## Graduate Residence Caucus (GRC) Terms of Reference

*Preamble*

The GRC shall be a permanent committee of the GSA and shall operate in accordance with this document and GSA By-Law 10 (2), and in accordance generally with the articles and provisions contained within the GSA Constitution, applicable GSA policies and other governing documents. The following Terms of Reference shall supersede all previous Terms.

*Definitions*

'GRC' or 'GRC members' refers to all graduate students living on the 5th and 6th floors of Leeds House.

'GRC Executive' or 'GRC Executive Officers' refers to the Chairperson, Communications Coordinator, Social Coordinator, Advocacy Coordinator and the Vice-President Operations of the GSA or their designate.

'GSA' refers to both the Graduate Students' Association of Carleton University and GSA Carleton Inc.

'GSA Executive' refers to the President, Vice-President Operations, Vice-President Finance, Vice-President External, and Vice-President Academic of the GSA.

**1. Mandate**

The GRC exists for the following purposes:

1.1 To make residence life as fun and enjoyable as possible for graduate students living in Leeds House.

1.2 To foster communication and a sense of community amongst graduate students living in Leeds House.

1.3 To act as a link between graduate students living in Leeds House and the GSA.

1.4 To represent and advocate for the interests of graduate students and graduate students living in Leeds House in particular.

**2. Structure of the Executive Committee**

2.1 The GRC Executive is a permanent Committee of the GSA, and as such is governed by the GSA Constitution, By-laws, policy and, where it does not conflict with the former, these Terms of Reference;

2.2 The GRC Executive shall consist of the following voting members: Chairperson, Communications Coordinator, Social Coordinator, Advocacy Coordinator and the Vice-President Operations of the GSA (or designate);

2.3 One seat shall be reserved for the President (or delegate) of the Rideau River Residence Association (RRRA) who will have an ex-officio, non-voting seat;

2.4 All members of the GRC Executive must be a graduate student living on floors 5 or 6 of Leeds House with the exception of GSA Vice-President Operations (or designate);

2.5 No GRC member may hold more than one GRC Executive position.

**3. The GRC Executive**

3.1 All members of the GRC Executive, shall perform the following duties:

i. Represent to the best of their ability and in good faith the interests of graduate students living on floors 5 and 6 of Leeds House.

ii. Attend meetings of the GRC Executive and report on their activities.

iii. Ensure the fulfillment of GRC resolutions and GSA resolutions (where applicable).

iv. Select from amongst its members, excluding the GSA Vice-President or their designate, the GRC representative to the Council of the GSA.

v. Maintain communication with the GSA Executive.

vi. Prepare a written end-of-year report on the activities of the GRC and submit the report to the GSA Executive.

3.2 The Chairperson

The Chairperson is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Convening and conducting GRC meetings.

Interpreting and ensuring the fulfillment of GRC resolutions and Terms of Reference, as well as any relevant stipulations of the GSA Constitution, By-laws, Policy or resolutions of the GSA Council or Board of Directors;

Preparation of the GRC budget and presentation thereof to the GSA Vice-President Finance for review and approval.

Maintenance and supervision of GRC expenditures and assets.

3.3 The Communications Coordinator

The Communications Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Performing the duties of the Chairperson in the event the Chairperson is unable to perform said duties;

Compiling and distributing agendas of all GRC Executive and General Meetings;

Recording and compiling the minutes of all GRC meetings and ensuring they are available upon request to all GRC members and the GSA Executive.

Filing all agendas and minutes of all GRC meetings with the GSA Executive on a regular basis;

Ensuring the flow of GRC and GSA information to residents;

Operating a member email list;

Working with the Advocacy Coordinator and the Social Coordinator to ensure all GRC events and activities are publicized within residence (at minimum)

Liaising with the Residence Fellows of the 5th and 6th floors regarding events, concerns, and other relevant matters.

Any other tasks that might further the exchange of communication between the GRC Executive, GRC members, and the GSA and graduate community generally.

3.4 The Social Coordinator

The Social Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Planning and coordinating events for all graduate student residents of 5th and 6th Leeds House, on an ongoing basis throughout the year, with the cooperation and assistance of the GRC Executive in accordance with the budget;

Ensuring that events planned by the GRC aim to be accessible, with particular attention paid to issues of accessibility for students with disabilities;

Ensuring that all events planned and held by the GRC adhere to principles of non-discrimination;

Ensuring that sufficient non-alcoholic events are held;

Working with the Communications Coordinator to ensure all GRC events and activities are publicized within residence (at minimum).

3.5 The Advocacy Coordinator

The Advocacy Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Addressing complaints and concerns regarding the Department of Housing and residence life.

Organizing advocacy and campaigns, as required, on issues effecting graduate students living in residence.

Working with the GSA Executive to ensure graduate students living in residence are aware of campaigns and advocacy initiatives supported or enacted by the GSA.

Working with the Communications Coordinator to ensure all GRC events and activities are publicized within residence (at minimum)

Representing the GRC on the Council of the Rideau River Residence Association.

3.6 Honoraria

Each elected GRC Executive Officer shall receive for the performance of the above noted duties an honorarium of $200.00 per academic semester, excluding the summer semester, paid by the GSA from the operating funds of the GRC. Thus, the total remuneration of each Executive will be $400. The honorarium is to be paid on or about the last day of classes in each of the Fall and Winter terms. In the case of the Winter term, the honorarium shall be paid only upon receipt by the GSA of the GRC Report and the filing of all GRC meeting agendas, minutes and financial statements.

The Executive of the GSA, Residence Fellows, and the RRRA representative are not entitled to GRC honoraria.

**4. Elections**

4.1 Elections for the four Executive Officers of the GRC will normally be held no later than the final day of September.

4.2 The Vice-President Operations of the GSA or their designate will act as the Chief Electoral Officer (CEO) of GRC elections and by-elections, and shall receive no financial compensation for this role.

4.3 In the event a GRC Executive position becomes vacant for any reason, members of the GRC Executive shall advertise the vacancy for a minimum of 7 days in highly visible areas and conduct a search for candidates for the position. In the event that the position becomes vacant in the fall term and candidates are not found, a second search shall take place in January. All candidates will have the opportunity to present to the GRC Executive who will have a secret ballot vote to appoint a candidate to the post.

4.4 All graduate student residents living on floors 5 or 6 of Leeds House who have paid the GRC fee shall be entitled to vote;

4.5 All GRC Executive Officer positions shall be contested by a secret ballot general election, with winners determined by simple majority;

4.6 In the event a candidate is nominated and is uncontested, the candidate shall be acclaimed.

4.7 Voting shall take place at a GRC general meeting called for that purpose normally in the third or fourth week of September;

4.8 Notice of the general meeting shall be posted at least one week in advance of the meeting date;

4.9 The general meeting shall take place on the premises of Carleton University at a time when no classes are held;

4.10 Quorum for the general meeting is 15 graduate students living in Leeds House;

4.11 The general meeting shall be chaired by the Vice-President Operations of the GSA or their designate.

4.12 GRC election nominations shall normally be received by the GSA Vice-President Operations, or designate, normally no later than 4:30 p.m. on the last Friday of the second week in September;

4.13 The CEO shall ensure that at least 3 days of campaigning can take place before the election;

4.14 Campaigning shall consist of no offensive or discriminatory materials, and may consist of posters, word of mouth, or other such procedures. The CEO shall be the judge of campaign fairness, although candidates may appeal the CEO's decisions to GSA Council at the next scheduled Council meeting. Pending the outcome of appeals, the CEO's decision will be considered final. GSA Council shall have final authority in all such cases.

4.15 In the event that no nominations have been submitted for a position the CEO will accept nominations at the General Meeting called for the purpose of electing the GRC Executive.

**5. Meetings of the GRC Executive**

The Chairperson is responsible for the scheduling and conduct of GRC Executive meetings.

The GRC Executive shall meet at least once every month during the Fall and Winter terms.

Notice of a regular meeting must be made at least three (3) days prior to the scheduled date, and must be posted on each graduate floor in reasonable view. Furthermore, the Chairperson and Communications Coordinator shall ensure all GRC members are informed, in writing (email acceptable) of upcoming meetings.

A draft agenda is to be attached to notices of regular GRC Executive meetings.

GRC Executive meetings must be held on campus

Quorum for GRC Executive meetings shall be at least three (3) GRC Executive members.

An Executive unable to attend a meeting may proxy their vote to another Executive. No Executive shall have more than one proxy vote for a given meeting.

Meeting agendas shall provide opportunity for, at minimum, all Executives and the GSA Vice-President Operations to table reports. These reports may be verbal, as long as they are recorded in the minutes.  
Meetings must be open to all graduate student residents, although only GRC Executive members may vote on resolutions. All members present at a meeting have speaking rights.

Meetings shall adhere to Robert's Rules of Order as best as possible.

A GRC Executive meeting must be called by the Chairperson within seven (7) days if requested by two (2) or more voting members.

A GRC Executive meeting must be called by the Chairperson within seven (7) days if petitioned for this purpose by 25 or more residents.

Resolutions are passed by a show of hands, require a simple majority, and may only be passed at meetings where quorum has been established. In the event of a tie, the Chairperson will decide the outcome.

It is understood that the GRC Executive may meet informally, as often as necessary, but may not spend GRC funds unless approved at an Executive or General Meeting.

**6. General Meetings**

General Meetings of the membership may be called at the discretion of the Executive or by a petition delivered to the Chairperson with the names and signatures of no less than 25 members.

Notice for these meeting must be posted in highly visible areas.

Quorum for a General Meeting shall be 20% of members.

All members may vote at a General Meeting.

Voting is conducted by a show of hands requiring a simple majority to pass resolutions.

The GRC Executive is subject to any and all resolutions approved by simple majority vote at General Meetings.

Resolutions passed by the GRC Executive may be overturned by a simple majority vote at General Meetings. However, this shall not be taken as a vote of no confidence in the GRC Executive, and the latter shall not be dissolved.

**7. Financial Management and Expenditures**

7.1 The GSA shall establish an account from fees collected by the University from graduate residents living on floors 5 and 6 of Leeds House.

7.2 GRC funds shall be administered by the GSA as the operating budget for GRC operations.

7.3 The GRC Chairperson shall prepare a regular financial report for the approval of the GRC in October, January and April of each year. The report must be subsequently filed with the GSA Vice-President Finance.

7.4 The financial reports shall include recent debits and credits and a breakdown of remaining GRC funds;

7.5 All financial reports are to be readily available for perusal by any graduate student living in residence, and the GSA Executive, Council and Board of Directors.

7.6 The Chairperson, in cooperation with the rest of the GRC Executive, shall create a budget following the first meeting of the GRC Executive and the budget must be approved by the GRC Executive for submission to the GSA Vice-President Finance.

7.7 It is understood that the composition of the budget need only entail a breakdown of major expenses into line items (i.e. capital purchases, social events, honoraria, etc.) and the GRC, by a vote at a GRC Executive or General Meeting, may expend monies as it sees fit.

7.8 Funds shall not be disbursed by the GSA unless the expenditures are approved by a motion passed at a GRC Executive or General Meeting.

7.9 Funds must be used for purposes that do not contravene these Terms of Reference of the GRC, the Constitution, By-laws, policies or other governing documents of the GSA, the laws of Canada, the province of Ontario, or the City of Ottawa.

7.10 All written requests for the disbursement of funds will include minutes of the GRC Executive meeting or General Meeting at which the expenditure was approved along with a receipt and/or invoice for the expenditure.

7.11 The Officers of the GSA Carleton Inc. shall act as signatories on all cheques requisitioned by the GRC.

7.12 Events funded through the GRC must be open to all members .

7.13 Neither the GRC Executive nor the membership through a General Meeting shall establish a special budget for individual floors or collections of individuals.

7.14 No single event expenditure shall exceed 25% of the total budget.

7.15 Decisions made to deny written requests for cheques may be appealed to GSA Council, which shall have final authority in such matters.

**8. Impeachment**

8.1 A GRC Executive member may be impeached for a fundamental failure to meet any of the duties and responsibilities assigned to her/him which are outlined in these Terms of Reference, or for any other misconduct deemed sufficient to merit the impeachment proceedings.

8.2 Impeachment may be conducted under either of the following procedures:

Procedure A: GRC members may impeach an Executive with a two-thirds majority vote at a General Meeting.

Procedure B: i. Written application to GSA Council for impeachment of the member in question. The application must be signed by fifty (50) percent of the membership. The application must list in detail the allegations against the GRC Executive member. Copies of the application must be made available to all members of the GRC and Council.

ii. Passage of a motion at GSA Council calling for the acceptance of the application for the impeachment of the Executive member, after which the member is considered immediately relieved of their position.

Procedure C: A majority vote at a meeting of the GSA Council resulting from a violation of specific GSA policies.

8.3 If an impeached Executive appeals their impeachment, the Council of the GSA shall have the final decision making authority.

8.4 In the event a GRC member is removed from their position, a by-election will be held.

8.5 An impeached Executive member is not entitled to receive an honorarium, nor to run in the subsequent by-election.

**9. GRC Property**

9.1 All GRC property shall be labeled in the following way: "Paid for by the GRC/GSA”. It must be available to all GRC members. An Inventory List, to be updated and maintained by the Chairperson, is to be kept on file along with the financial reports of the GRC, to record the assets owned by the GRC. This inventory list shall be added to the GRC report.

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