I. 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).
Conrad Grebel University College

Student Services Mission
To engage students in building and celebrating a living and learning community that seeks wisdom, nurtures faith, and pursues justice and peace in service to church and society.

Building & Celebrating Community

Leadership Development
Personal Emergence
Academic Success
Faith Development
Faculty Staff Student Engagement
Active Citizenship
Creative Diversity

Conrad Grebel University College is a liberal arts college founded by the Mennonite church and affiliated with the University of Waterloo. The mission and programs of the College are rooted in and inspired by its Christian identity and its Anabaptist/Mennonite heritage. The mission of Conrad Grebel University College is to seek wisdom, nurture faith, and pursue justice and peace in service to church and society.
II. ON-CAMPUS ASSOCIATE (APARTMENTS)
PROGRAM ADMINISTRATION

Ultimate and ongoing responsibility for Conrad Grebel University College’s (the College) Residential Program (on and off-campus residents, on and off-campus associates) lies with Grebel’s Board of Governors whose representative is the College President. The President in turn delegates the responsibility of administering the Residential Program to the Director of Student Services.

The Board approves and takes ownership of the Student Services Mission Statement, which in turn forms the basis on which the Residential Programs’ guidelines for community living are established and articulated. A Student Services Advisory Committee serves to advise the Director of Student Services on policy, sensitive matters, contracts, and scholarship and award recommendations.

The Director of Student Services, Chaplain, Student Life and Recruitment Coordinator, Elected Student Council, Larger Leader Team, Dons, Campus Hosts, and Apartment Superintendent share the responsibility for the social, athletic and religious programming of the Residential Program.

The guidelines for community living as laid out in this Handbook represent the understanding on which students sign their apartment contract. Students who sign their apartment contract are agreeing to and respectful of:

a) The principles of the Student Services and College Mission Statements
b) The guidelines for community living as articulated in this Handbook
c) The policies and practices of the University of Waterloo
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III. 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
- 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.
IV. APARTMENT COMMUNITY LIVING GUIDELINES AND INFORMATION

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 LLT and the Chapel program. For details on the various student committees and organizations, refer to the Residence Handbook.

Apartment check-ins and check-outs

Check In
Upon receiving the room/unit key at the beginning of term, students are responsible for doing a “room check” using the green card system. The room/unit check entails taking a close look at all parts of the room/unit and then signing the card if the room/unit is in an acceptable condition. The Apartment Superintendent provides green cards.

Check Out
Students must leave the room/unit in the same condition in which it was received. After the student has thoroughly cleaned the room/unit, the Apartment Superintendent will examine it and compare it against what is indicated on the green card used at check-in time.

Previously unreported damage to furnishings or facilities will be assessed. These damages will be deducted from the
student’s $500 deposit that the College holds in escrow. Keys are left with the Apartment Superintendent at check-out time. Failure to be checked-out by the Apartment Superintendent will result in a deduction from the deposit.

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

**Relationships**

At Grebel, we strive to promote a safe, inclusive and respectful living environment for all members of the community. 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 that exclusive relationships and intimate behavior may pose in a community. All students have a right to privacy in their rooms and it is especially important that students respect the privacy of others in their unit. Students in each unit are encouraged to discuss their privacy needs with each other.

**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.

**Smoking and Vaping**

Conrad Grebel is a smoke free environment. Smoking and smoking related activities (e.g., vaping, hookahs) is not permitted in any of Grebel’s buildings. Signs of smoking
including, but not limited to, ashes, smell of smoke, and/or cigarette butts will be assumed proof of use. Smokers must be at least 10 metres away from any Grebel building.

Smoking Cessation help links: https://uwaterloo.ca/propel/program-areas/tobacco-control/smoking-cessation

**Drug use**

At all times, residence staff reserve the right to prohibit use of any substance (including but not limited to over-the-counter substances, inappropriate use of prescription or legal drugs) based on the effect to the individual and/or the residence community.

Students are prohibited from possessing, using, or trafficking any illegal drug substance in residence or surrounding property. The possession or use of illegal drugs, being party to the consumption or use of illegal drugs by being wilfully present during their use or consumption, or returning to residence under the influence of illegal drugs, is a federal and provincial offense and will result in police involvement and jeopardize one’s Grebel contract.

**Cannabis use**

The Canadian medical health community is still deliberating on the risks of Cannabis use, especially among those under 25 years of age. Within the Grebel community, a Mennonite College on a public campus, there are diverse views on the appropriateness of Cannabis use. We work deliberately to balance the variety of viewpoints expressed at Grebel. With these things in mind, Grebel puts forth the following information and expectations:

Growing cannabis is not permitted inside the College or on College property.
Once use of Cannabis is legalized by the Canadian Government (expected date October 2018) for those 19 years of age and older, then the following guideline applies. If it is not legalized by the Canadian government then see the section on ‘illegal drugs’.

General:

While the use of Cannabis is tolerated in designated areas of the College, its use is discouraged. The intent of this guideline is to provide direction on the responsible use of Cannabis for any student 19 years of age and older holding a formal contract with the College.

Specifics:

1. Underage use (under 19 years of age)
   
   Underage use of Cannabis is strictly prohibited at Grebel as per the provincial and federal law.

   Evidence of Cannabis use by underage students (erratic behaviour, paraphernalia, smell) will be assumed proof of use. Delayed response in opening one’s unit/room door and/or attempts to remove or mask the smell will raise suspicion of use. An underage student who returns to the College after consuming cannabis off site, is also subject to the same consequences (see #5) as if they had consumed at Grebel.

2. Of age use (students 19 years and older)
   
   a. Smoking Cannabis is subject to Grebel’s smoking regulations (see smoking and vaping)

   b. Moderate consumption of Cannabis products by students 19 years of age and older is tolerated in student residence rooms only when it does not interfere with the peace and personal freedom of other residents and only when roommates agree.

   c. Cannabis use can impact the peace and personal freedom of others in many ways including but not limited to:
      
      • Strong odours lingering on fabric (bedding/clothing)
• Odours generated from storing non-edible cannabis in rooms
d. Cannabis may not be consumed in the floor lounges or public areas of the College (including the patio).
e. Returning to the College in what appears to be a ‘high’ state will result in the same consequences (see #5) as if the over-consumption had occurred on site at Grebel.
f. The Apartment Superintendent reserve the right to ask students to stop consumption and/or confiscate the Cannabis if they suspect noncompliance with Grebel’s guidelines of moderation and respect.

3. Student Council Sponsored Events
Cannabis may not be served or consumed at Student Council sponsored events, on or off site.

4. Medically prescribed use
If a student is using Cannabis as a prescribed drug for medical reasons, the student should provide Student Services with a Doctor’s note indicating the need for the prescription.

5. Failure to comply
Failure to comply with any parts of this guideline may result in, but is not limited to, the following:

- A meeting with the Director of Students Services
- A behaviour contract
- Privilege restrictions
- Completion of an educational program
- The cancellation of current contract
- Police involvement

Alcohol use

Linked to Grebel Policy 104

GENERAL
Within the Grebel community, there are diverse views and practices regarding the consumption of alcoholic beverages.
As a Mennonite College on a public campus, we balance a variety of views and endeavour to be respectful and hospitable. The intent of this guideline is to provide direction on the responsible use of alcoholic beverages for all students holding a formal contract with the College. While the use of alcoholic beverages is permitted for anyone 19 years of age and older and in some designated areas, in general the use of alcoholic beverages in the College is not encouraged. Whenever and wherever alcoholic beverages are used, moderate consumption is expected and, if necessary, enforced.

Conrad Grebel University College recognizes that university students want to develop their own lifestyle choices. As such the College seeks to educate and guide students in healthy use of alcohol should they choose to consume. Student leaders will be encouraged to champion a responsible attitude toward alcohol consumption within and beyond the College community.

SPECIFICS

I. Underage drinking (under 19 years of age)

Underage drinking is not permitted at Grebel as per provincial law. Evidence of alcohol use by underage students (erratic behaviour, alcohol paraphernalia, or smell) will be assumed proof of use. The Apartment Superintendent reserves the right to confiscate the alcohol from an underage student. Delayed response in opening one’s door and/or attempting to remove or mask the smell will raise suspicion of use. An underage apartment dweller who returns to the College after consuming alcohol off site is also subject to the same consequences as if they had consumed alcohol at Grebel.

II. Legal age alcohol consumption (19 years of age and older)
a. Moderate and respectful consumption of alcoholic beverages by students 19 years of age and older is permitted. With moderation in mind, Apartment Dwellers are encouraged to talk with the others in their unit regarding the culture of alcohol use amongst themselves and when hosting guests.

b. Alcohol may be consumed in residence floor lounges but the beverage must be in an opaque cup so that the lounge feels welcoming to all who want to use it. Drinking alcoholic beverages in any other area of the residence is not permitted.

c. Alcoholic beverages may not be served or consumed at Student Council sponsored events except in the rare occasion when the Student Council together with the Director of Student Services agrees to a variant of this regulation.

d. Moderation plus - Kegs, mini-kegs, 3.8 litre liquor bottles (e.g., “Texas Mickeys”) and other large volume containers (i.e. larger than 40 oz./1183 mL for spirits or wine) are not permitted on Grebel property. Drinking games (funneling, beer pong etc.) or any gathering where alcohol is the focus or a predominant component of the event are not in keeping with Grebel’s practices.

e. The Apartment Superintendent and Dons reserve the right to ask students to stop drinking if they suspect consumption is not moderate or in keeping with Grebel’s guidelines.

f. Returning to the College in an intoxicated state will result in the same consequences as if over consumption had occurred on site at the College.

g. Offering and/or purchasing - serving alcoholic beverages to, or purchasing alcohol for, any person under the age of 19 is in violation of Ontario law. Grebel adheres to Ontario’s Liquor License Act which states:

i. 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

ii. 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

iii. No person shall deliver liquor for a fee except under the authority of a license to deliver liquor

III. Failure to comply

Failure to comply with Grebel’s alcohol guidelines is serious, and may result in, but is not limited to, the following:

• A meeting with the Director of Students Services
• A behaviour contract
• Privilege restrictions
• Completion of an educational program
• The cancellation of current contract
• Police involvement

Whenever possible Grebel will seek a restorative justice approach, especially when underage drinking and/or over consumption has had a negative and disruptive impact on the community.

Non-compliant behavior

It is assumed that on-campus associates are reasonably mature and that all or most discipline is internal and involves those immediately concerned. Whenever the initial disciplinary steps break down or are insufficient to maintain the strength of the residential community, the administration has the responsibility and the right to take necessary action. Expulsion or temporary suspension will be a measure of last resort. Before actual expulsion or suspension takes place, the Administrative Executive team will review the case.
Student appeal process

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

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

To initiate an appeal of the application of the guideline, the student must write a letter explaining the grievance. The letter should be delivered to College President who will bring the grievance to the Administrative Executive team of Conrad Grebel.

**Grebel’s sexual harassment and violence protocol and procedures**

(Sexual harassment is part of a continuum of sexual violence and is therefore included in the term “sexual violence”)

Your personal health, wellbeing and safety is of utmost concern. Grebel will not tolerate any form of sexual violence. Moreover, Grebel faculty and staff will endeavor to create a living and learning community that works to prevent sexual violence. In the case of sexual violence, Grebel will strive to support affected individuals in consideration of their expressed needs and interests. As an affiliated College of the University of Waterloo, Grebel will respond to sexual violence in ways that are consistent with UW Policy #42, including its sexual violence response protocol and procedures, UW’s Ethical Behavior Policy #33, and will adhere to any measures determined by the university including contract termination.

UW Policy 33: [https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33)

If you feel that you have experienced or caused sexual violence, on or off the Grebel premises, we urge you to speak as soon as you are able with the Director of Student Services, Chaplain, and/or a Grebel Don. These people will support you with care and compassion and help you determine next steps.


Quick help

**On-campus support**

- Amanda Cook – uWaterloo Sexual Violence Response Coordinator x46869  
  amanda.cook@uwaterloo.ca
- Counselling Services: 519-888-4567 Ext. 32655 (Mon-Fri, 8:30am-4:30 pm).
- Health Services: 519-888-4096 (Mon-Fri, 8:30am-4:30 pm)

**Off Campus Support:**

- Waterloo Region Sexual Assault and Domestic Violence Treatment Centre, St Mary’s Hospital: 519-749-6994  
  (available 24 hours/day, 7 days a week)
- Sexual Assault Support Centre of Waterloo Region: 519-741-8633  
  (crisis line is available 24 hours/day, 7 days a week)
Definitions:

“Sexual Harassment” means:
(a) engaging in a course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome,
b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the individual and/or the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

“Sexual Violence” means:
Any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism (i.e. peeking through windows), and sexual exploitation.

V. 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.
Apartment Facilities

Door entry system
The system operates via the unit phone. The guest dials the apartment number on the lobby panel and the unit telephone will ring. There will be approximately 20-30 seconds to communicate.

Unlock the main door by dialing the digit “9” from the unit. To refuse entry hang up or dial “4”.

External doors should remain closed at all time to ensure the safety of apartment residents.

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

Ethernet connection
The College has access to the UW wireless system. In addition, every apartment has high speed access to the University’s computer network (ResNet) and the Internet. There is no cost to obtain this connection as it is already included in your apartment fees.

Good quality cards and cables are available from the computer stores on campus. There will be knowledgeable Grebel students available to help with installation.

Wireless routers interfere with Grebel’s and uWaterloo’s system so are not permitted. Bring the hardware needed for electronic equipment.

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 not be kept private unless students request otherwise.

**Cable**

Apartment units are wired to receive cable in the main living room and each of the bedrooms. All fees incurred are the responsibility of the student. For 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. Students are responsible to provide cleaning supplies. A Grebel vacuum cleaner is available for use. It will normally be kept at one end of the 2nd floor. Please return it to its location.
- 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.
- The apartment has been inspected prior to move-in. Look around upon arrival. If problems are encountered, 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.

**General Grebel facilities**

**Laundry**

Laundry facilities are provided solely for the use of residents and on-campus associates. Washers and dryers are card operated ($2.50/wash load and $2.00/dryer load). An ironing board and iron are available for communal use.

Most on-campus associates will have a laundry card that was issued when they first moved into residence. Replacement cards are issued by the main office. A small fee will be applied to replacement cards.

It is imperative that students use high efficiency soap with these machines. This is denoted by the symbol on the soap container. Failure to use proper detergent will result in clogged machines and unsatisfactory laundry results.

Students are responsible for keeping the laundry room tidy. The laundry room is NOT to be used for storage. Students have 24-hour access to this facility. Equipment breakdowns should be reported to the Apartment Superintendent.

**Grebel Gym**

The workout area is located at the back of the games lounge. The equipment is provided for the use of Grebel students, staff and faculty. If any equipment is in need of repair, tell the Athletic Rep.
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.

Bicycle policy

i. Bicycles are not permitted inside college buildings.

ii. 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.

iii. Bicycle storage space on the lower level of the apartment building is available to on-campus associates who pay the applicable fee. Due to space limitations no more than one bike per person is permitted. Keys are issued to specific individuals and may not be shared with other persons.

iv. 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.

v. 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.

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

ii. 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 tags must be affixed to the vehicle’s interior rear view mirror.

iii. Visitors must pay for parking at the prescribed rate through the ticketed parking system or the HonkMobile smartphone app. Ticket parking rates are posted at the entrance to the south parking lot.

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

v. Note that two spots in the upper (north end) parking lot are designated as 15-minute load/unloading spots only. Do not drive vehicles 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.

VI. 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 each student. 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 Apartment Superintendent, Campus Hosts or dons. They have access to First Aid kits and have basic First Aid training. In any case where immediate medical assistance is required, call 911. If students become aware of or suspect criminal activity, contact the UW Police and the Apartment Superintendent, 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 Apartment Superintendent or 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, students must ensure fire safety in his/her own suite.

1. Extension cords should be carefully monitored.
2. Circuits must not be overloaded.
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. 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. Students are encouraged to buy a fire extinguisher for their unit. Never attempt to use a fire extinguisher unless familiar with its use and the fire is small and easily extinguishable.

   **Evacuation procedures**

   **In case of fire:**

1. If fire or smoke is detected 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!

VII. 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 academic and residence/associate programs, and through constituent or alumni activities, personal information is frequently gathered and used. 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 conversations 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:

• A written request must be submitted to the Director of Student Services Advisory Group.

• The Director of Student Services, in conjunction with the Advisory Group, will review the file.

• 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.

VIII. CONTRACT POLICIES FOR ON-CAMPUS ASSOCIATES

Fee payment policy

The basic fee includes rent, utilities (including physical phone lines but not the phone service), community suppers, the Fall or Winter retreat, snack nights, and term end banquet. Optional costs include athletic fee for intramural sports,
student yearbook, parking, and bicycle storage. Other fees are Student Council related fees which include 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 will be collected/paid 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 2017 fees are due August 11, 2017, Winter 2018 fees are due December 8, 2017 and Spring 2018 fees are due April 8, 2018. 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 11, 2017 for Fall (December 8, 2017 for Winter, April 8, 2018 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.

**Income tax**

For income tax purposes, students in residence do not pay taxes on their residence fees as the University residences are on tax-exempt land. On **Line 6114** (student residences) of income tax forms, claim $25 as occupancy costs for the part
of the year lived in residence. Proof of residence or tax receipts for residence fee payment are not needed.

**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.
## IX. PERSONNEL

### Faculty and Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Ball</td>
<td>Assistant Professor of Peace and Conflict Studies</td>
</tr>
<tr>
<td>Alicia Batten</td>
<td>Associate Professor of Religious Studies and Theological Studies</td>
</tr>
<tr>
<td>Jeremy Bergen</td>
<td>Associate Professor of Religious Studies and Theology, Director of Theological Studies</td>
</tr>
<tr>
<td>Mary Brubaker-Zehr</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Sara Cressman</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Marlene Epp</td>
<td>Dean, Professor of History, Peace and Conflict Studies, Chair of the Mennonite Studies Department</td>
</tr>
<tr>
<td>Lowell Ewert</td>
<td>Associate Professor of Peace and Conflict Studies</td>
</tr>
<tr>
<td>Nathan Funk</td>
<td>Associate Professor of Peace and Conflict Studies, Chair of the Peace and Conflict Studies Department</td>
</tr>
<tr>
<td>Kyle Gingerich Hiebert</td>
<td>Director of Toronto Mennonite Theological Centre</td>
</tr>
<tr>
<td>Laura Gray</td>
<td>Associate Professor of Music, Chair of Music Department</td>
</tr>
<tr>
<td>Paul Heidebrecht</td>
<td>Director of Kindred Credit Union Centre for Peace Advancement, Adjunct Assistant Professor</td>
</tr>
<tr>
<td>Ed Janzen</td>
<td>Chaplain</td>
</tr>
<tr>
<td>Jane Kuepfer</td>
<td>Schlegel Specialist in Spirituality and Aging</td>
</tr>
<tr>
<td>Fred Martin</td>
<td>Director of Advancement</td>
</tr>
<tr>
<td>Reina Neufeldt</td>
<td>Associate Professor of Peace and Conflict Studies</td>
</tr>
</tbody>
</table>
Troy Osborne  Associate Professor of History and Theological Studies, Acting Director of Theological Studies
Carol Penner  Assistant Professor of Theological Studies and Coordinator of Applied Studies
Paul Penner  Director of Operations
Marcus Shantz  President
Kate Steiner  Assistant Professor of Music
Derek Suderman  Associate Professor of Religious Studies and Theological Studies, Editor of the Conrad Grebel Review
Maisie Sum  Assistant Professor of Music
Mark Vuorinen  Assistant Professor of Music, Undergraduate Officer for Music

Office Staff

Angelica Allen  Music Department Assistant
Sue Baker  Conflict Management Certificate Program Manager
Matthew Bailey-Dick  Anabaptist Learning Workshop Coordinator
Pam Bartel  Administrative Assistant to Student Services
Kelly Brown  Administrative Officer to PACS, Graduate Studies Coordinator
Mimi Browne  Administrative Assistant to the Director of Operations (on Maternity leave)
Rebekah DeJong  Student Life and Recruitment Coordinator
TBD  Communications Assistant
Alison Enns  Development and Events Assistant
Joshua and Laura Enns  Brubacher Museum Hosts
Suyeon Kang  CPA Host
Melinda Mah  Office Assistant and Receptionist
Dorothy Isaac  Accounting Assistant
Michelle Jackett  Coordinator, Kindred Credit Union Centre for Peace Advancement (on maternity leave)
Stephen Jones  Managing Editor of the Conrad Grebel Review
Jennifer Konkle  Marketing and Communications Manager
Carol Lichti  Administrative Assistant to the President
Leanne MacKay Bain  Acting Administrative Assistant to the Director of Operations
Sarah MacKeil  Conferences, Bookings and Events Coordinator
Birgit Moscinski  Administrative Assistant to the Dean and Academic Program
Rachel Reist  PACS Undergraduate Academic and Administrative Officer and Internship Coordinator
Kim Penner  Administrative Assistant to Theological Studies and the Anabaptist Learning Workshop
Faith and Colin Friesen  Campus Hosts
Hyung Jin (Pablo) Kim Sun  Administrative Assistant, Toronto Mennonite Theological Centre
Claudia Van Decker  Administrative Assistant to Music Department
Library Staff

Laureen Harder-Gissing  Archivist-Librarian
Mandy Macfie  Library Clerk
Ruth Steinman  Assistant Librarian

Food Services Staff

Tyler Allen  Kitchen Assistant
Susan Bauman  Food Services Assistant, Cook
Niamh Brown  Food Services Assistant
Nicole Dietrich  Cook (on maternity leave until February 2019)
Judy Dyck  Kitchen Assistant
Annette Farwell  Food Services Assistant, Cook
Ljiljana Ilic  Food Services Assistant, Cook
Jessica Marchand  Food Services Assistant
Janet Martin  Cook
Loretta Martin  Cook
Cheri Otterbein  Food Services Manager
Pam Renaud  Cook
Milagro Vargas  Food Services Assistant, Cook
Radmila Vujosevic  Food Service Assistant, Cook
Lorie Yantzi  Assistant Food Services Manager

Custodial Staff

Werner Fieguth  Maintenance
Levi Flaming  Custodian
Marinko Franjic  Custodian
Devon Grainger  Custodian
Peter Hart  Custodian
Elected Student Council Members

President: Madeleine Neufeld
Vice-President: Peter Missiuna
Secretary: Mykayla Turner
Treasurer: Jeremy Metzger
Social Convener: Jazmine Brown
Associate Reps: Briar Hunter & Cassidy Wagler
Co-op Rep: Neil Brubacher
Male Frosh Rep: will be elected in Fall
Female Frosh Rep: will be elected in Fall

Larger Leadership Team

Special Projects: Abi Klassen & Katrina Steckle
Food Rep: Kristin Mellema
Athletic Reps: David Peterman & Hannah Klassen
Grebelspeaks Editor: Niki Wbisono & Connie Chong
Environmental Reps: Elasha Wilson & Jonah Thiessen
Flow: Elora Neufeld & Sarah Martin
Gents: Michael Veenstra & Matthew Wright
Peace Reps: Serena Laverty & Margie McCloskey
Yearbook Editor: Josh Rampersad
Webmasters: Adam Neufeld & Aaron Silver

Grebel O-Week Leaders

GOC (Grebel Orientation Committee) Briar Hunter, Aaron Oesch & Mykayla Turner
OWLS (Orientation Week Leaders): Abby Loewen, Abi Klassen, Adam Neufeld, Ananya Xavier, Anna Mae Dean, Bryn
Friesen, Caleb Lainey, Claire Vander Hoek, Elasha Wilson, Elora Deering, Emily Cross, Isaac Veldhuis, Jazmin Brown, Jonah Thiessen, Leah Schilstra, Madeleine Neufeld, Meg Kish, Neil Brubacher, Noah Manda, Piper Treadwell, Rebecca Koole, Reed Sinclair, Sarah Odinotski, Simon Frew, Will Losin

Chapel Team
Matt Chase, Marisa Duncan, Alana Hawton, Suomi MacCarthy, Elaina Mohr, Erik Mohr, Katrina Steckle, Joseph Tafese, Theo Weiderkehr

X. 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.
XI. FALL AND WINTER STUDENT COUNCIL CONSTITUTION

Effective: Fall 2017 (Replaces Winter 2015)

Article I: Name
The name of the group shall be The Residential 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 typically first-year students living off-campus in host homes arranged by the College and who are holding a residence contract for their second academic term; typically hold a 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
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**

1. Officers and Duties
   a) Executive officers shall include a President, a Vice-President, a Treasurer, a Social Convener, a Co-operative Student Representative, two Associate Representatives, two First-Year Student Representatives, a Secretary, and the Director of Student Services (non-voting member).
   b) Duties of the Executive Officers are prescribed in the bylaws of the Student Council.
   c) Appointed officer positions and duties are prescribed in the bylaws of the Student Council.

2. Nomination and Elections
   a) The nomination procedure and the nomination period are prescribed in the bylaws of the Student Council.
   b) The Executive Officers shall be elected by ballot, as prescribed in the bylaws of the Student Council.

3. Term of Office
   a) President
      i) Two terms, Fall and Winter, for the position of Fall Term President
   b) Vice-President
      i) One term, Fall or Winter
      ii) Two Terms Fall and Winter if student maintains necessary membership
   c) Treasurer
      i) Two terms, Fall and Winter, for the position of Fall Term Treasurer
   d) Social Convener
i) One term, Fall or Winter
ii) Two Terms Fall and Winter if student maintains necessary membership
e) First-Year Student Representatives
   i) One term, Fall or Winter
   ii) Two Terms Fall and Winter if student maintains necessary membership
f) Associate Representatives
   i) One term, Fall or Winter
   ii) Two Terms Fall and Winter if student maintains necessary membership
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 Winter
   ii) Two Terms Fall and Winter if student maintains necessary membership
i) Officers may resign from their positions by notice in writing to the President outlining their reasoning and decision. This notice shall be held in confidence until announced at the executive meeting prior to when the resignation would take effect
j) 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.

4. Eligibility
   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 Convener
   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
   i) Upon voted approval by a minimum of seven Executive Officers, students not meeting the eligibility requirements may be allowed to be nominated and serve in an Executive Officer or appointed position.
   j) Any Officer currently holding a position must resign from that position to be eligible for nomination for another position for the current term.

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

**Article IV: Meetings**

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

2. Quorum
   Ninety students shall constitute quorum of a General Meeting.

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**

1. Composition
   a) The Student Council shall be composed of all Executive Officers
   b) The Larger Leadership Team shall be composed of:
      i) all Executive Officers
      i) all Appointed Officers
      i) any positions recognized by the Student Council

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.
3. Meetings and Procedures
   a) 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.
   b) 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.
   c) Special meetings may be called by the President. Members of the Council shall be notified with sufficient time to attend the meeting.
   d) Five voting Executive Officers shall be considered quorum for a Student Council meeting.
   e) Meetings of the Larger Leadership Team shall be held at least three 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.
   f) Procedures for meetings are prescribed in the bylaws of the Student Council.

Article VI: Non-Officer Positions

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

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:

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

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:

   a) The Student Council publishes the amendments seven days prior to the date of the meeting when the amendments are to be voted on
   b) Amendments may be proposed by:
      i) Executive or appointed officers.
      ii) Students, provided that it is presented in the form of a petition, signed by no fewer than thirty signatures
   c) Amendments may be passed by two-thirds vote of all executive officers present at the meeting

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

   a) The Student Council distributes a proposal for the alteration to the student body for their perusal
   b) The General Meeting occurs no fewer than seven days and no more than fourteen 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, renewed in Winter 2017, and shall be terminated August 31, 2020. 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 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, renewed in Winter 2017, and shall be terminated August 31st, 2020. 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 the Council, in consultation with the Director of Student Services, conducts all decisions, expenditures, and activities formally planned.

The objective of the Student Council is foremost to:
   a) Promote the welfare and interests of the students
   b) Act as representatives between the students and the administration, the University, the Federation of Students and the community
   c) Serve as a means of communication between the students and administrative bodies
   d) Encourage co-operation between the affiliated
Colleges

e) Sponsor, initiate, and direct extra-curricular activities
f) 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
g) Affirm the Christian values on which Conrad Grebel University College was based
h) Legislate bylaws in the forms of rules and regulations applying and extending the provisions of this constitution

Article II: Executive Council

1. Duties and Powers

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

a) President:
   i) Serve as Chief Executive Officer and Chairperson of the Student Council, presiding over meetings of the Student Council and General Meetings
   ii) Be responsible for the agenda of the Student Council meetings
   iii) Be a signing member of the Student Council
   iv) 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.
   v) Make the appointments of Larger Leadership Team on the voter approval of Student Council
   vi) Collect and compile reports from Executive Council Members and Larger Leadership Team at the end of their term of office, to be made
available to incoming Executive Council Members and Larger Leadership Team

b) Vice-President:
   i) Serve as Second Executive Officer of the Student Council
   ii) Be a signing member of the Student Council
   iii) Serve as official representative of the Student Body when more than one representative is required, or in the absence of the President
   iv) Perform bi-termly audits of Student Council, including but not limited to the review of all finances and expenditures in conjunction with the Treasurer

c) Treasurer:
   i) Keep an accurate record of finances to be reported regularly to the Student Council
   ii) Oversee all income sources and their allocation, including depositing all funds given to the Student Council to the credit of the Council
   iii) Be a signing member of the Student Council and ensure that the appropriate individuals attain signing authority
   iv) Present an updated budget for the year at the beginning of the term to be approved by the Student Council
   v) 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
   vi) 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
   vii) Prepare bi-termly financial statements subject to review by the Vice-President

d) Social Convener:
   i) Form committees to plan and co-ordinate special events within the College
ii) Keep the Students informed of all events
iii) Work with the Associate Representatives to plan events for Residents and Associates

e) Associate Student Representatives:
   i) Represent the Associates to the Student Council and at any other College or student functions
   ii) Work with the Social Convener to plan events for Residents and Associates

f) First-Year Representatives:
   i) Represent the First-Year Students to the Student Council and at any other College or student functions


g) Co-operative Education Student Representative:
   i) Represent the students in Co-op to the Student Council and at any other College or student functions
   ii) Plan and coordinate programming for students in Co-op
   iii) Provide counsel for students in Co-op on matters relating to the University of Waterloo Co-operative Education Program
   iv) Be responsible for the Co-op Information Board and/or website that shall include a calendar of important dates, a FAQ section, and anything else deemed important and pertaining to the needs of the students in Co-op
   v) Inform all off-stream students of elections and constitutional changes with appropriate time to respond and vote

h) Secretary:
   i) Assist in advertising for functions of the Student Council or events important to the students of Conrad Grebel University College
   ii) Serve as the secretary for meetings of the Student Council and Larger Leadership Team
   iii) Post approved minutes weekly on the Student Council Board and online
iv) Stock, update, distribute, and organize supplies in the Student Council Office
v) Responsible for maintaining the birthday board
vi) Maintain organization of digital student council documents
i) Director of Student Services:
   i) Act as a liaison between the Student Council and Administration

All Executive Council Members 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.

2. Nomination Procedures
   a) The Procedure for Nomination of Executive Council Members shall proceed as follows:
      i) Nominations shall be handed to the Chief Returning Officer (as per Section 3) or left at a place designated by the Chief Returning Officer
   b) The Nomination Period shall be defined as follows:
      i) Fall Term Elections:
         (1) Nominations for the position of Student Council President will be open one (1) week prior to the opening of the nomination period for all elected Executive Council Members. Nominations shall close prior to the Community Supper following the opening of the elections. The election for President will be held one (1) week prior to the regular election at a Community Supper. The election day of the President will be the day nominations open for other positions. This is done to ensure Candidates who do not win the presidency have the
chance to run for other positions.

(2) Nominations for the Fall Term Executive Council Members 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 at midnight of the night prior to the Community Supper following the opening of the elections.

(3) Nominations shall open for the First-Year Representative positions and any unfilled positions at the earliest convenient time, as deemed by the President in consultation with the Director of Student Services, and shall close at midnight of the night prior to the Community Supper following the opening of the elections.

ii) Winter Term Elections:
   (1) Nominations shall open for all unfilled positions for the Winter Term at the first Community Supper of the Winter Term, and shall close at midnight of the night prior to the Community Supper following the opening of the elections.

iii) Spring Term Elections:
   (1) See Spring Constitution of the Student Council for procedures.

3. Electoral Procedures
   a) The following procedures shall be followed for the election of Executive Council Members:
      i) The current President shall act as or appoint a Chief Returning Officer.
      ii) The Chief Returning Officer shall announce the opening of nominations for all open positions at the beginning of the Nomination Period.
iii) Nominations shall only be accepted during the Nomination Period
iv) Campaigning for positions may be done provided that it is done within the values of Conrad Grebel University College
v) At the Community Supper following the closure of the Nomination Period, each nominee is required to give a brief speech
vi) A poll shall be located in a place that is easily accessible in the Residence Building
vii) A poll will be open for one hour following the Community Supper for Associates and those unable to vote the following day
viii) A poll will be open the day after Community Supper for a two-hour period over lunch and for all of supper
ix) Other polls, if necessary, shall be arranged at the discretion of the Chief Returning Officer
x) 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
xi) 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
xii) Upon completion of the voting period, the Returning Officer shall be in charge of counting the ballots
xiii) Nominees may each appoint a scrutineer to witness the counting of the ballots
xiv) The results of the election shall be announced to the students immediately after all nominees have been notified of the results
xv) Voting Process:
(1) In the event of a single Nominee, or an equal number of nominees and seats, the ballot shall include the name of the Nominee and next to it the options to support or oppose. If the Nominee receives more than 50% of the votes, they shall be elected onto the Council. If more than 50% of the votes are against the Nominee, a re-election shall be held.

(2) In the event of two nominees the Nominee with the greatest number of votes counted in their favour is elected onto the Council.

(3) In the event of more than two nominees a ranked ballot should be used. In the event of a ranked ballot,

(a) The winning number of votes is defined as more than 50% of the total number of votes. If no Nominee reaches the threshold, the Nominee with the least total votes is eliminated and the next Nominee on each of those ballots is given the votes until one Nominee reaches a winning number of votes.

(b) If the position has multiple seats the number of votes needed to win the election is considered the number of votes divided by the number of seats plus one. In this system votes are redistributed first from any nominees that reach the winning threshold. Any excess votes for the first winning Nominee are redistributed to the remaining nominees as a percentage of the total second ballot preference from the people that voted for the winner. If necessary the Nominee with the lowest number of votes is also eliminated following the standard rules until a
Nominee with a winning number of votes fills every seat.

(c) In the event of a tie 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.

b) 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.

c) If deemed necessary by the President upon vote of the Executive Council Members, electoral procedures may be altered in specific cases so long as any alterations do not cause a conflict of interest or create bias for any party.

Article III: Larger Leadership Team

1. Larger Leadership Team and Duties

The Larger Leadership Team includes: two Athletic Representatives, Editor(s) of the College Newspaper, Editor(s) of the College Yearbook, Environment Representative(s), Special Project Coordinator(s), Food Representative, Peace Society Representative(s), Web Master(s), FLOW Representative(s) and Gents Representative(s). The Larger Leadership Team’s duties shall include:

a) Athletic Representatives will:

i) Represent the College in the University of Waterloo Athletics Program by coordinating and organizing all intramural teams for Campus Recreation

ii) Work in conjunction with the Treasurer of the Student Council to be responsible for reimbursing athletic fees
iii) Be responsible for the organization of athletics within Conrad Grebel University College
d) Environment Representative(s) will:
i) Encourage environmentally responsible actions in all aspects of student life
ii) Appoint Residents to help with recycling tasks and other environmental aspects of student life
e) Special Projects Representative(s) will:
i) Be responsible for special College projects such as community outreach and volunteering opportunities
ii) Be responsible for coordinating, ordering, and distributing GrebelWear
f) Food Representative will:
i) Act as liaisons of the students and the Food Services Supervisor
ii) Organize food-related events i.e.: food days and theme meals

g) Peace Society Representative(s) will:
i) Be a liaison between the Grebel Peace Society and the Student Council

h) Web Master(s) will:
i) Be responsible for the upkeep and enhancement of Student Council’s website

i) FLOW Representative(s) will:
i) Be a liaison between FLOW and the Student Council

j) Gents Representative(s) will:
i) Be a liaison between Gents and the Student Council

All Larger Leadership Team members are required to complete a report upon the completion of their Term 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.

2. Associated Members
The Student Council also recognizes Chapel Convener(s), and member(s) of the Don Team:

a) Chapel Convener(s) will:
i) Be a liaison between the Chapel Committee and Student Council

b) Member(s) of the Don Team will:
i) Be a liaison between the Don Team and Student Council

3. Nomination Procedure
a) Students who wish to be considered for a Larger Leadership Team position shall complete an application to be given to the President

b) The President will inform each Larger Leadership
Team member of the applicants for their position and elicit recommendations for their successor based on the applicants

c) The President shall make the appointments, by voted approval of the Student Council
d) 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
e) The recognized positions for Chapel Convener shall be appointed by their respective committee

4. Term of Office
The Term of Office for the Larger Leadership Team shall be:

a) Athletic Representatives:
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

b) Editor(s) of the College Newspaper:
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

c) Editor(s) of the College Yearbook:
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership
   iii) At least one Editor position must be a two term position

d) Environment Representative(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

e) Special Project Coordinator(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership
f) Food Representative:
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

g) Peace Representative(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

h) Web Master(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

i) FLOW Representative(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

j) Gents Representative(s):
   i) One term, Fall or Winter
   ii) Two terms, Fall and Winter, if student maintains necessary Membership

5. Eligibility

Eligibility for nomination for a Larger Leadership Team position, or to continue within such a position, is defined as follows:

a) Athletic Representatives:
   i) Must be a resident or associate during term of office

b) Editor(s) of the College Newspaper:
   i) Must be a resident or associate during Term of Office
   ii) There must be at least one resident Editor

c) Editor(s) of the College Yearbook:
   i) Must be a resident or associate during term of office

d) Environment Representative(s):
   i) Must be a resident or associate during term of office
ii) There must be at least one resident Environment Representative

e) Special Projects Coordinator(s):
i) Must be a resident or associate during term of office

f) Food Representative:
i) Must be a resident during term of office

g) Peace Representative(s):
i) Must be a resident or associate during term of office

h) Web Master(s):
i) Must be a resident or associate during term of office

i) FLOW Representative(s):
i) Must be a resident or associate during term of office

j) Gents Representative(s):
i) Must be a resident or associate during Term of Office

Article IV: Student Council Meetings and Voting Procedures

1. Meetings
a) 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.

2. Procedures

a) 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.
b) Voting Procedure shall be as follows:
   i) Only voting Executive Council Members shall be allowed to vote
   ii) A motion will be made concerning the matter at hand
   iii) A secondary motion will be made in support of the motion
   iv) There will be an opportunity for discussion within the group
   v) When the discussion is deemed concluded, the chairperson shall call for votes and tally them
   vi) No Executive Council Member will be permitted to explain the reasoning for his or her vote after the discussion time is concluded
   vii) 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 Manager's discretion in consultation with Student Council to improve the facilities of Conrad Grebel University College. The Operations Manager will at least once per year give a written or oral report to Student Council regarding the allocation of the levy as a measure to maintain accountability and communication.

Section 1:
(a) This article enacts the continuation of the Student Building Fund fee to be paid by each student.
(b) Residents and on-campus associates shall be assessed a fee of fifteen dollars for the life of this article.
(c) Off-campus associates shall be assessed a fee of three dollars for the life of this article.
(d) 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 two refugee students per year. 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 refugee students.

**Section 1**

a) Residents and on-campus associates shall be assessed a fee of twenty dollars each term.

b) Off-campus associates shall be assessed a fee of eight dollars each term.

c) This shall be a refundable fee.

**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.

**Section 5:**
Changes to this document may only be done through Amendments as defined in the Conrad Grebel University College Constitution of the Student Council.
APPENDIX A: Voting Ballots

Equal Number of Nominees and Seats:

Name of Position – **check one:**
Nominee A __ Support __ Oppose

Two Nominees:

Name of Position – **check one:**
__ Nominee A
__ Nominee B (Candidates ordered alphabetically)

More Than Two Nominees:

Name of Position – **Number from 1 (first choice) to __ (last choice):**
__ Nominee A
__ Nominee B (Candidates ordered alphabetically)
__ Nominee C
__ Nominee D
APPENDIX B: List of Terminology

**Birthday Board**: A display (usually on the wall in the stairwell), designed by the Promotions chairperson/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.

**GrebelWear**: Shall be any form of clothing or apparel suitable to purchase by the Special Projects Coordinator(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, which allows everyone to be heard and to make decisions without confusion.
XII. SPRING CONSTITUTION OF THE STUDENT COUNCIL

Effective: Spring 2016

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

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

1. Residents, who are individuals contracted to live in the Conrad Grebel University College residence.
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, hereinafter referred to as Off-Campus Associates.

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. 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.

3. 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. Proxies must be requested at least a week in advance by contacting the Chief Electoral Officer. Non-constitutional or non-fee related issues may be passed by simple majority, otherwise a two-thirds (2/3) majority is required.

**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. A majority of 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.
2. Amendments may be passed by two-thirds (2/3) vote of a quorum of Students at a general meeting.

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. The expiration of the collection of fees towards the fund shall be as prescribed in the Fall/Winter Student Council Constitution and Bylaws.

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. The expiration of the collection of fees towards the fund shall be as prescribed in the Fall/Winter Student Council Constitution and Bylaws.

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 voter 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, and
b. 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.

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 Chief Electoral Officer shall be the director of student services or a designate of the director of student services.
      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. The meeting shall be considered a general meeting and the rules for such a meeting apply.
      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 Student Council may, at their full discretion, choose to have any of the roles shared among multiple people. 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 Grebel Wear.

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. 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. Environment Representative
   a. Must be a Resident or On-Campus Associate during Term of Office.
4. Special Projects Coordinator
   a. Must be a Resident or Associate during Term of Office.
5. 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. The details
of the Student Building Fund are set out in the Fall/Winter Student Council Constitution and Bylaws.

**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. The details of the Student Building Fund are set out in the Fall/Winter Student Council Constitution and Bylaws.

**APPENDIX A**

**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 Residential 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 Residential 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
XIII. CALENDAR OF IMPORTANT DATES

Fall Term, 2018
Aug. 10   Fall Fee Payment Deadline
Aug. 26- Sept. 1   Don Orientation
Sept. 1-2   Student Leaders’ Retreat
Sept. 3   Residence opens @ 11:00am
Sept. 3-8   Orientation Week
Sept. 5   All-College Commencement Event
Sept. 6   Lectures begin
Sept. 8-9   All College Retreat, Camp Trillium, Rainbow Lake
Sept. 29   Taste of Grebel Day
Oct. 8   Thanksgiving Monday -- Holiday
Oct. 9-10   Study days
Dec. 3   Lectures end
Dec. 4   Term End Celebration
Dec. 6-21   Fall term examination period
Dec. 22   Grebel Residence closes @ 11 am
Dec. 23 – Jan 1   Christmas Holidays (Grebel offices closed)

Winter Term, 2019
Dec. 7   Winter Fee Payment Deadline
Jan. 1   New Year's Day
Jan. 6   Residence opens @ 2 pm
Jan. 6-11   Frost Week
Jan. 7   Lectures Begin
Feb. 18-22   Reading Week
Feb. 18   Family Day (Grebel offices closed)
Apr. 5   Lectures end
Apr. 5   Term End Celebration
Apr. 14   Conrad Grebel Convocation
Apr. 10-27   Winter term examination period
April 19   Good Friday (Grebel offices closed)
Apr. 28   Grebel Residence closes @ 11am
Spring Term, 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr. 5</td>
<td>Spring Fee Payment Deadline</td>
</tr>
<tr>
<td>May 5</td>
<td>Residence opens @ 2 pm</td>
</tr>
<tr>
<td>May 5-10</td>
<td>Heat Week</td>
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<tr>
<td>May 6</td>
<td>Lectures begin</td>
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<tr>
<td>May 20</td>
<td>Victoria Day - Holiday</td>
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<tr>
<td>July 1</td>
<td>offices closed in recognition of Canada Day</td>
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<tr>
<td>July 30</td>
<td>Lectures end</td>
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<tr>
<td>July 31</td>
<td>Term End Celebration</td>
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<tr>
<td>Aug. 2-17</td>
<td>Spring term examination period</td>
</tr>
<tr>
<td>Aug. 5</td>
<td>Civic Holiday</td>
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<tr>
<td>Aug. 18</td>
<td>Grebel Residence closes @ 11 am</td>
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</tbody>
</table>
XIV. IMPORTANT TELEPHONE NUMBERS

Fire and Ambulance 911
UW Police and Security 519-888-4911 ext. 22222
Poison Control Centre 1-800-268-9017
UW Health Services 519-888-4096
(Office hours: 8:30 a.m.-7:30 p.m. M-Th, 8:30-5:00 F.
After office hours and on weekends and holidays call
the above number and follow the instructions OR
call TELEHEALTH:
1-866-797-0000.)
Grand River Hospital Clinic 519-742-3611
St. Mary’s Hospital 519-744-3311
UW Counseling Services 519-888-4567 ext. 32655
In an emergency call:
K-W DISTRESS LINE 519-745-1166
UW Switchboard 519-885-1211 or
888-4567 - automated
operator
UW Turnkey Desk/Safety Van 519-888-44434
UW WALKSAFE Service 519-888-4949 OR ext. 84949

CONRAD GREBEL UNIVERSITY COLLEGE PHONE NUMBERS

CGUC Main Office 519-885-0220 ext. 0
After hours rings through to Campus Hosts: Faith and Colin
Friesen
CGUC Student Services:
Pam Bartel, Admin Assistant ext. 24236
Mary Brubaker-Zehr: ext. 24235
Ed Janzen: ext. 24249
Rebekah DeJong ext. 24215