



**THE SOUTH HOUSE  
SEXUAL AND GENDER RESOURCE CENTRE SOCIETY**

**CONSTITUTION  
Last Edited April 28th, 2017**

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## **South House Sexual and Gender Resource Centre Society Constitution**

### **Appendix A: Definitions**

The following definitions will apply to all South House Sexual and Gender Resource Centre Society bylaws, regulations, and policies:

Allies: People who are dedicated to working across societal barriers to support members of marginalized groups.

Annual General Meeting (hereinafter AGM): a meeting open to all members held once per academic year.

Anti Oppression: The practice concerned with eradicating social injustice perpetuated by societal inequalities, particularly along the lines of race, gender, sexual orientation and identity, age, class, ability and religion

Board of Directors (hereinafter Board): the group of people constituted as the decision making body of the South House Sexual and Gender Resource Centre Society.

Board Member at Large: A Board Member who does not hold an executive officer position.

Chair of the Board: the Executive Officer responsible for presiding over meetings of the Board.

Chief Returning Officer (hereinafter CRO): a person responsible for overseeing the Board elections.

Consensus: A group decision making process that seeks the agreement of the most participants possible as well as the resolution or mitigation of minority objections.

Dalhousie Student Union (hereinafter DSU): The union referred to as the Dalhousie Student Union Inc.

Dominant Groups: The groups of people who benefit the most from the existence and perpetuation of systemic oppressions such as sexism, racism, classism, ableism, and more. It is possible to be part of multiple groups at once, and/ or to be part of marginalized and dominant groups.

Executive Officer: A member of the Board with specific individual duties pertaining to governance.

Feminism(s): An intersectional movement that is continuously working to create a society free of sexism and patriarchal oppression, which acknowledges that we cannot eliminate sexism without challenging all forms of oppression and domination, including racism, classism, transphobia, homophobia, colonialism/ neocolonialism, and ableism. Because feminism is a continuous struggle, self reflection and self care are essential to any aspect of feminism.

Intersectionality: the concept that various forms of social categories and identities, such as gender, sex, race, class, ability, etc, are connected and inseparable and that people's experiences of oppression and/ or privilege come from those intersections, as opposed to just one of those identities. In this way it is possible to experience marginalization and the benefits of structural dominance at different times and in different ways.

King's Student Union (hereinafter KSU): The union referred to as the King's Student Union.

Levy: The student fees administered and held in trust by the DSU.

Marginalized groups: The groups of people who suffer the most from the existence and perpetuation of systemic oppressions such as sexism, racism, classism, ableism, and more. It is possible to be part of multiple groups at once, and/ or to be part of marginalized and dominant groups.

Member:

(i) "Dalhousie student member" means a Dalhousie student who paid the levy fee as determined by the most recent DSU referendum and did not opt out during the opt out period.

(ii) "King's student member" means a King's student who paid the levy fee as determined by the most recent KSU referendum and did not opt out during the opt out period.

(iii) "Community member" means a person who is not a student but has paid a fee equivalent to that of a fulltime Dalhousie student.

Privilege: The benefits and advantages (or a lack of disadvantages) that come along with being part of a dominant group. It is possible for individual members of dominant groups not to be prejudiced themselves, but still benefit from structural dominance. An important aspect of privilege is that these benefits and advantages are often not apparent to those who have them, and the unique struggles of marginalized and nonprivileged people are equally unapparent. Identifying and examining one's privilege is a continuous action, and necessary for members of dominant groups to participate in in order to be allies to members of marginalized groups.

Safe space: A space that aims to be free from sexism, patriarchal domination and other forms of oppression.

Secretary: The Executive Officer responsible for recording minutes of Board meetings

South House Sexual and Gender Resource Centre (hereinafter the South House): The Society referred to as the South House Sexual and Gender Resource Centre.

Special General Meeting (hereinafter SGM): a meeting open to all members held by resolution of the Board or petition of the members.

Student: A person enrolled in full or part time studies at Dalhousie University or the University of King's College

Treasurer: The Executive Officer responsible for managing the financial assets of the Centre.

Women's Community Representative: A representative elected via the Dalhousie Student Union who serves and represents the women's community at large.

Woman-identified: A person who self-identifies as a woman, including transgender, cisgender, and intersex people.

Volunteer: A member who assists in the operation or activities of the Centre.

## **Appendix B: Referenda**

### **DSU Referendum 2015**

Whereas: In 2014, 52% of students successfully voted “yes” in a referendum to increase South House’s levy; and

Whereas: This levy increase was initially rejected by Dalhousie for formatting errors in the levy question; but was granted conditionally for one year (the 2014/2015 academic year); and

Whereas: South House is one of the leaders in advocating for gender and sexual justice for students and community members on campus and in the larger Halifax community; and

Whereas: Voting “no” actually cuts South House’s current funding, services, and resources;

Do you support continuing the South House levy at the level of \$3.00 per fulltime student, per semester and \$1.50 per parttime student per semester?

Voting “no” would revert funding to the South House levy amount set by referendum in the 2013/2014 academic year (\$1.57 per fulltime student, per semester; \$0.67 per parttime student, per semester). This question applies to Halifax campuses only.

Result: Carried

### **DSU Referendum 2014**

Whereas: The South House Sexual and Gender Resource Centre (formerly the Dalhousie Women's Centre) has supported people who experience oppression since 1993;

Whereas: The South House provides services to the Dalhousie, King's and Halifax communities including, but not limited to: safe(r) space to hang out and study, antioppression programming, accessible bathroom, free sexual health supplies (condoms, pregnancy tests), free meeting space, free community kitchen, coffee and food, bursaries, free resources and lending library, and volunteer opportunities;

Whereas: The South House has operated from a student levy established at \$2.00 per full time student and \$1.00 per parttime student in 1993, increased to \$2.35 per full time student in 1998 and increased to \$3.15 per full time student in 2012;

Do you support the direct levy, of \$3.15 per fulltime and \$1.00 per full time students, to the South House Sexual and Gender Resource Centre be increased by \$2.85 per fulltime student to a total of \$6.00 per year (\$3 for the fall term and \$3 for the winter term), and be increased by \$2.00 per parttime student to a total of \$3.00 per year (\$1.50 for the fall term and \$1.50 for the winter term)? This question pertains only to Halifax campuses.

Result: Carried

### **DSU Referendum 2012**

Whereas: The Dalhousie Women's Centre has represented students who experience gender discrimination since opening in 1993;

Whereas: The Dalhousie Women's Centre provides services to the Dalhousie community including, but not limited to: affordable childcare, support for low income families, sexual assault support and response, education programming and training for a variety of student union staff, students, and professors, and a supportive environment in a nonjudgmental, positive space;

Whereas: The Dalhousie Women's Centre has operated from a student levy established at \$2.00 per fulltime student in 1993 and increased to \$2.35 per fulltime student in 1998;

Do you support the direct levy to the Dalhousie Women's Centre be increased by \$0.79 per student to a total of \$3.14 per year?

Result: Carried

### **KSU Referendum 2012**

BIRT the Dalhousie Women's Centre Levy be increased to \$3.00 per fulltime student, and BIFRT said Levy be henceforth automatically adjusted each year by the prevailing annual rate of inflation, as determined by the Bank of Canada's Consumer Price Index.

Result: Carried

### **DSU Referendum 1998**

Whereas: The Dalhousie Women's Centre has operated off a levy of \$2.00 from full-time students established in 1993.

Do you support the direct levy to the Dalhousie Women's Centre be increased by \$0.35 per student? Yes / No

Result: Carried.

### **DSU Binding Referendum Question: *February 14, 1993 Motion 292:93***

BIRT the DSU Council approve the following as a referendum question for the general 1993 General DSU elections:

Do you support an annual levy of \$2.00 per fulltime student and \$1.00 per parttime student to help maintain the new Dalhousie Women's Centre, the objective of which include:

- a.) To maintain a resource centre open to all members of the public.
- b.) To promote public education and awareness of issues of particular importance to women
- c.) To provide a safe and supportive atmosphere for all women in the community.

The fee is refundable to students who do not wish to contribute.

Result: Carried.

***Future Referenda are subject to the process outlined in bylaw XIV of the DSU Constitution and in Section X of the King's Student Union Constitution.***

### **Bylaw 1: Name**

The name of the association shall be the South House Sexual and Gender Resource Centre Society, hereinafter referred to as the South House.

### **Bylaw 2: Mandates and Objectives**

The South House, formerly the Dalhousie Women's Centre, was founded in recognition of women's common and diverse needs. The South House recognizes that you cannot work for a society free of sexism and patriarchy without also working for a society free of all forms of oppression. The South House supports women and all people dealing with oppression on the basis of sexuality and gender. The South House believes in working together for the creation of a society that is vibrant, life sustaining, and safe for people of all genders.

The South House is a student-funded, volunteer-driven resource centre that seeks to address and advocate for anti oppression issues within a feminist framework. the South House consciously recognizes that struggles against all forms of oppression are feminist issues. We are first and foremost a resource centre which provides resources and support for students, faculty, staff, and community members on such issues.

The South House aims to provide resources and referrals to the University and broader Halifax community, as well as a safe space for people to organize. It also offers free meeting space to woman-positive and anti-oppression groups at the discretion of the Board.

### **Bylaw 3: Liability**

*The liability of members is limited.*

#### **Bylaw 4: Registered Office**

1. The registered Office and mailing address of the South House shall be:

South House Sexual and Gender Resource Centre Society  
1443 Seymour St.  
Halifax, NS B3H 3M6

Telephone: (902) 494-2432

Email: [board@southhousehalifax.ca](mailto:board@southhousehalifax.ca)

2. The Board may from time to time determine the place or places at which the business of the South House shall be carried on.

#### **Bylaw 5: Incorporation Seal**

The seal of the South House shall be such as to make a circular impression having two circles between which are the words "The South House Sexual and Gender Resource Centre Society" and inside the inner circle the words "Incorporated 2012."

#### **Bylaw 6: Membership**

All levied full and parttime Dalhousie University and University of King's College students are members. Any person who is not a full or parttime Dalhousie or King's student who wishes to become an associated member may do so by paying an annual membership fee equal to that of a fulltime Dalhousie University student.

##### **Bylaw 6.1: Membership Fees**

1. Membership fees are determined by the most recent DSU and KSU referenda (see Appendix B).
2. Membership fees for Community members are the same as those for fulltime Dalhousie students.
3. At the Board's discretion, the membership fee for community members may be waived to provide financial accessibility to people who cannot afford the membership fee.

##### **Bylaw 6.2: Membership Terms**

1. The term of the membership is one (1) year running from September 1<sup>st</sup> until August 31<sup>st</sup>.
2. A membership purchased any time after September 1<sup>st</sup> will be considered retroactive and will expire



on August 31<sup>st</sup>.

3. Members purchasing a membership after September 1<sup>st</sup> will be charged the full membership fee.
4. Corporations and other societies are not eligible for membership at the South House.
5. Nonlevied memberships must be purchased by the individual to whom the membership is issued.

### **Bylaw 6.3: Voting Rights**

Members are permitted to vote at the AGM or any SGM of the South House. Voting by proxy shall not be permitted.

### **Bylaw 6.4: Withdrawal and OptOut**

Any student wishing to withdraw membership and optout of the levy may do so by visiting the centre and confirming this wish in person, at which time they may be reimbursed for the fall and/or winter semesters. (Note: reimbursement for the fall semester is only available until the end of September). *as per the South House*

*Optout Policy.* Students who optout of the levy are no longer members.

### **Bylaw 6.5: Revoking of Membership**

1. The South House recognizes that occasionally a process is needed for an organization to hold a member accountable for oppressive or dangerous behaviour. Recognizing both the need for zero tolerance for violence, and/or hateful behaviour while also creating a space for members to learn and unlearn, the South House has two disciplinary systems.
2. The Board will initiate a disciplinary process upon receiving a formal complaint from a South House member, or any member of the broader community. Steps for this process are outlined in South House's Conflict and Complaint Resolution policy.
3. Any complaint received by the Board must be discussed at the next scheduled board meeting. At their discretion, the chair of the board can also call a special meeting to discuss the complaint.
4. As outlined in the Conflict and Complaint Resolution Policy, the board will then choose to address the issue using either the Conflict Resolution Stream or the Complaint Resolution Stream.
5. A member who does any of the following will immediately be engaged in the zero tolerance process, as outlined in the Disciplinary Policy
  - i) The member has failed to recognize, fulfill, or in any way undermines the mission, mandate or spirit of the South House (Bylaw 2);
  - ii) The member utilizes the South House and/or its resources for personal gain;
  - iii) The member represents the South House in a way inconsistent with the principles of its bylaws;

- iv) The member has violated the Nova Scotia Human Rights Act;
  - v) The board member has harassed or assaulted another board member, volunteer, staff member, South House member, or person in the community.
  - vi) The member threatens or seeks to harm another member and/or commits an act of violence or hate against a member.
6. The Board may, at its discretion, immediately revoke the membership of a member if the member presents an immediate and serious threat to the South House or to another member. Written notice of Board recall is still required after immediate revoking of membership.
7. A person whose membership has been revoked will be considered to be “in bad standing” and shall not have privileges associated with South House membership including access to the South House space, its resources or its events (both on site and off), or be able to vote in general meetings.
8. Board members who have been impeached are not considered to be in bad standing, unless a process to revoke their membership has happened simultaneously.

### **Bylaw 7: Board of Directors**

The South House shall have a Board of Directors (hereinafter the Board).

#### **Bylaw 7.1: Board Composition**

1. The Board shall consist of no less than six (6) and not more than ten (10) members nominated and elected or appointed.
- a. The Board aims to consist of people of colour, non-cis and/or Trans members, and women. 2/3 shall be women and trans people.
  - b. The Board shall be composed of no more than five (5) and no less than three (3) Dalhousie University students. Individual board members can fulfil more than one quota.
  - c. The Board shall be composed of no more than three (3) and no less than one (1) University of King’s College students.
  - d. Individual board members can fulfil more than one requirement outlined in this by-law.
  - e. Special outreach efforts will be undertaken to encourage strong representation from marginalized groups (including, but not limited to, trans/non-cis, intersex and/or two-spirit, women, aboriginal, racialized, and persons with a disability), as well as students from other institutions and nonstudents

#### **Bylaw 7.2: Board Member Terms**

1. The Board shall be elected for a term of one (1) year that runs from May to May. The maximum number of consecutive terms a Board Member may serve is five (5).
2. If a vacancy occurs on the Board, an interim board member may be appointed via Special General Meeting.

3. The maximum number of consecutive years a Board Member may hold a particular executive officer position is two (2).
4. Outgoing board members shall submit a final report to the chair. The final report shall give a general explanation of work completed over the most recent Board term, and constructive criticism and feedback about the function of the Board.

### **Bylaw 7.3: Board Eligibility**

1. To be eligible for election or appointment to the Board, members must:
  - i) Agree with the objectives of the South House;
  - ii) Accept leadership positions when requested; and
  - iii) Support the South House whenever possible.
2. Board members may not be employees of the South House unless approved at a general meeting.
3. Board members may not receive any remuneration from the South House for board-related labour, and may not be included in votes where there is a financial conflict of interest (see Bylaw 12). However, they may receive compensation for labour outside of Board's usual work, (for example, a speaker's fee at a conference or workshop) that would usually offer a stipend.
4. A priority of the South House is to provide marginalized people with space that is not controlled by dominant groups. Therefore, marginalized members are encouraged to run for Board elections and serve on the Board.
5. Only woman identified members who are Dalhousie students are eligible for the position of Women's Community Representative.
6. Only members who are King's students are eligible for the position of King's Community Representative.

### **Bylaw 7.4: Purpose of Board**

1. The Board shall:
  - i) Oversee all operations of the South House;
  - ii) Hire and act as the Employer to the South House staff;
  - iii) Consider and make recommendations regarding proposed amendments to the bylaws and assist in the drafting of such amendments and their presentation at a general meeting;
  - iv) Consider and make recommendations requiring proposed additions or amendments to the South House policies as required, and adopt such additions or amendments at Board meetings;
  - and v) Be responsible for the finances of the South House.

### **Bylaw 7.5: Board Member Roles and Responsibilities**

1. All Board members, including Executive Officers and Board members at large, shall:
  - i) Attend and be prepared to participate in scheduled Board meetings;
  - ii) Inform the Chair of the Board as to circumstances that may, from time to time, cause them to be unable to attend a meeting. Regrets must be submitted to the Chair of the Board 24 hours in advance except in the case of an emergency;
  - iii) Ensure that copies of presentations or reports are circulated in advance of Board meetings;
  - iv) Serve as a voting member of the Board;
  - v) Sit on a minimum of one (1) Board committee;
  - vi) Spend time in the South House outside of Board meetings;
  - vii) Assist in the South House's programming, campaigns, and advocacy; and
  - viii) Be familiar with and observe the South House's objectives, bylaws, and policies.
  - ix) Sign confidentiality agreement.

### **Bylaw 7.6: Executive Officers**

1. Executive Officers will be appointed by the board at the first board meeting following the elections at the AGM.
2. At least three (3) Dalhousie students must hold executive officer positions.
3. At least one (1) University of King's College student must hold an executive officer position
4. The Executive Officers shall be:
  - i) Chair;
  - ii) Secretary;
  - iii) Treasurer;
  - iv) External Communication Coordinator; and
  - v) King's Community Representative.

### **Bylaw 7.7: Executive Officer Roles and Responsibilities**

1. Executive Officers shall have roles and responsibilities in addition to Bylaw 7.5. They are as follows:

- I) The position of Chair shall run for one (1) year. The duties of the Chair shall include but are not limited to:

Facilitate meetings;

Create and accept submissions to Board meeting agendas;

Provide a minimum of three (3) days notice of meetings to the Board in the case of Board meetings;

Provide a minimum of one (1) week notice to the South House membership in the case of a General Meeting.

Include meeting agendas as part of notice of

meetings; Chair the Board Governance Committee;  
Assume responsibility for society ratification, to be completed annually by the last day of May each year;  
Assume responsibility for the annual presentation regarding the South House's objectives and activities to the DSU;  
Renew the South House's Dalhousie email account and website account before October 15th of each year with the DSU Vice President (Internal) with a User Name Application Form; Assume responsibility for all official communication of the South House;  
Act as a signing authority of the South House; and  
Act as the bearer of the seal of the South House.

II) The position of Secretary shall run for one (1) year. The duties of the Secretary shall include but are not limited to:

Record minutes of Board meetings and General Meetings;  
Distribute Board meeting minutes to the Board within seven (7) days of any given meeting;  
Provide a copy of Board meeting minutes to the DSU Vice President (Finance and Operations) which indicates that the society's budget has been approved;  
Provide copies of Board meeting minutes to the Treasurer which indicate any monetary spending approval;  
Make Board meeting minutes accessible to South House membership; and  
Make General Meeting minutes accessible to South House membership.

III) The position of Treasurer shall run for one (1) year. The duties of the Treasurer shall include but are not limited to:

Maintain the financial records of the South House as outlined by the Finance Policy;  
Develop a financial plan for the South House in conjunction with the Board and staff;  
Provide the Board with monthly reports on the finances of the South House; Chair the Finance Committee;  
Act as a signing authority for the South House;  
Prepare and submit financial records to the Dalhousie Student Union or external bodies for audit as required;  
Prepare an Annual Budget to be presented to and approved by the membership before the end of April of each year; and  
Present a financial report with financial statements to South House membership at the Annual General Meeting.

IV) The position of External Communication Coordinator shall run for one (1) year. The duties of the External Communication Coordinator shall include but are not limited to:

Maintaining online social networking presence of the Centre;  
Writing and soliciting content for the Dalhousie Gazette, King's Watch, and other relevant campus and community publications;  
Ensuring the Centre is part of a larger network of feminist discussion, on and offline;

Outreach to other campus groups and organizations; and  
Assisting with promotion of the Centre's events.

V) The position of King's Community Representative shall run for one (1) year. The duties of the King's Community Representative shall include but are not limited to:

Attend KSU council meetings and report to them on the activities of the South House;  
Liaise with King's Campus Safety Coordinator; and  
Sit on the KSU Campus Safety Committee.

### **Bylaw 7.8: Board Meetings**

1. Meetings of the Board shall be held as often as required but not less than once per month. Additional meetings may be called, as necessary, provided a minimum of three (3) days notice is provided to the Board and staff.
2. Board members are required to attend all Board meetings. If a Board member must be absent from a Board meeting they are required to give regrets by email or telephone prior to the meeting.
3. Board members are permitted speaking rights and voting rights at Board meetings. Voting by proxy is not allowed, but Board members may cast their vote via email (see Section 11 of Bylaw 7.8), and may attend a meeting via teleconference or electronic communication if they are unable to physically attend.
4. Staff are permitted to attend Board meetings. Staff are permitted speaking rights but not voting rights at Board meetings.
5. Members are permitted to attend Board meetings. Members are permitted speaking rights but not voting rights at Board meetings.
6. Decisions of the Board shall be made by consensus. If, on a given motion, the consensus process has been exhausted, the motion may be passed with a majority vote with 2/3 of Board members in favour.
7. Quorum of Board meetings shall be 2/3 of Board members.
8. A meeting of the Board or a committee, or a portion thereof, may be held in closed session upon majority resolution of the Board, for primarily but not limited to the purposes of discussing the following matters:
  - (a) Discussions regarding proposed, pending or current litigation; or,
  - (b) Personal matters, leading to hiring, firing, promotion, demotion, suspension, salary level or evaluation of staff members, volunteers or board members.
9. Board meetings are not to exceed two (2) hours in length, unless extended by consensus of those

present.

10. The Board may amend and adopt policy at Board meetings as per By-law 15.

11. Voting via Email

- a. Generally, decisions are to be made in person at board meetings. Decisions of the Board may be made by email only if:
  - i. The decision is time-sensitive and cannot be postponed until the next board meeting; and
  - ii. All Board members agree to make the decision by email.
- b. Quorum for email decisions will be 2/3 of board members.
- c. Email voting does not exempt board members from attending board meetings.
- d. If a vote is going to be conducted by email:
  - i. The Chair will send out the questions to be decided by email and asks the board if they agree to make the decision by email. Board members will have 48 hours to respond.
  - ii. If any board member is in opposition to the vote, the vote will not be conducted by email.
  - iii. If a board member would like to amend the question, they must send the text of the amendment to the Chair within 24 hours of the question being sent by the Chair. Any amendment interrupts the current process and the new suggested question is sent to the Board for consideration for an email vote.
  - iv. If no member raises an objection in the 24 hour window, the Chair will send out the question to be voted on by email and request that Board members respond with their vote. Board members will have 24 hours to respond with their vote. Board members shall indicate their vote with either “yes” or “no.”
  - v. A decision by email will be considered carried if there is a 2/3 vote in favour.
  - vi. Following the vote, the Chair will send by email the result of the vote.
  - vii. Any votes conducted by email between board meetings will be included in the minutes of the board meeting immediately following the vote.

**Bylaw 7.9: Board Training**

1. All Board members must participate in mandatory training sessions on the following topics:

Anti-oppression principles;  
HR practices;  
South House Practices and History (including Board Liability & Responsibilities; Consensus Based Decision Making)

2. The Board and staff will work together to arrange these training sessions by October.

3. Interim Board members appointed to fill vacancies will be expected to participate in an individual orientation covering the above listed topics. Additionally, any Board members who missed or were unable to attend the scheduled training sessions will be expected to participate in individual orientation.

### **Bylaw 7.10: Board Evaluations**

1. All Board members will participate in a feedback session conducted by the chair, and an outgoing board member before the end of their term.

### **Bylaw 7.11: Board Member Resignation**

1. A board member may resign by submitting a resignation in writing to the board.

### **Bylaw 7.12: Board Member Impeachment**

1. With just cause, a motion to impeach a board member may be brought forth by
  - a. A petition of one per cent (1%) of the the South House membership.
  - b. A two thirds (2/3) vote of board members
2. Just cause means:
  - i) The Board member has failed to recognize, fulfill, or in anyway undermines the mission, mandate or spirit of the South House (Bylaw 2);
  - ii) The Board member utilizes the South House and/or its resources for personal gain;
  - iii) The Board member represents the South House in a way inconsistent with the principles of the bylaws;
  - iv) The Board member breaches the confidentiality agreement of the South House;
  - v) The Board member has violated of the Nova Scotia Human Rights Act;
  - vi) The board member has harassed or assaulted another board member, volunteer, staff member, South House member or person in the community.
  - vii) The Board member threatens or seeks to harm another member and/or commits an act of violence or hate against a member;
  - viii) Other gross misconduct; and/or
  - ix) The Board has just cause for believing that the member is not fulfilling their responsibilities.
3. The motion will be discussed at a general meeting where fourteen (14) calendar days notice of the motion has been given. This board meeting must be open to all members of the South House. Any member up for impeachment must be given the opportunity to speak at this board meeting for a period of no more than ten (10) minutes to defend any accusations prior to a vote to impeach.
4. Members shall vote on the motion to impeach with a yes/no secret ballot. Ballots shall be counted by an impartial society member who is not on the board.
5. The motion shall pass if 2/3 of members present vote in favour of it. There shall be no voting by proxy.
6. Should a board member be impeached, they remain a member of the South House, and retain their privileges as a member.



7. The board may, at its discretion, choose to begin a simultaneous disciplinary process, as outlined in Bylaw 6.5.

### **ByLaw 7.13: Board Vacancies and Interim Board Members**

1. A board member who has resigned or been removed may be replaced for the duration of their term by an interim board member, appointed via Special General Meeting.
2. All conditions with respect to board members in these Bylaws shall also apply to interim board members.
3. A Board member position may be declared vacant:
  - (a) Where a Board member resigns, or will be absent for an extended period of time; or,
  - (b) By consensus or twothirds resolution of the Board if the Board member misses three (3) consecutive Board meetings without reasonable excuse.
  - (c) If at the end of the nomination period the number of nominees is less than the number of positions on the Board open for election.
4. Interim board members are appointed by South House's constituency via Special General Meeting.

### **Bylaw 8: Board Committees**

1. Standing committees of the Board are as follows:
  - i) Board Governance Committee;
  - ii) Finance Committee; and
  - iii) Human Resources Committee (hereinafter HR Committee).
2. Adhoc committees shall be struck and dissolved as necessary to achieve the objectives of the South House at the discretion of the Board.
3. The Secretary shall keep an updated list of all Committees, their mandates, and their members.

#### **Bylaw 8.1: Board Committee Mandates**

1. Standing committee mandates shall be as follows:
  - I) The Board Governance Committee shall:
    - i) Consider and make recommendations to the Board regarding proposed amendments to the bylaws and assist in the drafting of such amendments and their presentation at a general meeting;
    - ii) Consider and make recommendations to the Board requiring proposed additions or amendments to the South House policy as required, and adopt such additions or amendments at Board meetings;

- iii) Organize annual community meetings;
- iv) Set Board meeting dates, training sessions, and strategic planning sessions;
- v) Set AGM date and recruit CRO;
- vi) Facilitate Board transition annually;
- vii) Be chaired by the Chair of the Board; and
- viii) Be comprised of the Chair of the Board and at least two (2) other Board members.

II) The Finance Committee shall:

- i) Support the Treasurer in the development of the annual budget;
- ii) Consider and make recommendations to the Board regarding proposed amendments to the budget and assist in the drafting of such amendments;
- iii) Review the South House Bursary applications and make recommendations for recipients;
- iv) Oversee all finances of the South House;
- v) Be chaired by the Treasurer; and
- vi) Be comprised of the Treasurer and at least two (2) other Board members.

III) The HR Committee shall:

- i) Advise the Board on the hiring of applicants for the South House staff;
- ii) Review applications, develop interview protocol, interview applicants, and nominate an applicant to positions for approval by the Board;
- iii) Develop, review, and maintain staff responsibilities and Terms of Reference;
- iv) Draft staff contracts;
- v) Develop, review, and maintain HR policy and employee handbook, considering and making recommendations to the Board regarding additions or amendments;
- vi) Conduct performance evaluations of Staff and report on findings to the Board;
- vii) Develop, review, and maintain Board member responsibilities and terms of reference;
- viii) Conduct performance evaluations of Board members and report on findings to the Board;
- ix) Be comprised of at least three (3) Board members, one (1) of which shall be the committee Chair.

**Bylaw 9: Board Nominations and Elections**

1. Election of Board members will take place at a general meeting. A Chief Returning Officer (CRO) will preside over all nominations and election procedures.
2. Members are permitted to stand for and hold Board positions.

**Bylaw 9.1: Election procedures**

1. Members interested in joining the board should prepare a statement of intent that is either submitted to the board at least one day (1 day) before the general meeting or that is brought to the general meeting to present.
2. The board will accept statements of intent in a variety of forms (letter, video, etc)

3. Elections for Board Members will be held as follows:

- i) Each candidate will have an equal time to speak at the general meeting, not exceeding three (3) minutes each. There will be a short question period after each speech. The CRO will then ask all the candidates to leave the room and there shall be a brief incamera debate, not exceeding thirty (30) minutes.
- ii) After coming back into camera, the CRO will conduct a yes/no vote by secret ballot. Any member who is a candidate shall not be denied their right to vote. The CRO shall count the votes and declare those candidates elected. Board Members will be elected by receiving the vote of 2/3 of the members in attendance.
- iii) Each candidate may appoint one member to act as scrutineer of the ballot counting.
- iv) Any member can request that the ballots be destroyed; the CRO must comply with the request.
- v) The CRO shall cast the deciding vote in the event of a tie for any positions.
- vi) If there are more candidates than vacancies, vacancies shall be filled by the person who meets the criteria and has the most votes.

4. In the case of Board vacancies following the general meeting, the Board may fill vacancies by appointments.

### **Bylaw 9.3: Chief Returning Officer (CRO)**

1. Prior to setting the date of the AGM the Board shall appoint a Chief Returning Officer (CRO) to preside over the election process, including nomination and election procedures.

2. The duties of the CRO include:

- i) Presiding over nominations and elections at general meetings;
  - ii) Board recruitment;
  - iii) Posting the positions open for Board election and the date, time and place of the general meeting;
  - iv) Preparing ballots for elections;
  - v) Ensuring the result of an election are posted, within 72 hours of the general meeting;
- and
- vi) Ruling on complaints or inconsistencies in the election process.

3. The CRO shall not:

- I) Imply anything but a neutral attitude while running or reporting on an election;
- II) Seek election to the Board;
- IV) Vote in elections, except in the event of a tie; and/or
- VI) Be a current Board member.

### **Bylaw 9.4: Board Recruitment**

1. The South House will ensure that vacant Board positions and general meeting Board elections are advertised in such a way that a broad and diverse spectrum of the membership community is reached. The Board recruitment process must include outreach to recruit people from marginalized communities including, but not limited to: women, aboriginal people, people of colour, queer people, transgender people, single mothers, working class people, members of ethnic minorities, immigrants and people with disabilities.
2. The South House will ensure that vacant Board positions and Board elections are advertised at both Dalhousie University and the University of King's College.

### **Bylaw 10: General Meetings**

1. All decisions of general meetings of the members, either an AGM or SGM, shall be considered binding for the South House.
2. At least two (2) weeks' notice of a general meeting must be given. Notice of must include the time, date, and location of the meeting. Notice shall be posted, but is not limited to, the following locations: At the South House, at the SUB, on the Sexton and Carleton campuses, in the DSU newsletter, in an email sent out via both the DSU and KSU listservs, on the Centre website, through the communication channels of other women's community organizations, via social media and other e-communication platforms, and in other places as determined by the CRO in consultation with the Board and staff members.
3. Quorum for all general meetings shall be twentyfive (25) members.
4. General meetings are not to exceed three (3) hours in length, unless extended by a two thirds (2/3) vote of those present.
5. All members present at a general meeting are permitted to vote.
6. Any member may submit a motion for consideration by the membership at a general meeting. All motions require a two thirds (2/3) majority of members present to pass.
7. A general meeting shall be conducted in accordance with Robert's Rules of Order.
8. The Chair of the Board shall be the chair of the general meeting unless the Board appoints an alternate chairperson.
9. If the CRO is not appointed as a general meeting alternate chairperson, the CRO will assume chair during Board nomination and election procedures.
10. An SGM shall be called by resolution of the Board or if the Board is presented with a bona fide

petition of signed by 250 of members requesting a general meeting. The Board shall set a date for the SGM within seven (7) days of receiving a petition or resolving to hold an SGM. The meeting shall take place no more than 30 days from the date of receipt of a petition or resolution to hold an SGM.

11. All general meetings shall be at such place as determined by the Board.

### **Bylaw 10.1: Annual General Meetings**

1. An AGM shall be held no later than the year end of May 31<sup>st</sup> in any given year.
2. The following shall be addressed at the AGM:
  - i) Presentation of the Annual Report, including:
    - a report from the Chair of the Board;
    - a Financial Report from the Treasurer;
    - a report from the Staff on the activities of the South House; and
    - a report from the HR Committee on hiring and staffing of the South House.
  - ii) Approval of the upcoming year's budget;
  - iii) Approval of proposed amendments to Bylaws
  - iv) Board Elections (as per Bylaw 9); and
  - v) Other business as it arises.

### **Bylaw 11: Staff**

1. Staff members shall be dictated by the hiring policy, as set out by the board.
2. The Board and HR Committee shall be responsible for striking all hiring committees. All staff of the South House will be hired by a hiring committee, as per the Hiring Policy.
3. All hires must be approved by the Board. The Board and the HR Committee shall oversee employment and provide an employee handbook for staff.
4. Staff evaluation shall take place at least three (3) months after the beginning of a contract and shall continue as set out in the hiring policy.
5. The staff recruitment process must include outreach to recruit people from marginalized communities including, but not limited to: women, aboriginal people, people of colour, queer people, transgender people, single mothers, working class women, members of ethnic minorities, immigrants and people with disabilities.
6. All staff shall sign a contract with the South House clearly  
  
outlining: Terms of employment;  
  
Employee duties and responsibilities;  
Grounds for dismissal;  
Compensation (including benefits); and

## A Confidentiality Agreement.

7. Contracts shall be held on record at the South House for the duration of the staff member's employment and for at least five (5) years following.

### **Bylaw 11.1: Removal of Staff**

1. Only Board may remove staff.
2. Concerns regarding staff shall be submitted in writing to the Chair of the Board, and shall be discussed at the following Board meeting. In all cases, the employee shall have the right to answer to the concerns of the Board.

### **Bylaw 12: Conflicts of Interest**

- a) A Board Member or staff who is a party to, or has a material interest in a material contract or transaction or proposed material contract or transaction with South House shall disclose in writing to the Chair of the Board of Directors, or have recorded in the minutes of meeting, the nature and extent of their interest.
- b) A Board member or staff who is in a current intimate relationship, family members (including chosen family), roommates, and anyone in a situation of financial dependency to the committee member who applies to be in a material contract or transaction with South House shall disclose in writing to the Chair of the Board of Directors, or have recorded in the minutes of meeting, the nature and extent of their interest.
- c) A Board Member or staff who is a friend, co-organizer, co-worker or has unresolved conflict with a person who applies for a bursary, is being considered for an honorarium or staff position or is a staff member with South House shall disclose in writing to the Chair of the Board of Directors, or have recorded in the minutes of meeting, the nature and extent of their interest.
- d) The disclosure referred to in Section 4.9.a-c above shall be made as soon as possible upon the interest arising or the contract or transaction being considered. If the material contract or transaction does not, in the ordinary course of business of South House require the approval of the Board of Directors, the Board or staff member shall disclose in writing or have recorded in the minutes of the meeting the nature and extent of their interest forthwith upon becoming aware of the contract or transaction or proposed contract or transaction.
- e) In the event of any disclosure as referred to in section 4.9.a or b, the Board or staff member shall not attend any part of a Board meeting during which the contract or transaction is discussed, and shall not vote on any resolution to approve the contract or transaction.
- f) In the event of any disclosure as referred to in section 4.9.c, the Board or staff member shall be

permitted to attend any part of a Board meeting during which the contract or transaction is discussed, but shall not vote on any resolution to approve the contract or transaction.

- g) If no quorum exists for the purposes of voting on a resolution regarding a contract or transaction because a Board or staff member is not present by reason of 4.9.e or 4.9 f, the remaining Board members shall be deemed to constitute quorum for the purposes of voting on such resolution.

### **By-law 13:Volunteers**

1. The South House shall have volunteers to assist in its operations and activities.
2. The Staff and Board members shall recruit volunteers as necessary to maintain the hours of operation, services, campaigns and programs of the South House.

#### **Bylaw 13.1: Volunteer Eligibility**

1. Anyone is eligible to volunteer at South House if they have completed the required training (see Bylaw 13.2).

#### **Bylaw 13.2: Volunteer Training**

Volunteers shall attend a training session on basic centre operation facilitated by a Staff or Board member. Subject to the availability of sessions, volunteers must attend additional training sessions including antioppression workshops and crisis intervention training.

#### **Bylaw 13.3: Volunteer Rights and Responsibilities**

1. Volunteer duties include but are not limited to:
  - i) Administrative tasks as directed by staff or Board members;
  - ii) Participation in event and campaign planning;
  - iii) Facilitation or planning of the South House workshops, programs or activities;
  - iv) Tasks related to the functioning of the Community Kitchen;and
  - v) Tasks related to the functioning of the Lending Library.

2. Volunteers are entitled to:

A safe space and supportive environment;

The use of the South House space; and

Access to the South House key at the discretion of the Administrative and Volunteer Coordinator.

### **Bylaw 14: Finance**

1. The Treasurer shall be responsible for the maintenance of the financial records of the South House with the support of the Finance Committee. All financial records shall be maintained in accordance with Bylaw 13 and the Finance Policy.
2. Financial records (including, but not limited to: receipts, ledger, cancelled cheques, and bank statements) shall be subject to audit by the DSU Vice President (Finance and Operations) before December 3rd in the first semester and April 9th in the second semester, in accordance with the DSU Constitution: Section 7, Finance Regulation. Financial records may also be subject to audit by other external bodies as required.
3. The fiscal year shall be from April 1 to March 31.
4. A budget for each fiscal year shall be presented at the AGM and approved by the membership before April 30. The annual budget shall be submitted with the financial records to the DSU Vice President (Finance and Operations) for approval during the fall semester audit. The budget may be amended by the membership at a general meeting.
5. The major source of the South House funds will be a student levy distributed by the DSU and KSU, as per the most recent referendum (see Appendix B).
6. All funds received by the South House shall be placed under the administration of the Treasurer. The Board shall be responsible for the allotment and disbursement of all funds received by the South House.
7. All liabilities incurred by the South House shall be paid by cheque, signed by any two (2) of the signing authorities.
  - a. no signing officer can sign on a cheque made out to themselves.
  - b. All cheques will be signed by at least one Dalhousie student.
8. Signing authorities shall include one staff member, the Treasurer, and two other executive officers who are Dalhousie University students. The Treasurer-elect shall arrange for transfer of signing authority.
9. All expenditures of the South House shall conform to budgetary allocations, as approved from time to time, by the Board. The staff shall manage petty cash and day-to-day expenses as necessary. The South House shall only use its funds in accordance with its Mandate and Objectives (Bylaw 2).
10. The South House must carry over any surplus to the following year. The Treasurer is encouraged to budget for an annual surplus.
11. A Financial Report of the previous fiscal year shall be prepared by the Treasurer and presented to membership at the AGM.
12. The Board shall be responsible for all finances of the South House.



### **Bylaw 15: Bylaw Amendments**

1. The bylaws may be amended at a general meeting by a 2/3 majority vote of members present.
2. Motions to amend the bylaws must be submitted in writing to the Chair of the Board at least ten (10) days prior to the general meeting. Motions to amend the bylaws from the Board Governance Committee shall be approved by the Board at least ten (10) days prior to the general meeting.
3. The Board shall give the membership at least seven (7) days' notice of proposed bylaw amendments.
4. Copies of the bylaws shall be made available to members upon request.

### **Bylaw 16: The South House Policies**

1. The Board shall set and maintain policy for the South House.
2. The Board may amend current policy or adopt new policy at Board meetings by consensus of the Board members present.
3. Policy shall be effective immediately upon adoption by the Board.

### **Bylaw 17: Dissolution**

1. If for any reason the affairs of the South House are dissolved or wound up and there remains after satisfaction of all liabilities any property whatsoever, it shall be paid to a nonprofit organization whose objectives are similar to those of the South House.