



SOUTH HOUSE

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

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Table of Contents:

Appendix A: Definitions

Appendix B: Referenda

Bylaw 1: Name

By-law 2: Mandate and Objectives

Bylaw 3: Liability

Bylaw 4: Registered Office

Bylaw 5: Incorporation Seal

Bylaw 6: Membership

 Bylaw 6.1: Membership Fees

 Bylaw 6.2: Membership Terms

 Bylaw 6.3: Voting Rights

 Bylaw 6.4: Withdrawal and OptOut

 Bylaw 6.5: Revoking of Membership

Bylaw 7: Board of Directors

 Bylaw 7.1: Board Composition

 Bylaw 7.2: Board Member Terms

 Bylaw 7.3: Board Eligibility

 Bylaw 7.4: Purpose of Board

 Bylaw 7.5: Board Member Roles and Responsibilities

 Bylaw 7.6: Executive Officers

 Bylaw 7.7: Executive Officer Roles and Responsibilities

 Bylaw 7.8: Board Meetings

 Bylaw 7.9: Board Training

 Bylaw 7.10: Board Evaluations

 Bylaw 7.11: Board Member Resignation

 Bylaw 7.12: Board Member Impeachment

 Bylaw 7.13: Board Vacancies and Interim Board Members

Bylaw 8: Board Committees

 Bylaw 8.1: Board Committee Mandates

Bylaw 9: Board Nominations and Elections

 Bylaw 9.3: Chief Returning Officer (CRO)

 Bylaw 9.4: Board Recruitment

Bylaw 10: General Meetings

 Bylaw 10.1: Annual General Meetings

Bylaw 11: Staff

 Bylaw 11.1: Removal of Staff

By-law 12: Conflicts of Interest

Bylaw 13: Volunteers

 Bylaw 13.1: Volunteer Eligibility

 Bylaw 13.2: Volunteer Training

 Bylaw 13.3: Volunteer Rights and Responsibilities

Bylaw 14: Finance

Bylaw 15: Bylaw Amendments

Bylaw 16: South House Policies

By-law 17: Dissolution

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 at which the membership votes in the Board of Directors for the following year, approves the proposed budget, and may vote on Constitutional amendments

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: A member of the Board of Directors elected or appointed for a full term.

Interim Board Member: A board member appointed to serve on the Board of Directors while a Board Member is on leave.

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 both 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, first described by Kimberle Crenshaw, 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 both 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 or has had that fee waived.

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 non-privileged 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(r) 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: 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 as an unwaged position.

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 full time student, per semester and \$1.50 per part time 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

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 full time student and \$1.00 per part time 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 Sexual and Gender Resource Centre, formerly the Dalhousie Women's Centre, was founded in recognition of women's common and diverse needs. 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. South House supports women and all people dealing with oppression on the basis of sexuality and gender. South House believes in working together for the creation of a society that is vibrant, life sustaining, and safe for people of all genders.

South House is a student-funded, volunteer-driven resource centre that seeks to address and advocate for anti oppression issues within a feminist framework. 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.

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

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: Membership

All levied full and part time Dalhousie University and University of King's College students are members. Any person who is not a full or part time 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 5.1 Student Membership

1. Membership fees are determined by the most recent DSU and KSU referenda (see Appendix B).
2. The term of the membership is one (1) year running from September 1st until August 31st.

Bylaw 5.2 Community Membership

1. Membership fees for Community Members are equivalent to the fee for full time Dalhousie students.
2. Membership runs for one year from the time of purchase.
3. This fee may be waived by a South House staff member or Board Member.
4. Non-levied memberships must be purchased by the individual to whom the membership is issued.
5. Corporations and other societies are not eligible for membership at the South House.

Bylaw 5.3: 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 5.4: Withdrawal and Opt-Out

1. Any student wishing to withdraw membership and opt-out of the levy fee may do so by visiting the centre and confirming this wish in person, or by visiting one of South House's opt-out tabling events.
2. The last day to opt-out is the final business day in September for the fall semester and in January for the winter semester as per the South House Opt-Out Policy.

Bylaw 5.5: 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. The Board and Staff have the discretion to revoke membership in the case of any of the following actions by a member:
 - 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 shall provide written notice that membership has been revoked to the individual in question.
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 6: Board of Directors

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

Bylaw 6.1: 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.
 - 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.

Bylaw 6.2: Board Member Terms

1. The Board shall be elected for a term that runs from May 1st to May 31st of the following year. The maximum number of consecutive terms a Board Member may serve is five (5).
2. The maximum number of consecutive years a Board Member may hold a particular executive officer position is two (2).
3. 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.
4. Elected Board Members can only hold one executive position per board term. The board term runs from May 1st to May 31st of the following year.

Bylaw 6.3: 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 members who are King's students are eligible for the position of King's Community Representative.
6. A priority of South House is to operate from an anti-oppression lens. Therefore, Board Membership is not limited by age, gender, race, disability and/or religion.

Bylaw 6.4: 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 6.5: 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 the confidentiality agreement.
- x) Respond to emails pertaining to board matters in a reasonable time frame.

Bylaw 6.6: 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) King’s Community Representative; and
 - v) Staff-Board Liaison.

Bylaw 6.7: 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;
- Provide a minimum of two (2) week’s notice to the South House membership in the case of a General Meeting;
- 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;
- Review and approve DSU audits before they are submitted to the DSU VPF by the Treasurer;
- 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:

- Create and accept submissions to Board meeting agendas;
- Provide a minimum of one (1) week notice of meetings to the Board in the case of Board meetings;
- Include meeting agendas as part of notice of meetings;
- 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;
- Recording email votes in the following board meeting's minutes;
- 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;
- Submit any required audits to the Chair for approval prior to submission to the DSU;
- 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 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 all relevant KSU council meetings and report to them on the activities of the South House;
- Read all KSU council meeting minutes; and

Liaise with KSU External Vice President and other executives and/or staff as necessary.

V) The position of Staff-Board Liaison shall run for one (1) year. The duties of the Staff-Board Liaison shall include but are not limited to:

Sit on the Human Resources Committee;
Meet regularly with staff;
Bring matters of concern for staff to the attention of the board;
Inform staff of their benefits (e.g. sick days, health coverage);
And care measures available to them

Bylaw 6.8: 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. The guidelines to voting over email are as follows:
 - i) Any member of the board can motion over email. Board members must reply with a yes or no to voting over email and a yes or no on the motion if they agree to an email vote. They may also propose an amendment to the motion;
 - ii) If any board member is in opposition to an email vote, the vote will not be conducted by email regardless of if the motion would pass by a 2/3 vote in favour;
 - iii) Following the vote, the Chair will send by email the result of the vote;
 - iv) Any votes conducted over email between board meetings will be included in the minutes of the board meeting immediately following the vote.

Bylaw 6.9: Board Training and Review

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. Board members elected or 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.

4. The Chair shall organize a group feedback session mid-way through the year to address board performance. This session will also be used to reflect on how the board is and could be further supporting staff

Bylaw 6.10: Board Member Resignation

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

Bylaw 6.11: 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 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 6.12 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 a new Board Member elected by SGM. If the SGM fails to make quorum, a new board member may be appointed by the existing Board of Directors.
2. A Board Member position may be declared vacant:
 - a. Where a board member resigns or is impeached; or
 - b. 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.
3. A Board Member may go on leave if they are unable at present to be active on the board but intend to return within a reasonable period of time. A Board Member who misses several meetings and does not respond to communication will be considered on leave.
4. Board Members on leave do not contribute to quorum.
5. The Board will seek to appoint an Interim Board Member to fulfill the duties of a Board Member on leave until their return.
6. All conditions with respect to Board Members in these Bylaws shall also apply to Interim Board Members.

Bylaw 7: 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. Ad-hoc committees shall be struck and dissolved as necessary to achieve the objectives of the South House at the discretion of the Board.
3. The Bursary Committee shall convene twice a year for the fall and winter semester bursary rounds. The requirements of the Bursary Committee are outlined in the Bursary Policy
4. The Secretary shall keep an updated list of all Committees, their mandates, and their

members.

Bylaw 7.1: 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) Complete an annual report with monthly entries and submit to the Chair prior to the transition of the board in May;
- viii) Be chaired by the Chair of the Board; and
- ix) Be composed 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) Oversee all finances of the South House;
- iv) Each member of the committee shall divide the following monthly tasks among the committee members at the first committee meeting:
 - a) transactions records
 - b) Updating the general ledger
 - c) Updating the budget and report amount left in each line to Board and staff monthly
- v) Be chaired by the Treasurer;
- vi) Be comprised of the Treasurer and at least two (2) other Board Members; and
- vii) Complete an annual report with monthly entries and submit to the Chair prior to the transition of the board in May.

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) Organize the reception of feedback on the centre and present synthesized feedback to staff at regular intervals;
- vi) Develop, review, and maintain Board Member responsibilities and terms of reference;
- vii) Complete an annual report with monthly entries and submit to the Chair prior to the transition of the board in May; and
- viii) Be composed of at least three (3) Board Members, one (1) of which shall be the committee Chair.

Bylaw 8: 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 8.1: 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 in camera 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 election at a Special General Meeting or by appointment by the Board.

5. The South House will ensure that elections for Board Members occur on an annual basis.

Bylaw 8.2: 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) Preparing ballots for elections;
- iii) Ensuring the result of an election are posted within 72 hours of the general meeting; and
- iv) 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 8.3: 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.

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.

3. The South House will ensure that Members are notified of elections and nomination processes at least 2 weeks in advance.

Bylaw 9: General Meetings

1. Constitutional amendments approved by the membership shall be considered binding for the

South House. Reasonable changes to budget allocations may be made throughout the year at the discretion of the Board.

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 2/3 of the Board of Directors and five (5) additional 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 bonafide 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 places as determined by the Board.

Bylaw 9.1: Annual General Meetings

1. An AGM shall be held no later than the year end of April 31st 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 10: 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 resources and support for staff during the transition.
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.
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 10.1: 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 11: 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 12: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 12.1: Volunteer Eligibility

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

Bylaw 12.2: 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 may attend additional training sessions including anti-oppression workshops and crisis intervention training.

Bylaw 12.3: 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 library.

2. Volunteers are entitled to:

A safe(r) 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 13: 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) once a semester, in accordance with the DSU Constitution: Section 7, Finance Regulation. Audits are usually due in October, February, and July. 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 shall arrange for transfer of signing authority.
9. All expenditures of the South House shall aim to conform to the budgetary allocations approved by the membership at the AGM. Changes may be made to the budget at the discretion of the Board. The staff shall manage petty cash and daytoday 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 14: 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 15: 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.
4. The South House will ensure South House activities do not infringe upon Federal, Provincial, Municipal laws or University regulations.
5. The South House will ensure South House activities do not infringe upon the Bylaws and Policies of the DSU and KSU.

Bylaw 16: 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.

