



University of British Columbia
ORCHARD COMMONS
RESIDENCE ASSOCIATION
CONSTITUTION

Orchard Commons Residence Association Constitution

Updated: March 15, 2021

Article I – Name

The name of the organization shall be, “The Orchard Commons Residence Association,” hereafter referred to as “OCRA.”

Article II – Objectives of the OCRA Council

1. To responsibly sponsor and coordinate activities within the residence to increase a sense of community.
2. To advocate for the rights of the individuals within the residence community.
3. To represent the interests and opinions of the members of the OCRA to the University’s Student Housing and Community Services (SHCS), the University Administration, other University organizations and offices, etc.
4. To assume and maintain responsibility for any contracts made in the name of the OCRA.
5. To provide an opportunity for student leadership within residence.
6. To act as a resource for residents to voice their questions and concerns about life in residence.

Article III – Membership of the OCRA

1. The members shall consist of all persons living in Orchard Commons during the current year who have signed a residence contract with Student Housing and Community Services (SHCS).
2. Only members of the OCRA are entitled to hold any office in the OCRA, vote in OCRA wide elections, or vote in internal OCRA affairs.

Article IV – Governing Body of the OCRA

The governing body of the OCRA shall be the OCRA Council hereafter referred to as, the “Council.”

1. The Council shall consist of:
 - o President
 - o Vice President Finance
 - o Vice President Internal
 - o Vice President External
 - o House Presidents (Braeburn, Bartlett, and Ritsumeikan)
 - o Health & Wellness Representative
 - o Sustainability Representative

Article V – Duration of Positions

1. The official term of each position will start at RHA training and will end on the 30th of April of the next year. The House Vice Presidents, Health and Wellness Representative, and Sustainability Representative should be elected by the 30th of September. Once elected, their positions stand until the 30th of April of the academic year.

Article VI – Duties of the Council Members

1. The common duties of every council member shall be:
 - a. To attend council meetings or appoint a proxy in the event of a planned absence.
 - i. In the event that they cannot attend a meeting, they must provide a clear and valid reason for their absence to the meeting chair.
 - b. To provide positive leadership and to be positive role models in residence.
 - c. To provide feedback to required persons on residence issues.
 - d. To assist in the successful execution of OCRA involved events at as many events as deemed reasonable by the Council.
 - e. To advocate for the members of the OCRA.
 - f. To provide a transition report consisting of the summary of events, services used, the events that went well, and recommendations as how to do things with regards to events, council proceedings, and anything else they deem beneficial by two weeks after the end of exams.
 - i. To pass on contact information of people and suppliers used.
 - ii. To recommend on how and who to collaborate with to have more successful events.
 - iii. The report shall be submitted to the Vice President Internal before the final OCRA meeting.

A. President

1. To represent and act for the OCRA, maintaining liaisons with SHCS, the University, the Alma Mater Society, the Graduate Student Society, other campus committees, and other organizations.
2. To be responsible for the general supervision and direction of the council and all aspects of the OCRA's activities.
3. To act as Deputy Returning Officer in all elections and to be present for the counting of all ballots (unless there is a conflict of interest in which case the VP Internal shall appoint another deputy).
4. To attend all meetings of the Residence Hall Association and any other requested meetings on issues pertinent to residence.
5. To advertise and chair at least one annual general meeting (AGM) per year.
6. To organize and chair a council meeting every week, or to delegate such duties to the Vice President Internal when unable to attend meetings.
7. To ensure that the OCRA's financial statements are submitted to the Residence Life Manager, and SHCS Financial Manager.
8. To ensure that the other elected Council members fulfill their responsibilities, and organize responsible events and activities that conform to residence policies and procedures.
9. To act as a signing authority on the council account, in conjunction with the VP Finance.
10. To identify problems occurring in residence and suggest possible solutions to the RHA, Residence Life Manager (RLM), Assistant Director of Residence Life (ADRL) and SHCS.
11. To ensure the residents' opinions are passed on to the SHCS through regular and ongoing liaison with the Residence Life Manager.
12. To ensure that any issues discussed with the SHCS are made known (via full Council meetings, posted minutes etc.) to the residents.
13. To hold at least one one-on-one meeting with each council member per term.
14. To meet with the VP Finance on a bi-weekly basis.
15. To conduct an annual constitutional review with the Executive team.

B. Treasurer

1. In concert with the President, to give the SHCS, at the beginning of September and January, via the OCRA Advisor, a detailed budget for the year in advance of receiving the most recent funding instalment contributed to the OCRA.
 - a. The budget will also be directly given to the current standing Vice-President of Administration and Finance (known simply as the VPAF) of the RHA, who will review and then distribute the documents to the SHCS.
2. To keep proper financial records to ensure that OCRA funds are properly managed and accounted for.
3. To act as a signing authority on the council account, in conjunction with the President.
4. To allow any member of the OCRA or of the SHCS access to the books of accounts.
 - a. To deposit all monies received in a chartered bank account in the name of the OCRA; said monies shall be deposited as soon as is reasonably possible.
5. To disburse funds only in payment of bills authorized by the Council or these bylaws.
6. To render to the SHCS, a satisfactory audit review as determined by the SHCS Financial Manager by the agreed upon dates set in the annual letter of agreement.
 - a. This review will also be directly given to the current standing VPAF of the RHA, who will review and then distribute to the SHCS.
7. To obtain a financial report immediately following each activity and function funded by OCRA.
8. To provide a brief financial statement to the Council at the AGM, and after each month of financial activity. To be responsible, in conjunction with the President, for the supervision of any financial arrangements entered into by the OCRA.
9. To meet with the President on a bi-weekly basis.
10. To ensure that the Council Budget and Year-end Financial Statement is published or posted in residence for the members of the OCRA to see, and that regular and updated financial reports appear in all Council minutes, which are likewise posted.
11. To manage item inventory and organization of the OCRA office.

C. Vice President Internal

1. To keep the minutes of all General council meetings of the OCRA
2. To ensure that the minutes from the meetings are publicly posted, and distributed to the council members and the RLM, at least two days before the next scheduled meeting.
3. To keep a permanent record of all correspondence and minutes of the OCRA and upload said minutes to an OCRA forum (Google Drive, Dropbox, email, etc.).
4. To carry out all correspondence of the OCRA in conjunction with the council members.

5. In collaboration with the VP External, to invite and collect all nominations in addition to preparing ballots for council elections except in cases of conflict of interest
6. To send minutes from OCRA meetings to the RHA VP Internal.
7. To conduct an annual constitutional review with the President in consultation with the OCRA council.
8. To chair OCRA meetings when the President is unable to attend.
9. In the event that both the VP Internal and President are unable to attend, the VP External shall chair the meeting
10. To act as the election officer, and to prepare an election package to all candidates, in collaboration with the VP External.
10. To ensure that each OCRA council member has completed a transition report before the end of their term, and to pass on the transition reports to the following year's OCRA council.

Vice President External

1. To take meeting minutes in the event that the VP Internal is unable to attend an OCRA Meeting.
2. Meeting.
3. To carry out all external correspondence of the OCRA with third party individuals or organizations, in conjunction with the council members.
4. To be in charge of advertising for Orchard Commons Events. This includes trips to the PRC to make large posters as well as poster design.
5. To be in charge of the branding of the OCRA.
6. To manage OCRA social media accounts.
7. To help organize and execute all OCRA related social activities.
8. In collaboration with the VP Internal, to invite and collect all nominations in addition to preparing ballots for council elections except in cases of conflict of interest.
9. To be responsible for maintaining the OCRA website bios and section on the RHA website.
10. To be responsible for submitting all internal RHA recognition submissions, alongside facilitating any and all external council features and recognition posts.
11. To conduct annual constitutional review with the President and VP Internal in consultation with the OCRA council.
12. To act as the election officer, and to prepare an election package to all candidates, in collaboration with the VP Internal.

D. House Presidents

1. To have a house council formed through an election process by the end of September, including at most two Branch Presidents per Branch (3 floors), and one Vice-President.
 - a.
2. To hold at least two house-wide events per term (preferably one per month).
3. To help administer, oversee, and organize all OCRA related social activities, (either alone or in conjunction with the other council members and/or residence advisors).
4. To address the OCRA council and represent their house's concerns about any issues concerning life in residence.
5. To actively promote a collective identity and spirit among their building's residents.
6. To build a community and maintain an active correspondence between residents, Residence Advisors, and council members within their house.
7. To provide a portion of the yearly house budget to RA event funding.
8. To elect one Branch President as the house Vice-President by majority vote within their respective council.
9. To conduct, organize, and oversee their weekly house council meetings, with assistance from the House Vice-President.

G. Sustainability Representative

This position is to be an elected first year representative.

1. To promote green living in residence, run sustainable programs, and host events based around sustainability.
2. To run at least one pro-sustainability event per term.
3. To be the external contact for sustainability events and programs.
4. To help organize and execute all OCRA related social activities.
5. To ensure OCRA acts with best sustainability intentions when running events.

H. Health & Wellness Representative

This position is to be an elected first year representative.

1. To promote healthy living in residence. Run health/wellness/fitness based events around Orchard Commons.
2. Run at least one health and wellness event per term.
3. To be the external contact for health and wellness events and programs.
4. To help organize and execute all OCRA related social activities.

I. House Vice Presidents

These positions are to be elected first year representatives, one living in each house within the OCRA. The House Vice President will be an elected Branch President or Floor Representative who is nominated and elected by their fellow council members at the end of the 3rd official meeting. The role of House Vice President will be in addition to the normal branch president duties but will be given the new title.

1. To attend a minimum of one OCRA meeting per semester.
2. To attend all House Council meetings.
3. To take meeting minutes at House Council meetings.
4. To oversee and organize the budget for the House Council in conjunction with the House President.
5. To chair House Council meetings in the event that the House President is absent.
6. To help administer, oversee and organize all House Council related social activities once per term
7. To send minutes from house council meetings to the OCRA VP Internal.
8. To assist the House President in hiring a new branch president if the position is vacant.
9. To write a small transition report to include in their house president's transition report.

J. NRHH Subcommittee

1. The NRHH representative is to be elected during the OCRA Council's second meeting of the academic year.
2. Any OCRA Council member may nominate themselves to be the OCRA NRHH representative, and voting is to be done by all members of the OCRA Council.
3. If no member of the OCRA Council volunteers to become the NRHH representative, then the position will be filled via a by-election.
4. The NRHH representative is required to attend at least one OCRA meeting per month, at which they will act as a member at large (unless they are part of the OCRA Council, in which case the usual duties and rights of an OCRA Council member apply).
5. The designated NRHH Representative for that council is required to form and sit on the Area Council's NRHH Subcommittee.
 - a. The chair of the Area Council's NRHH Subcommittee does not need to be the NRHH Representative.
6. The minutes taken from the Area Council NRHH Subcommittee meeting are required to be sent to the UBC NRHH within 24 hours of the Area Council Subcommittee meeting.
 - a. To be sent by the NRHH Representative for that Area Council.
7. The Area Council's NRHH Subcommittee will manage and coordinate the "Area" level of recognition.
 - a. Area level of recognition includes the following awards:
 - i. Area floor representative/branch president of the month.
 - ii. Area house/tower president of the month.
 - iii. Area student of the month.
 - iv. Area house council of the month.
 - v. Area Residence Advisor/Senior Residence Advisor/Residence Coordinator of the month.
 - vi. Area Residence Life Professional Staff of the month.
 - vii. Area highlight/spotlight of the month.
 - viii. Area program of the month.
 - b. Marketing and promotion of Area level awards will be coordinated by the NRHH Council Subcommittee.
8. Nominations for Area OTMs will be sent through a Qualtrics survey, managed by the NRHH Recognition Chair.
 - a. The deadline for nominations will be the 25th of each month.
 - i. Allows time for voting within the Area Council NRHH Subcommittees.

- ii. Allows time for Area Nominations to be written into Campus OTMs on the NRHH OTM website.
- 9. Voting will occur amongst the NRHH Council Subcommittee.
 - a. The NRHH Council Subcommittee may decide to open up voting for Area level OTMs to the entire council.
 - b. The NRHH Recognition Chair will send the Area level nominations to the NRHH Council Subcommittee to vote on within 24 hours of the deadline for nominations.
- 10. Membership
 - a. Members can be made of the following:
 - i. Council members.
 - ii. Floor Rep/Branch Presidents.
 - iii. Residence Advisors/Senior Residence Advisors/Residence Coordinators in the area.
 - iv. OCRA Residents.
 - b. There is no upper limit to the number of people who may sit on the subcommittee.
 - i. The NRHH subcommittee is to meet at least once per month.

K. Members at Large

1. Any member of the OCRA is able to act as a Member at Large for the executive council.
2. Members at Large will not be able to vote in meetings.

L. OCRA Advisor

This position is filled by one of the Residence Life Managers in Orchard Commons.

1. Attend all OCRA meetings.
2. Have weekly one-on-ones with the OCRA President during the academic year.
3. To ensure that residence standards are upheld during OCRA meetings and events.

Article VII – Nomination of Council Members

1. The Incumbent Council shall invite nominations for all board positions, by placing notices in conspicuous locations, no later than fourteen (14) days before the day of the election.
2. Nominations of candidates shall be submitted in writing to the VP Internal (or an appointed representative) no later than seven (7) days before the day of the election. In case of no nominations this time limit may be extended at the discretion of the Council no later than the election date.
3. Incumbent Council members may seek re-election to the council.

Article VIII – Elections

Elections Officer:

Selection

1. It is the responsibility of the Vice President Internal and the Vice President External to act as the elections officers. However, if they are unable to fill this role, alternative elections officers shall be appointed by the Council one month prior to the date of the election.
2. The elections officers may not be a candidate or an individual with invested interests in any candidate.

Duties

1. Arrange the nomination package with aid from the Area President or their Proxy.
2. Organize the All Candidates Forum with aid from the Area President or their Proxy.
3. Oversee the elections booth.
4. Attend to any grievances that surface during the election period.
5. Collect all campaign documents and receipts and ensure they are within the determined limit.
6. Count all votes with the presence of any/all scrutineers.

Nomination Package:

All nomination packages shall include the following:

1. The elections timeline and protocol.
2. The constitutional description of the desired position duties, if requested.
3. The nomination form which will include but is not limited to:
 - a. All standard desired information.
 - b. A statement of interest which outlines the individual's platform.
4. Any other elements deemed suitable by the elections officers.

General:

1. Residence-wide elections shall commence after the 1st of March every year.
2. All positions shall be open for nomination to all current residents who reside in Orchard Commons. Thus, any person not living in Orchard Commons cannot run for any position on the council. Any unfilled position shall be filled during a by-election. If there is no time for this before April 30th, this will be handled by the end of September.
3. The elections date shall be posted no less than 21 days prior to the first election date in a clear and visible area.
4. Nomination forms timeline:
 - a. Nomination forms will be made available to all designated OCRA residents 14 days prior to the election dates.
 - b. Nomination for residents closes 7 days before elections, at which point campaigning begins.
5. No more than \$20 shall be spent on campaigning per position per candidate.
6. All candidates will receive a nomination package from the VP Internal and VP External.
7. If no nomination is received the position shall be treated as a vacancy.
8. Any position that receives one nomination will go to a “(Name of Candidate) / No Confidence / Abstain” vote.
9. Each candidate may appoint one scrutineer, or may act as their own scrutineer. Scrutineers may watch all ballot counting and object to any individual ballots.
10. Active Campaigning will end at 11:59pm the day prior to the opening of the polls.
11. Candidates must include voting hours & days and the OCRA logo on all official campaign material.
12. Election must be completed by the last day of March.
13. Voting is to be done by secret ballot.
 - a. A ballot is considered to be spoiled if there is not a clear selection of a single candidate, or if the voter has indicated their identity.
 - b. Voting will occur over 3 concurrent days.
 - c. The Elections Officers will adjudicate all ballot objections.
14. Candidates must submit all campaign documents and receipts by the election date to the elections officer.
15. Slanderous or unlawful behaviour by any candidate will result in their removal from the running, as determined by the Elections Officers.
16. Only OCRA constituents shall be eligible to vote.
17. OCRA Council members may vote, provided they are not election officers, but they may not endorse any particular candidate in the elections.

Article IX – Vacancies

1. In the event that a council member resigns or is recalled during his/her term of office, then:
 - a. OCRA Council members may seek to fill a vacated Executive Position, *if deemed eligible*, and subsequently, an election would be held for their now vacated position.
 - i. An anonymous vote will be taken by the members of the OCRA Council to determine eligibility.
 - b. If more than one elected council member wishes to fill said role, the position will be filled as voted by the council members.
 - c. If no council member wishes to fill the vacated role, then we proceed to an election for the originally vacated role.
 - d. The VP Internal of the Council shall post, in a conspicuous place, a notice of the vacancy and a request that interested members apply for the position.
 - e. The notice shall be dated and remain posted for one (1) full week.
 - f. The VP Internal shall receive all letters of interest, stating why the candidate believes they are suitable for the role, and their motivation behind applying to their desired position.
 - i. In the event that only one person applies for the position, then that person shall be considered to have been elected by acclamation.
 - g. In the event that two or more persons apply for the position, then a by-election shall be held pursuant to the rules governing elections in Article IX.
2. In the event that no member applies for the position, then the Council may appoint a candidate of its choice who will fulfill the duties and responsibilities of the position.
 - a. If and when such a candidate becomes available; this member will be a non-voting member until such time when a by-election can be held.

- b. Other members will be given the option of assuming the position if needed - will be decided by council vote.

Article X – Recall of Council Members

1. An officer of the Council shall be recalled:
 - a. Upon the presentation to the Council of a petition asking for his/ her recall, and signed by not less than 10% of members of the OCRA.
 - b. Following the petition, a General Meeting shall be held within ten days.
 - c. At this meeting, the recall petition shall be discussed and voted upon and passed by a 60% majority.
 - d. Upon that motion being passed, the officer in question shall be asked to resign by the Council.
2. In the event that a Council Member is deemed to not be fulfilling their role, then the Council Member shall:
 - a. Be issued an explicit verbal warning by the President, (or the VP Internal in the event that the President is the officer in question) stating the reasons the warning is being given.
 - b. Be issued a written warning by the Council if the officer continues to not meet their obligations as a Council member.
 - c. Be asked to resign from the Council if the officer further continues to not meet their obligations as a council member.
3. The vacancy shall be filled as outlined in Article X – Vacancies.
4. If a Council Member misses three (3) total meetings without valid explanation before said meetings, they will be subject to removal from the Council.

Article XI – Meetings

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

1. A Council Meeting shall:
 - a. Be held weekly on a day set by the Council in conjunction with the OCRA Advisor (Residence Life Manager).
 - b. Be quorate with 60% of the elected council members present.
 - c. Be open to all members of the OCRA.
 - d. Only elected Council Members shall move, second and vote on budget related matters.
 - e. All Council Members shall move, second and vote on matters that are not classified as budgetary matters.
 - f. In the event of a tie vote, the President shall have the deciding vote. Otherwise, the President may not cast a vote.
 - g. Meetings shall be run according to the most updated revised edition of Robert's Rules of Order and is subject to the chair.
2. A General Meeting shall:
 - a. Be called by the Council at any time during the term with one (1) week's notice to all members.
 - b. Be called upon presentation to the Council of a petition (i.e.: a petition for recall etc.) and proposed agenda signed by 10% of members of the OCRA, said meeting to take place within ten (10) days of receipt of the petition.
 - c. Be quorate with a minimum of 15 non-council members in attendance.
 - d. Be quorate with a majority of 60% of the members attending in favour of any amendments.
 - e. Have an agenda posted in a conspicuous place, a minimum of seven (7) days in advance of the meeting.
 - f. In the event of a tie vote, the President shall have the deciding vote.
 - g. Meetings shall be run according to the newly revised Robert's Rules and subject to the chair.

Article XII – Finance

1. The signing power for the OCRA shall at all times be co-held by at least two (2) persons. These persons shall be the President and the VP Finance. In the absence of either of these members, the VP Internal shall co-hold signing power. All expenditures need to be signed by two persons holding signing authority on the account.
2. The OCRA Budget and any other financial arrangements shall be approved by council at a quorate meeting, and by the RLM and the Financial Director of SHCS.
3. Financial arrangements, where possible, should be of one (1) year or less in duration.
4. The finances of the OCRA shall be audited once per academic term.

Article XIII – Amendments

1. This constitution may be amended only at a General Meeting of the OCRA.
2. Proposed amendments must have the written support of 2/3 majority of the OCRA Council members.
3. The proposed amendments to this constitution must be presented to the Council at least ten (10) days before the General Meeting at which they are to be presented.
4. A copy of the proposed amendments shall be posted by the VP Internal in a conspicuous place immediately after submission to the Council, and a minimum of one (1) week before the General Meeting.
5. A vote to amend any constitutional changes will take place at the General Meeting.
6. 60% of the members attending the General Meeting are required to approve any changes in this constitution.
7. A copy of the fully amended Constitution shall be submitted to the RLM and RHA.
8. The Constitution must be available online for residents.

Article XIV – Referenda

1. A referendum may be called by the Council in order to reach a decision on one or more specific issues.
2. A referendum may not be held in lieu of the Annual General Meeting.
3. Referenda may also be called by the presentation to the Council of a petition, stating specific concerns signed by no less than ten (10) signatories.
4. Details of the Motion of referendum shall be posted in a conspicuous place in the Commonsblock no less than one (1) full week before the day of the referendum.
5. Referenda shall be by secret ballot or by secret online voting and overseen by the President and Vice President.
6. Referenda voted on by less than ten (10) percent of the members of the OCRA shall be void.
7. To be passed, referenda must be approved by more than sixty (60) percent of the unspoiled ballots cast.
8. Only OCRA constituents shall vote.

Article XV - Exceptional Circumstances

1. Any item of procedure not covered by this constitution shall be governed by Robert's Rules of Order.
2. Any procedures not clearly outlined in this constitution shall, with the approval of council, by a simple majority vote, be governed on prior precedent of the organization in the form of previous minutes.

OCRA - Constitution March 15, 2021