responsible for the Co-op Information Board and/or website that shall include a calendar of important dates, FAQ section, and anything else deemed important and pertaining to the needs of the Students in Co-op.
   e. Inform all Off-Stream Students of elections and constitutional changes with appropriate time to respond and vote.

8. **Secretary**
   a. Assist in advertising for functions of the Student Council or events important to the students of Conrad Grebel University College.
   b. Serve as the secretary for meetings of the Student Council and Appointed Officers.
   c. Post approved minutes weekly on the Student Council Board.
d. Stock, update, distribute, and organize supplies in the Student Council cupboard.

e. Responsible for maintaining the birthday board.

9. Director of Student Services
10. Act as a liaison between the Student Council and Administration.
11. Be a signing officer of the Student Council (as necessary).

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the President, who will then forward them to the Director of Student Services.

Section 2. Nomination Procedures

1. The Procedure for Nomination of Officers shall proceed as follows:
   a. Nominations shall be handed to the Chief Returning Officer (as per Section 3) or left at a place designated by the Chief Returning Officer.

2. The Nomination Period shall be defined as follows:
   a. Fall Term Elections
      i. Nominations for the Fall Term Officers shall occur in the preceding Winter Term, on a date chosen by the President. Nominations are open for all positions with exception to the First-Year Representative positions. Nominations shall close prior to the Community Supper following the opening of the elections.
      ii. Nominations shall open for the First-Year Representative positions and any unfilled positions at the second Community Supper of the Fall Term, and shall close prior to the Community Supper following the opening of the elections.
   b. Winter Term Elections
      i. Nominations for the Winter Co-operative Student Representative position shall occur
in the preceding Summer Term, by the second-last Community Supper of that term. Nominations shall close prior to the Community Supper following the opening of the elections.

1. If the person elected for the position of Co-operative Student Representative for the upcoming fall term would like to hold the position for two consecutive terms, he/she must run during the summer term (in absentia if necessary).

ii. Nominations shall open for all unfilled positions for the Winter Term at the first Community Supper of the Winter Term, and shall close prior to the Community Supper following the opening of the elections.

c. Summer Term Elections

i. Nominations shall open for the Summer Term Officers by the second-last Community Supper of the Fall Term. Only positions deemed necessary for the Summer Term, as determined by the Fall Term Officers by the second-last Community Supper, shall close prior to the Community Supper following the opening of elections.

Section 3. Electoral Procedures

1. The following procedures shall be followed for the election of Executive Officers:
   a. The current President shall act as or appoint a Chief Returning Officer.
   b. The Chief Returning Officer shall announce the opening of nominations for all open positions at the beginning of the Nomination Period.
   c. Nominations shall only be accepted during the Nomination Period.
   d. Campaigning for positions may be done provided that it is done within the values of Conrad Grebel University College.
e. At the Community Supper following the closure of the Nomination Period, each nominee is required to give a brief speech.

f. A poll shall be located in a place that is easily accessible in the Residence Building.

g. A poll will be open for one hour following the Community Supper for Associates and those unable to vote the following day.

h. A poll will be open the day after Community Supper for a two-hour period over lunch and supper.

i. Other polls, if necessary, shall be arranged at the discretion of the Chief Returning Officer.

j. The polls shall be under the supervision of the Chief Returning Officer or Deputy Returning Officers, as appointed by the Chief Returning Officer. A nominee may not serve as a Returning Officer.

k. Each Student is an eligible voter and shall receive only one ballot. The Student must identify himself/herself to the Returning Officer, who will verify the identity and cross his/her name off of a voters list to ensure no double voting.

l. On completion of the voting period, the Returning Officers shall be in charge of counting the ballots.

m. Nominees may appoint scrutineers to witness the counting of the ballots.

n. The results of the election shall be announced to the Students immediately after all nominees have been notified of the results.

o. If the top two or more nominees are tied in number of votes, a by-election shall be carried out in the following week. Only the nominees tied shall be eligible nominees in the by-election. If a tie were to occur again, the Student Council shall collectively produce the final and deciding vote.
2. In the case where there is a vacancy on the Student Council during the term, a by-election is deemed necessary. Nomination and Election shall occur in the same manner as normal elections.

**Article III: Appointed Officers**

**Section 1. Officers and Duties**

Appointed Officers include: two (2) Athletic Representatives, Editor(s) of the College Newspaper, two (2) Editors of the College Yearbook, Environment Representative(s), Special Project Coordinator(s), Food Representative(s) and GrebelUnderground Webmaster(s). The Student Council also recognizes the Grebel Peace Society Representative, Chapel Convenor(s), and FLOW Representative, but do not require them to attend meetings of the Student Council and Appointed Officers. The Appointed Officers’ duties shall include:

1. **Athletic Representatives**
   a. Represent the college in the University of Waterloo Athletics Program by coordinating and organizing all intramural teams for Campus Recreation.
   b. Work in conjunction with the Treasurer of the Student Council, to be responsible for the reimbursement of athletic fees.
   c. Be responsible for the organization of athletics within Conrad Grebel University College.
   d. Be responsible for all athletic equipment of Conrad Grebel University College including monitoring the supplies in the alumni lounge.

2. **Editor(s) of the College Newspaper.**
   a. Be responsible for editorial policy.
   b. Consult with the Student Council on editorial policy if there is a disagreement between the Student Council and the editor(s), and adhere to the Student Council’s policy in the event of an unreasonable conflict.
c. Responsible for naming the college newspaper. The name of the bound volume with all issues of the newspaper from the current year shall be called “GREBELSPEAKS”.

3. Editors of the College Yearbook
   a. Be responsible for the forming of the Yearbook Committee. It is recommended that the committee consists of an editor and a business manager.
   b. Act as a liaison between the Yearbook Committee and the Student Council.
   c. Name the college yearbook “YAHRGEIST”.

4. Environment Representative(s)
   a. Be responsible for the recycling program of the college.
   b. Encourage environmentally responsible actions in all aspects of student life.
   c. Appoint residents to help with recycling tasks and other environmental aspects of student life.

5. Special Projects Coordinator(s)
   a. Be responsible for special college projects such as community outreach and volunteering opportunities.
   b. Be responsible for coordinating, ordering, and distributing GrebelWear.

6. Food Representative(s)
   a. Act as liaisons of the Students and the Food Services Supervisor.
   b. Organize food-related events, such as food days and theme meals.

7. Grebel Peace Society Representative
   a. Be a liaison between the Grebel Peace Society and the Student Council.

8. Chapel Convenor(s)
   a. Be a liaison between the Chapel Committee and the Student Council.

9. GrebelUnderground Webmaster(s)
   a. Be responsible for the administration of the Student Council grebelunderground.org website.
b. Be responsible for helping Student Council Officers with orientation on the technological use of the grebelunderground.org website
c. Maintain and regularly update grebelunderground.org website.

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the President, who will then forward them to the Director of Student Services.

Section 2. Nomination Procedure
1. Students who wish to be considered for a position as an Appointed Officer shall write a brief letter of intention to the Student Council.
2. The President shall make the appointments, by voted approval of the Student Council
3. It is recommended that where there are two people sharing a position, one person is a senior student and one is a First-Year Student, to ensure experienced student leaders for future years.
4. The recognized positions of Grebel Peace Society Representative and Chapel Convenor shall be appointed by their respective committees.

Section 3. Term of Office
The Term of Office for the Appointed Officers shall be:

1. Athletic Representatives
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.
2. Editor(s) of the College Newspaper
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.
3. Editor(s) of the College Yearbook
a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
b. One term if appointed in the Winter or Spring term.
c. At least one Editor position must be a two term position.

4. Environment Representative(s)
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.

5. Special Project Coordinator(s)
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.

6. Food Representative(s)
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.

7. GrebelUnderground Webmaster(s)
   a. One term, Fall, or two terms, Fall and Winter, if appointed in the Fall term.
   b. One term if appointed in the Winter or Spring term.

**Section 4. Eligibility**

Eligibility for nomination for a position as an Appointed Officer, or to continue within such position, is defined as follows:

1. Athletic Representatives
   a. Must be a Resident or Associate during Term of Office.

2. Editor(s) of the College Newspaper
   a. Must be a Resident or Associate during Term of Office.
   b. There must be at least one Resident Editor.

3. Editor(s) of the College Yearbook
a. Must be a Resident or Associate during Term of Office.

4. Environment Representative(s)
   a. Must be a Resident or Associate during Term of Office.
   b. There must be at least one Resident Environment Representative.

5. Special Projects Co-ordinator(s)
   a. Must be a Resident or Associate during Term of Office.

6. Food Representative(s)
   a. Must be a Resident during Term of Office.

7. GrebelUnderground Webmaster(s)
   a. Must be a Resident or Associate during Term of Office.

**Article IV: Officer Meetings and Voting Procedures**

**Section 1. Meetings**

At the final meeting of the Winter term, the Council shall appoint one of its members to serve a second advisory year to ensure continuity, unless a present member has already been re-elected for the Fall Student Council. If no member is willing to accept this role, the Director of Student Services shall perform this duty.

**Section 2. Procedures**

1. The Student Council shall attempt to achieve consensus concerning matters pertaining to the Students. A vote shall be called should a consensus become impossible to attain, and a decision must be reached.

2. Voting Procedure shall be as follows:
   a. Only voting Executive officers shall be allowed to vote.
   b. A motion will be made concerning the matter at hand.
   c. A secondary motion will be made in support of the motion.
d. There will be an opportunity for discussion within the group.
e. When the discussion is deemed concluded, the chairperson shall call for votes and tally them.
f. No Officer will be permitted to explain the reasoning for his or her vote after the discussion time is concluded.
g. If quorum of the Student Council is present, the result is binding.

If there is a disagreement about order, the procedures shall be governed by the regulations set forward in Robert's Rules of Order (Revised).

ADDENDUM A: Student Building Fund Fee

The purpose of this fund is to allow for the renovation and expansion of Conrad Grebel University College. The Student Building Fund shall be financed through student contributions. The Student Building Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used, at the Operation’s Manager’s discretion in consultation with Student Council, to improve the facilities of Conrad Grebel University College.

Section 1:
1. This article enacts the continuation of the Student Building Fund fee to be paid by each student.
2. Residents shall be assessed a fee of twenty-five dollars and seventy five cents for the first term in the life of this article. Thereafter, the Student Building Fund fee shall increase at exactly the same percentage as the basic resident fee to a maximum of thirty dollars.
3. Associates shall be assessed a fee of eight dollars for the first term in the life of this article. Thereafter, the Student Building Fund fee, for associates, shall increase at the same rate as the basic associate fee to a maximum of fifteen dollars.
4. This shall be a required fee and shall not be refundable.

Section 2:
The Student Building Fund fee is to be deposited by the cashier of Conrad Grebel University College into the Student Building Fund at the time of student registration.

Section 3:
The Student Building Fund shall be administered by the Director of Finance of Conrad Grebel University College in consultation with the Student Council.

Section 4:
Additional funds raised by the students for the purposes expressed above may be deposited into the Student Building Fund.

Section 5:
Changes to this document may only be done through Constitutional Amendments, as defined in the Conrad Grebel University College Constitution of the Student Body.

ADDENDUM B: Refugee Student Fund

The purpose of this fund is to allow Conrad Grebel University College to support a refugee student. The Refugee Student Fund shall be financed through student contributions. The Refugee Student Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used in consultation with the Student Council, to financially assist a refugee student.

Section 1
1. Residents and On-Campus Associates shall be assessed a fee of ten dollars for the first term in the life of this article. Thereafter, the Refugee Student
Fund fee, for residents and On-Campus associates, shall increase at exactly the same percentage as the basic resident fee to a maximum of fifteen dollars.

2. Off-Campus Associates shall be assessed a fee of five dollars in the first term of the life of this article. Thereafter, the Refugee Student Fund fee, for off-campus associates, shall increase at the same rate as the basic associate fee to a maximum of ten dollars.

3. This fee shall be refundable upon request.

Section 2:
The Refugee Student Fee is to be deposited by the cashier of Conrad Grebel University College into the Refugee Student Fund at the time of student registration.

Section 3:
The Accountant of Conrad Grebel University College in consultation with the Student Council shall administer the Refugee Student Fund.

Section 4:
Additional funds raised by the students for the purposes expressed above may be deposited into the Refugee Student Fund.
APPENDIX “A”

CONRAD GREBEL UNIVERSITY COLLEGE

BALLOT FOR THE ELECTION OF

_____________________________________

Date of Election.
Mark your choice clearly.
Vote for one or none.

(Candidates will be listed alphabetically)
CANDIDATE A
CANDIDATE B
CANDIDATE C
CANDIDATE D

To elect a ______________________________
Vote for one or none.

On completion of your ballot fold it and place it in the ballot box available at the poll.
SECTION III

CONRAD GREBEL UNIVERSITY COLLEGE

CONSTITUTION OF THE STUDENT COUNCIL

Effective: Spring 2012

Article I: Name
The name of the group shall be the Student Body of Conrad Grebel University College, hereinafter referred to as Students.

Article II: Membership
Students shall include those who are in good financial standing with Conrad Grebel University College and are:

1. Residents, who include:
   a. Individuals contracted to live in the Conrad Grebel University College residence.
   b. Individuals who are students living off-campus and have purchased a Grebel meal plan, hereinafter referred to as Off-Campus Residents.

2. Individuals not living in the Residence Building but registered in the Grebel Associate Program for the current term, hereinafter referred to as Associates. Associates include:
   a. Individuals contracted to live in the Conrad Grebel University College Apartment Complex in the current term, hereinafter referred to as On-Campus Associates.
   b. Individuals who are living off campus and are not Off-Campus Residents, hereinafter referred to as Off-Campus Associates.
c. Individuals who are contracted to be a Resident or Associate in the following term, who have previously been a Resident or Associate, and who are currently not a Resident or Associate, hereinafter referred to as Off-Stream Students.

Article III: Officers

Section 1: Officers and Duties
1. Executive Officers shall include a President, a Vice-President, a Treasurer, a Social Convener, an Associate Representative, a Secretary, and the Director of Student Services.
2. Duties of the Executive Officers are prescribed in the Bylaws of the Student Council.
3. Appointed Officer positions and duties are prescribed in the Bylaws of the Student Council.

Section 2: Nomination and Elections
1. The Nomination Procedure and the Nomination Period are prescribed in the Bylaws of the Student Council.
2. The Executive Officers shall be elected by ballot, as prescribed in the Bylaws of the Student Council.

Section 3: Term of Office
1. The Term of Office for the Executive Officers shall be one term, Spring, for each position.
2. The Term of Office for all Appointed Officers is prescribed in the Bylaws of the Student Council.
3. Officers may resign from their positions by notice in writing to the President outlining their reasoning and decision. This notice shall be held confidential until announced at the executive meeting prior to when the resignation would take effect.
4. Any officer who fails to perform his/her duties adequately may be removed from that position by a majority vote including all of the Executive Officers.
Section 4: Eligibility

1. Eligibility for nomination for a position as an Executive Officer, or to continue within such position, is defined as follows:
   a. President
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
      ii. Must be a Resident or an On-Campus Associate during Term of Office.
   b. Vice-President
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
      ii. Must be a Resident or Associate during Term of Office.
   c. Treasurer
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
      ii. Must be a Resident or Associate during Term of Office.
   d. Social Convener
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
      ii. Must be a Resident or On-Campus Associate during Term of Office.
   e. Associate Representative
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
      ii. Must be an Associate during Term of Office.
   f. Secretary
      i. Must have been a Resident or Associate for at least two (2) terms, including the current term.
ii. Must be a Resident or Associate during Term of Office.

2. Eligibility for Appointed Positions is prescribed in the Bylaws of the Student Council.

3. Upon voted approval of the Executive Officers, Students not meeting the eligibility requirements may be allowed to be nominated and serve in an Executive Officer or Appointed position.

4. Any Executive Officer currently holding a position must resign from that position to be eligible for nomination for another position for the current term.

Section 5: Remuneration
The President of the Student Council shall receive an honorarium in recognition of his/her service in the amount of ten (10) percent of the basic residence fee, payable at the end of his/her term of office and paid from the Student Council budget.

Article IV: Meetings

Section 1: General Meetings
General Meetings shall be a meeting consisting of Students, and shall be held as deemed necessary and called by the President.

Section 2: Quorum
Forty-five (45) percent of students shall constitute quorum of a General Meeting.

Section 3: Voting
Each Student may receive one vote at a General Meeting, which may be exercised in person or by proxy with written consent. Non-constitutional or non-fee related issues may be passed by simple majority.
Article V: Student Council and the Larger Leadership Team

Section 1: Composition
1. The Student Council shall be composed of all Executive Officers
2. The Larger Leadership Team shall be composed of:
   a. All Executive Officers,
   b. All Appointed Officers, and
   c. Any positions recognized by the Student Council.

Section 2: Duties and Powers
The primary duty of the Student Council and the Larger Leadership Team shall be to represent the Students to the administrative bodies and student societies of Conrad Grebel University College and the University of Waterloo. All other duties and powers of the Student Council are prescribed in the Bylaws of the Student Council.

Section 3: Meetings and Procedures
1. The first meeting of the Student Council shall be called and chaired by the President within one week of the announcement of the results of the Election for the current term.
2. Regular Student Council meetings shall be held weekly, except for weeks between Academic Terms, or as often as deemed by the President, subject to ratification by the Council members. All Students have the right to attend the meetings.
3. Special Meetings may be called by the President. Members of the Council shall be notified with sufficient time to attend the meeting.
4. Four voting Executive Officers shall be considered quorum for a Student Council meeting.
5. Meetings of the Larger Leadership Team shall be held at least three (3) times per term. They are designed to provide a forum for things like networking, reporting, feedback, and advising from
the various areas of student leadership. Additional meetings can be called at the discretion of the President.

6. Procedures for Meetings are prescribed in the Bylaws of the Student Council.

**Article VI: Non-Officer Positions**

**Section 1: Dons**
The dons shall be selected from applications submitted to the Director of Student Services. The selection committee shall be chosen by the Director of Student Services and these members will represent student interest. At least one (1) member of the don team must represent the dons at Larger Leadership Team meetings. This participating don will report on residence life and concerns, as well as relaying necessary information back to the rest of the don team.

**Article VII: Amendments**

**Section 1: Constitutional Amendments**
The Constitution of the Conrad Grebel University College Student Body shall be reviewed and amended, if necessary, each year. Amendments may be made in a General Meeting provided that:

1. The General Meeting is announced no more than seven (7) days from the date the Amendments are published. The General Meeting must occur within fourteen (14) days from the date the Amendments are published.

**Section 2: Bylaws of the Student Council Amendment**
Amendments may be made to the Bylaws of the Student Council in a regular meeting of the Student Council provided that:
1. The Student Council publishes the amendments seven (7) days prior to the date of the meeting when the amendments are to be voted on.

2. Amendments may be proposed by:
   a. Executive or appointed officers.
   b. Students, provided that it is presented in the form of a petition, signed by no fewer than fifteen (15) percent of students.

3. Amendments may be passed by two-thirds vote of all executive officers present at the meeting.

**Section 3: Fees**

Amendments may be made to student activity fees in a General Meeting provided that:

1. The Student Council distributes a proposal for the increase to the Student Body for their perusal.

2. The General Meeting occurs no fewer than seven (7) days and no more than fourteen (14) days from the date the proposal is distributed.

**Article VIII: Student Building Fund**

The Student Building Fund is defined in Addendum A: Student Building Fund. It is enacted as a temporary measure, commencing September 1, 2002, and shall be terminated August 31, 2014. The fund may be renewed for a further five (5) year period following the procedure for Constitutional Amendments. The renewal shall be treated as an Amendment to the Constitution.

**Article IX: Refugee Student Fund**

The Refugee Student Fund is defined in Addendum B: Refugee Student Fund. It is enacted as a temporary measure, commencing September 1, 2009, and shall be terminated August 31, 2015. The fund may be renewed for a further multi-year period following the procedure for Constitutional Amendments. The renewal shall be treated as an Amendment to the Constitution.
Article X: Solar Grebel Fund
The Solar Grebel Fund is defined in Addendum C: Solar Grebel Fund. It is enacted as a temporary measure, commencing May 1, 2012, and shall be terminated August 31, 2014. The fund may be renewed for a further multi-year period following the procedure for Constitutional Amendments. The renewal shall be treated as an Amendment to the Constitution.

BYLAWS OF THE STUDENT COUNCIL

Article I: Name and Objective
There is established a representative organization of the Students, hereinafter referred to as the “Student Council”. The Council operates under the auspices of Conrad Grebel University College wherein all decisions, expenditures and activities formally planned are conducted by the Council in consultation with the Director of Student Services Office.

The objectives of the Student Council are foremost to:
1. Promote the welfare and interests of the Students,
2. Act as representatives between the Students and the Administration, the University, the Federation of Students, and the community,
3. Serve as a means of communication between the Students and Administrative bodies,
4. Encourage co-operation between the church colleges,
5. Sponsor, initiate, and direct extra-curricular activities,
6. Receive and administer all funds that may become the property of the Student Body, including all monies accrued from activities, functions, and events sponsored by the Student Council,
7. Affirm the Christian values on which Conrad Grebel University College was based,
8. Provide a detailed zombie invasion contingency plan to all Residents and Associates, and
9. Legislate bylaws in the forms of rules and regulations applying and extending the provisions of this constitution.

Article II: Executive Officers

Section 1 Duties and Powers
All Executive Officers, with the exception of the Director of Student Services, are voting members on the Council. The specific duties and powers of Executive Officers shall be defined as follows:
1. President
   a. Serve as Chief Executive Officer and Chairperson of the Student Council, presiding over meetings of the Student Council and General Meetings,
   b. Be responsible for the agenda of the Student Council Meetings,
   c. Be a signing officer of the Student Council,
   d. Serve as official representative, or select a delegate to serve as representative, of the Student Council and the Student Body to the Conrad Grebel University College Board of Directors, College Council, other Administrative bodies of Conrad Grebel University College or the University of Waterloo, and at all college functions or public occasions,
   e. Make the appointments of Appointed Officers with the voted approval of the Student Council, and,
   f. Collect and compile reports from all Officers at the end of their said terms to be made available to incoming Officers.
2. **Vice-President**  
   a. Serve as Second Executive Officer of the Student Council,  
   b. Be a signing officer of the Student Council, and  
   c. Serve as official representative of the Student Body when more than one representative is required, or in the absence of the President.

3. **Treasurer**  
   a. Keep an accurate record of finances to be reported regularly to the Student Council,  
   b. Oversee all income sources and their allocation, including depositing all funds given to the Student Council to the credit of the Council,  
   c. Be a signing officer of the Student Council and ensure that the appropriate individuals attain signing authority,  
   d. Present an updated budget for the year at the beginning of the term to be approved by the Student Council,  
   e. Present to the Student Council, before the end of the Treasurer’s term, a complete financial report and a tentative budget for the following year, and  
   f. Ensure that all monies accrued from all activities, functions or events sponsored by the Student Council are collected and disposed of on the authority of the Council.

4. **Social Convener**  
   a. Form committees to plan and co-ordinate special events within the College,  
   b. Keep the Students informed of all events, and  
   c. Work with the Associate Representative to plan events for Residents and Associates,  
   d. Design and assemble pamphlets in accordance with the objectives of the Student Council (pg. 50 number 8).

5. **Associate Student Representative**  
   a. Represent the Associates to the Student Council and at any other College or Student functions, and
b. Work with the Social Convener to plan events for Residents and Associates.

6. Secretary
   a. Assist in advertising for functions of the Student Council or events important to the students of Conrad Grebel University College,
   b. Serve as the secretary for meetings of the Student Council and Appointed Officers,
   c. Post approved minutes weekly on the Student Council Board,
   d. Direct the stocking of, updating of, distributing of, and organizing of supplies in the Student Council cupboard, and
   e. Responsible for maintaining the birthday board.

7. Director of Student Services
   a. Act as a liaison between the Student Council and Administration.

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the President, who will then forward them to the Director of Student Services.

Section 2. Electoral Procedures

1. The following procedures shall be followed for the election of Executive Officers:
   a. The current Spring Term President shall appoint a Chief Electoral Officer who will be responsible for overseeing the election process for the following Spring Term.
   b. The Chief Electoral Officer shall announce a meeting to elect Spring Term Executive Officers by the second last Community Supper of the Fall Term.
   c. Forty-five (45) percent of Spring Term Students (Residents and On-Campus Associates) shall constitute quorum for an electoral meeting.
d. Candidates shall be self-nominated at the electoral meeting.

e. At the electoral meeting, each candidate is required to give a brief speech.

f. A poll shall take place immediately after speeches for each position. Each Student is an eligible voter and shall receive one vote per position.

g. Other polls, if necessary, shall be arranged at the discretion of the Chief Electoral Officer.

h. The polls shall be under the supervision of the Chief Electoral Officer. A nominee may not serve as an Electoral Officer.

i. If there is only one candidate for a position, a vote of confidence is required to install the candidate.

j. On completion of the voting period, the Returning Officers shall be in charge of counting the votes.

k. The results of the election shall be announced to the Students and candidates immediately after each vote.

l. If the top two or more nominees are tied in number of votes, a by-election shall be carried out. Only the nominees tied shall be eligible nominees in the by-election. If a tie were to occur again, the vote shall be decided by a game of Rock-Paper-Scissors-Lizard-Spock or another impartial method.

2. In the case where there is a vacancy on the Student Council during the term, a by-election shall occur. Election shall occur in the same manner as normal elections.
Article III: Appointed Officers

Section 1 Officers and Duties

Appointed Officers include: one (1) Athletic Representative, Editor of the College Newspaper, Environment Representative, Special Project Coordinator, Food Representative, and Peace Society Representative. The Appointed Officers’ duties shall include:

1. Athletic Representative
   a. Represent the college in the University of Waterloo Athletics Program by coordinating and organizing all intramural teams for Campus Recreation,
   b. Work in conjunction with the Treasurer of the Student Council to be responsible for the reimbursement of athletic fees,
   c. Be responsible for the organization of athletics within Conrad Grebel University College, and
   d. Be responsible for all athletic equipment of Conrad Grebel University College including monitoring the supplies in the games lounge.

2. Editor of the College Newspaper
   a. Be responsible for editorial policy,
   b. Consult with the Student Council on editorial policy if there is a disagreement between the Student Council and the editor, and adhere to the Student Council’s policy in the event of an unreasonable conflict, and
   c. Be responsible for naming the college newspaper. The name of the bound volume with all issues of the newspaper from the current year shall be called “GREBELSPEAKS”.

3. Environment Representative
   a. Be responsible for the recycling program of the college,
   b. Encourage environmentally responsible actions in all aspects of student life,
c. Appoint residents to help with recycling tasks and other environmental aspects of student life, and

d. Be responsible for maintaining the Grebel garden.

4. Special Projects Coordinator
   a. Be responsible for special college projects such as community outreach and volunteering opportunities, and
   b. Be responsible for coordinating, ordering, and distributing GrebelWear.

5. Food Representative
   a. Act as liaison between the Students and the Food Services Supervisor, and
   b. Organize food-related events, such as food days and theme meals.

6. Peace Society Representative
   a. Be a liaison between the Grebel Peace Society and the Student Council.

Section 2 Associated Members

The Student Council also recognizes Chapel Convener(s), Solar Grebel Representative(s), and member(s) of the Don Team.

1. Chapel Convener(s)
   a. Be a liaison between the Chapel Committee and the Student Council.

2. Solar Grebel Representative(s)
   a. Be a liaison between the Solar Grebel Committee and the Student Council.

3. Member(s) of the Don Team
   a. Be a liaison between the Don Team and the Student Council.

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports
are to be handed to the President, who will then forward them to the Director of Student Services.

**Section 3 Nomination Procedure**

1. Students who wish to be considered for a position as an Appointed Officer shall write a brief letter of intention to the Student Council.
2. The President shall make the appointments, by voted approval of the Student Council.
3. The recognized positions of Solar Grebel Representative and Chapel Convener shall be appointed by their respective committees.

**Section 4 Term of Office**

The Term of Office for the Appointed Officers shall be one term (Spring).

**Section 5 Eligibility**

Eligibility for nomination for a position as an Appointed Officer, or to continue within such position, is defined as follows:

1. Athletic Representative
   a. Must be a Resident or Associate during Term of Office.
2. Editor of the College Newspaper
   a. Must be a Resident or Associate during Term of Office.
3. Editor of the College Yearbook
   a. Must be a Resident or Associate during Term of Office.
4. Environment Representative
   a. Must be a Resident or On-Campus Associate during Term of Office.
5. Special Projects Coordinator
   a. Must be a Resident or Associate during Term of Office.
6. Food Representative
   a. Must be a Resident during Term of Office.
Article IV: Voting Procedures

Section 1 Council Voting Procedures
The Student Council shall attempt to achieve consensus concerning matters pertaining to the Students. A vote shall be called should a consensus become impossible to attain, and a decision must be reached. Voting Procedure shall be as follows:

1. Only Executive Officers shall be allowed to vote,
2. A motion will be made concerning the matter at hand,
3. A secondary motion will be made in support of the motion,
4. There will be an opportunity for discussion within the group,
5. When the discussion is deemed concluded, the chairperson shall call for votes and tally them,
6. No Officer will be permitted to explain the reasoning for his or her vote after the discussion time is concluded, and
7. If quorum of the Student Council is present, the result is binding.

If there is a disagreement about order, the procedures shall be governed by the regulations set forward in Robert’s Rules of Order (Revised).
ADDENDUM A: Student Building Fund

The purpose of this fund is to allow for the renovation and expansion of Conrad Grebel University College. The Student Building Fund shall be financed through student contributions. The Student Building Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used, at the Operation’s Manager’s discretion in consultation with Student Council, to improve the facilities of Conrad Grebel University College.

Section 1

1. This article enacts the continuation of the Student Building Fund fee to be paid by each student.
2. Residents shall be assessed a fee of twenty-five dollars and seventy five cents (25.75) for the first term in the life of this article. Thereafter, the Student Building Fund fee shall increase at exactly the same percentage as the basic resident fee to a maximum of thirty (30) dollars.
3. Associates shall be assessed a fee of eight (8) dollars for the first term in the life of this article. Thereafter, the Student Building Fund fee, for associates, shall increase at the same rate as the basic associate fee to a maximum of fifteen (15) dollars.
4. This shall be a required fee and shall not be refundable.

Section 2

The Student Building Fund fee is to be deposited by the cashier of Conrad Grebel University College into the Student Building Fund at the time of student registration.

Section 3

The Student Building Fund shall be administered by the Accountant of Conrad Grebel University College in consultation with the Student Council.
Section 4
Additional funds raised by the students for the purposes expressed above may be deposited into the Student Building Fund.

Section 5
Changes to this document may only be done through Constitutional Amendments, as defined in the Conrad Grebel University College Constitution of the Student Body.

ADDENDUM B: Refugee Student Fund
The purpose of this fund is to allow Conrad Grebel University College to support a refugee student. The Refugee Student Fund shall be financed through student contributions. The Refugee Student Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used in consultation with the Student Council, to financially assist a refugee student.

Section 1
1. Residents and On-Campus Associates shall be assessed a fee of ten (10) dollars for the first term in the life of this article. Thereafter, the Refugee Student Fund Fee, for residents and on-campus associates, shall increase at exactly the same percentage as the basic resident fee to a maximum of fifteen (15) dollars.
2. Off-Campus Associates shall be assessed a fee of five (5) dollars in the first term of the life of this article. Thereafter, the Refugee Student Fund Fee, for off-campus associates, shall increase at the same rate as the basic associate fee to a maximum of ten (10) dollars.
3. This shall be a refundable fee.
Section 2
The Refugee Student Fund Fee is to be deposited by the cashier of Conrad Grebel University College into the Refugee Student Fund at the time of student registration.

Section 3
The Accountant of Conrad Grebel University College in consultation with the Student Council shall administer the Refugee Student Fund.

Section 4
Additional funds raised by the students for the purposes expressed above may be deposited into the Refugee Student Fund.

Section 5
Changes to this document may only be done through Constitutional Amendments, as defined in the Conrad Grebel University College Constitution of the Student Body.

ADDENDUM C: Solar Grebel Fund
The purpose of this fund is to provide an additional source of income for the Solar Grebel committee and to provide incentive to continue fundraising for additional solar thermal panels. The Solar Grebel Fund Fee shall be administered by the Accountant of Conrad Grebel University College and shall be used in consultation with the Student Council to assist Solar Grebel’s efforts to add more panels.

Section 1
Residents, On-Campus Associates, and Off-Campus Associates shall be assessed a fee of five (5) dollars for the life of this article. This shall be a non-refundable fee.
**Section 2**
The Solar Grebel Fund Fee is to be deposited by the cashier of Conrad Grebel University College into the Solar Grebel Fund at the time of student registration.

**Section 3**
The Accountant of Conrad Grebel University College in consultation with the Student Council shall administer the Solar Grebel Fund.

**Section 4**
Additional funds raised by the students for the purposes expressed above may be deposited into the Solar Grebel Fund.

**Section 5**
Changes to this document may only be done through Constitutional Amendments, as defined in the Conrad Grebel University College Constitution of the Student Body.
APPENDIX A

*Name of Position* – **check one:**

- [ ] Candidate A
- [ ] Candidate B *candidates will be listed alphabetically*
- [ ] Candidate C
- [ ] Candidate D

Repeat as many times on ballot as necessary for positions being elected.
APPENDIX B

List of Terminology:

Birthday Board:
A display (usually on the wall in the stairwell), designed by the secretary, to announce the birthdays of individual members of the student body for each month.

Consensus:
1. A general agreement; the judgement arrived at by most or all of those concerned
2. Group solidarity in sentiment and belief

General Meeting:
A general meeting consists of the entire CGUC student body.

Grebel Wear:
Shall be any form of clothing or apparel suitable to be purchased by the Special Projects Co-ordinator(s).

House Meeting:
A house meeting consists only of CGUC residents.

Quorum:
The number of members that must be present to constitute a meeting.

Robert’s Rules of Order (Revised):
A set of rules for the proper conduct of a meeting, that allows everyone to be heard and to make decisions without confusion.