



Rainbow Pride Centre (RPC) Constitution

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Definitions

Executive: this is a label for individuals that take up positions at the top of the community's management hierarchy. These individuals are the final decision-makers for the community's business such as Operations, Finance, Events, and Marketing. Regardless of their label internally or externally, if the position is labeled as an executive to UMSU, we will view the individual as an integral position to the community who holds responsibility and oversight. All Executives **must** identify as a member of the 2SLGBTQIA+ community and be a student enrolled at the University of Manitoba for the duration of their term.

UMSU Representative: The UMSU 2SLGBTQIA+ Community Representative.

Signing Authority: this is a label for specific individuals who have authorization to sign cheques, contracts, or anything legally binding in relation the community. Usually this is in reference to individuals who have authority to manage and access bank accounts, but it can also be used in UMSU for individuals who can make contracts with UMSU.

Conflict of Interest: This conflict happens when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral. (Investopedia)

Council: any person in power that has any duties or responsibilities to the community such as executives, council members and other members with authority or hierarchical status.

Community: the members of the community, which are usually the council and its general members.

Membership: University of Manitoba undergraduate students who identify as part of the 2SLGBTQIA+ community. Membership at RPC is also open to allies; however, some positions and programming within RPC are only open to members of the 2SLGBTQIA+ community.

Member in good standing: this is the status of the member with respect to the community's internal conduct and rules whose main purpose is to civilly govern their community.

Stakeholder: a person or group who has a vested interest in an organization and can either affect or be affected by its operations and performance. Examples can be customers, businesses, communities, or governments. (Investopedia)

Community Assembly: A scheduled monthly meeting of the RPC membership.

Executive Meeting: A scheduled meeting of the RPC Executive.

Lounge: The Rainbow Pride Centre community lounge, located at 180 Helen Glass Centre.

Section 1: Community Identity

Article 1a: Name

The name of the community group is Rainbow Pride Centre, also known as RPC.

Article 1b: Purpose

Rainbow Pride Centre serves as the undergraduate student community group and resource centre for members of the 2SLGBTQIA+ community and allies. They will host community assemblies, presentations and information sessions, social events, and work on advocacy initiatives throughout the year. The RPC Lounge is open during scheduled hours on the weekdays for students to drop in.

Section 2: Community Executives

Article 2a: Terms of Office

The Terms of Office for all Executive Positions at RPC will last *for at most* one year from the first day they were officially appointed. Individuals in executive roles will be dismissed from their term in office after one year, unless they have been fairly reappointed into office again.

Article 2b: Executive Officers and Duties

1) President / UMSU Representative

- A. Act as a signing authority for RPC
- B. Be the contact person for UMSU
- C. Attend Student Executive Assembly (SEA) Meetings on behalf of RPC
- D. Appoint all RPC Executives
- E. Attend UMSU Board of Directors meetings
- F. Host at least 6 Community Assemblies per academic year
- G. Manage the UMSU Rep email
- H. Co-chair the Board of Faculty of Queer Reps, Executive Meetings, and Ad Hoc Committees
- I. Update and validate RPC volunteer recognition
- J. Oversee and appoint Keyholders
- K. Bring community advocacy concerns to the correct avenue
- L. Oversee and assist in community programming, relevant campaigns, and initiatives
- M. Hold 2 office hours per week

2) Co-President

- A. Act as a signing authority for RPC
- B. Responsible for the structure and oversight of RPC
- C. Appoint and manage the Keyholders
- D. Co-chair Community Assemblies, Executive Meetings, and Membership Committees

- E. Act as a proxy for the UMSU Rep upon request
- F. Schedule relevant trainings and ensure all Executives and Keyholders are up to date
- G. Create, update, and share the Lounge opening schedule each term
- H. Communicate with external organizations to plan joint initiatives
- I. Assist the UMSU Rep with emails
- J. Hold 2 office hours per week

3) Vice President Finance and Operations

- A. Act as a signing authority for RPC
- B. Schedule bank appointments and handle communication with the bank
- C. Attend, report at, and draft CIF motions for Community Assemblies
- D. Store and manage Executive documents and RPC receipts
- E. Create and regularly update an RPC expense sheet and CIF tracking sheet
- F. Fill out CIF approval and pre-approval applications
- G. Attend Member Services Committee meetings as needed
- H. Attend all Executive Meetings
- I. Attend at least 1 RPC event per term
- J. Hold 2 office hours per week

4) Vice President Membership and Management

- A. Promote and update the RPC email list
- B. Draft and send monthly email newsletters
- C. Compile and share external community job and volunteer opportunities
- D. Regularly collect membership input and suggestions
- E. Ensure the Lounge is kept fully stocked
- F. Maintain and update the RPC Lounge calendar
- G. Attend and report at Community Assemblies
- H. Attend all Executive Meetings
- I. Attend at least 1 RPC event per term
- J. Hold 2 office hours per week

5) Vice President Events and Programming

- A. Coordinate and host at least 3 small-scale events per term (movie/study/game nights, etc.)
- B. Coordinate at least 1 large-scale event per term (drag brunch/bingo, exhibit, panel, etc.)
- C. Co-chair and take minutes at Board of Faculty Queer Reps meetings
- D. Handle room bookings, registration, and advertisement requests for events
- E. Develop an event calendar for each term
- F. Attend and report at Community Assemblies
- G. Attend all Executive Meetings
- H. Attend most RPC events
- I. Hold 2 office hours per week

6) Vice President Communications

- A. Manage the RPC social media accounts and DMs
- B. Create feed and story graphics for RPC events and initiatives
- C. Submit graphics to be shared on the UMSU TVs and the UMSU email
- D. Host and manage at least 1 social media giveaway per term
- E. Create and print physical posters for RPC events and Lounge signage
- F. Ensure all information posted is accurate and accessible
- G. Maintain a list of community dates and create content surrounding them
- H. Research and create digital and physical RPC resources
- I. Attend and report at Community Assemblies
- J. Attend all Executive Meetings
- K. Attend at least 1 RPC event per term
- L. Hold 2 office hours per week
- M. May be held by up to 2 people

Article 2c: Executive Officer Dismissal Protocol

Executive Officer(s) that fail to uphold their basic duties outlined in **Article 2b** and/or violate any Governance articles in **Section 4: Community Governance** are subjected to temporary probation for a performance review. This performance review must be started and conducted by the President and requires a clear written assessment of the officer's performance versus the minimum threshold of the duties that the officer must do as outlined in **Article 2b** and/or **Section 4: Community Governance**. Written assessment must be documented, dated, and stored in case the community is under investigation.

Criteria and reasoning for dismissal must not be discriminatory by nature and cannot be influenced by a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, written minutes with a cover letter explanation must be documented when performing this exception. There must always be a clear record and reason for a dismissal.

If there are no written minutes, written notice, and/or the information presented in the documents are unfaithful before the dismissal, this is considered an unfair dismissal. A Community that is under investigation and found to have performed an unfair dismissal(s) will be subjected to the disciplinary items in **Article 4e: Violations to Constitution**.

If an executive officer is dismissed, the community must follow **Section 3: Community Changeover** in order to follow the proper procedure(s) outlined to fill the vacant position(s).

Section 3: Executive Changeover

Article 3a: Conflict of Interest

A Conflict of Interest is defined as when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money,

status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral.

During an election process, conflicts of interest may arise. When they do, the individual who has professional duties or responsibilities related to organizing the democratic election procedure must identify their conflict of interest and withdraw from the role for that particular election. This is to guarantee a fair democratic process. Failure to identify the conflict of interest and/or withdraw from the role will be considered a violation to the community’s constitution and the community will be subjected to the disciplinary items outlined in **Article 4e: Violations to Constitution**.

Results from a Democratic Election that had a conflict of interest may be subject to be voided. A rerun of the democratic election without any conflicts of interest may begin again for the open executive position(s).

Article 3b: Chief Returning Officer Appointment

Prior to the election, the Executives agree to appoint a Chief Returning Officer (CRO) to oversee the election. This CRO ensures the election is run competently, fairly, and transparently to its members and UMSU.

To ensure the election is run fairly and transparently, the CRO must...

- Not be a person who is running in the election
- Not have any conflicts of interest with the COMMUNITY’s management or electoral candidates. This conflict of interest is outlined in **Article 3a: Conflict of Interest**.
- Be neutral and unbiased about the COMMUNITY and their electoral candidates in their election through their professional duties.

If a member or members of executive team appoint CROs with a conflict of interest and continue to run elections with that conflict of interest, this is considered a violation to the constitution and the community is subjected to **Article 4e: Violations to Constitution**.

Article 3c: Chief Returning Officer Duties

The duties of the CRO are to:

- 1) Oversee and administer the elections for RPC
- 2) Publicize the elections to the membership of RPC
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the electronic system’s results for votes of the election.
- 5) Announce the results of the elections and inform UMSU of who next year’s Executive will be

Article 3d: Council Appointment Systems

If there are open council position(s) available, positions can be appointed through either a democratic election procedure or an application selection procedure. It is up to the President to decide which procedure will best fit for the community based on the status of the community at the time of council formation.

Note that the criteria and reasoning for any aspects of the council appointment – such as application, interviews, selection, etc. – must not be discriminatory by nature and should not factor a person’s race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability, provided the applicant identifies as a member of the 2SLGBTQIA+ community and is a student enrolled at the

University of Manitoba for the duration of their term. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, a cover letter explanation must be documented per exception.

If it is found that a council appointment was not appointed in good faith and the procedure was not followed, the action will be considered in violation of the constitution and the COMMUNITY will be subjected to **Article 4e: Violations to Constitution**.

A) Democratic Election Procedure:

All RPC Council elections for the upcoming year will occur no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Prior to the election, the President shall appoint a Chief Returning Officer (CRO) to oversee the elections via the procedure outlined in **Article 3b: Chief Returning Officer Appointment**

Voting for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the community's membership at least 2 weeks in advance. This post must be shown through at least the community's membership email list and social media.
2. Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of RPC at the time of their nomination.
3. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the community's current membership e-mail list of RPC prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days, and will be held through a secure online voting platform. It has to be accessible to all members of the community.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and RPC members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the community is subjected to **Article 4e: Violations to Constitution**.

B) Application Selection Procedure:

All RPC Executive Positions must be filled for the upcoming year by no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed or where no applicant for the role presents themselves.

Appointment for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the community's membership at least 2 weeks in advance. This post must be shown through at least the community's membership email list and social media.

2. When gathering all of the applications, they all must be given a chance for an interview. Applications can be voided if the application's information is objectively not considered complete or if the applicant fails to meet the criteria of being a member of the 2SLGBTQIA+ community and/or a student enrolled at the University of Manitoba for the duration of the academic year for which they are applying.
3. When interviewing the candidates for the vacant positions, these must be held and approached in a fair manner.
4. Documentation for each candidate's interview must take place for review and auditing purposes.
5. When interviews are over, the President must review the documentation for each candidate's interview for the selected vacant position.
6. The offer must be presented to the first candidate of choice.
7. If the offer is not accepted, then the offer must be presented to the runner-up and it will continue until the list is exhausted.
8. If the position remains vacant, the President can choose to redo the appointment procedure in this article or remove that position entirely.
9. Once the selection process is over and the positions are filled, the new President is responsible for announcing to each candidate individually if they have gotten the position or not.

Any tampering of the process outlined here will constitute as a violation to the constitution and the Community is subjected to **Article 4e: Violations to Constitution**.

Article 3e: Executive Transition Procedure

- 1) The moment when an incoming executive(s) has been officially named to be appointed into their new role, the transition procedure starts immediately. Ideally, this should be around the mid-end of the Winter Term or the beginning of the Summer Term.
- 2) The departing executive(s) must prepare and transition the incoming executive(s) into their respective roles. This includes teaching the incoming executives about the student Community, UMSU policies and procedures, and completing UMSU Administrative paperwork such as the annual Community renewal. Each outgoing executive must prepare a transition report for the incoming executive detailing what they did in their role, any passwords, account information, and important contacts they will need, suggestions for the incoming executive, and the outgoing executive's contact information.
- 3) The departing executives must transition all RPC records, offline and online accounts, bank accounts, and materials to the incoming executives in order for them to be effective in their roles.
- 4) The incoming executives are responsible for the custody of all student RPC records, materials, and accountability for all future financial activities of the RPC.
- 5) The departing President and VP Finance & Operations must bring all accounts up to date to the end of the fiscal year. They must also prepare any required financial statements of the community. The old executive signing authorities must hand over control of the community's bank account and any related items to the new executive signing authorities.

It is imperative that signing authorities hand over the community's bank account on a yearly basis. If the executive team fails to take the appropriate and formal steps to transfer this authority, credit scores may be negatively affected by the bank; or the community's bank account may receive

other disciplinary action from the financial institution for not taking the proper steps when transitioning their bank accounts.

The reason this is important is because personal information gets attached to bank accounts. If your name remains attached to a community's bank account after you have finished your term, you may be liable for future actions you have no part in simply because your name was left as an active member of the account.

If you are unsure about your working relationship and status with the bank, please talk to your bank's appropriate representative and they should be able to provide any and all information about your community's bank account.

Section 4: Community Governance

Article 4a: Compliance with University of Manitoba Students' Union (UMSU) Policies

RPC will comply with the University of Manitoba Students' Union (UMSU) and follow all of its bylaws, policies, procedures, and any mandatory training workshop required.

These bylaws, policies, procedures, and workshops are designed with fostering a healthy safe environment in the community's and protecting students. When a community does not follow the bylaws, policies, procedures, or workshops, then a community may be investigated. When being investigated, the community will comply with cooperating and providing the necessary documents as well as information. Any community that acts unfaithfully in the investigation process will be subjected to **Article 4e: Violations to Constitution**.

If any article in the community's constitution is in direct conflict with **Article 4a: Compliance with UMSU Policies**, then **Article 4a** will take first priority and dismiss the effect of the other conflicting article. This is to ensure that communities are compliant with UMSU policies which are designed to protect students.

Article 4b: Compliance to a Sexual Violence Prevention Workshop

To prevent sexual violence, RPC Executives and Keyholders agree to attend a sexual violence prevention workshop at UMSU's discretion and direction. RPC Executives agree to be held accountable for applying the skills learned at the workshop when responding to their community's conduct with respect to sexual violence.

At any UMSU approved workshop, RPC Executives and Keyholders agree to learn, apply, and adapt the content in the workshop towards their own community.

This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion.

Article 4c: Compliance with the SVRC Disclosure Workshop

To better educate Community Representatives on how to handle the disclosures of sensitive topics, the RPC representatives agree to attend the SVRC Disclosure Workshop.

At the UMSU approved workshop, the RPC representatives agrees to learn, apply, and adapt the content in the workshop toward their own community.

This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion.

Article 4d: Compliance with University of Manitoba's Community Code of Conduct

To foster an inclusive and welcoming community, RPC will follow the code of conduct and behaviours expected of the University of Manitoba community outlined by the University of Manitoba Administration.

Also, RPC agrees to foster an environment that does not encourage STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR outlined by the University of Manitoba.

Article 4e: Amendments to Constitution

Any changes (amendments) to this constitution must first be presented and reviewed by UMSU Student Group Services to ensure they align with UMSU policy. Once approved by Student Group Services, the constitution must then be approved by a formal vote of the ~~entire~~ student community membership at a publicized meeting. This meeting can be hosted in-person or virtually.

The student community membership list is generally held by the executive council and the council is responsible for communicating these constitution changes to the members. Failure to communicate these changes and failure to host a publicized meeting qualifies as a violation of the constitution.

The proposed changes must be made available to all members of the community at least two weeks before the meeting. To vote in favour of the amendment, this vote requires the support of at least two-thirds (2/3) of the members present and voting at the meeting. After the members of the community approve the constitution, a copy of the amended constitution must be submitted to UMSU to be considered officially updated.

To prevent corruption, **Section 4: Governance** and its associated articles cannot be changed (amended). These articles can only be changed if the change is mandated by UMSU explicitly in writing or the change was first proposed to UMSU by the community's council and the community has received explicit approval of the change by UMSU Student Group Services in writing.

Article 4f: Violations to Constitution

When an executive or multiple executives violate(s) the article(s) in this constitution, the following disciplinary actions will come into effect:

- 1) To avoid any conflict of interest, UMSU oversees any violations of constitutions. Every situation will be different and thus, UMSU will always have full oversight and discretion regarding what the verdict is, when the verdict takes place, and decide if disciplinary action is necessary. This is to guarantee a fair process and the well-being of students, the community, the overall campus community, and relevant stakeholders. UMSU will be responsible for explaining the violation and the possible repercussions. UMSU will also provide recommendations for how the community can move forward after the violation and consequences are settled.
- 2) To maintain equity, the severity of repercussions will depend on the weight of the constitution violation and the specifics of the situation. UMSU will act as a neutral third party in assessing the infringement and will pass down an appropriate conclusion on the matter. This will be based on precedent and UMSU bylaw parameters.
- 3) Depending on the severity of the violation, RPC may lose our recognition status, community funding, services, benefits, be expelled from UMSU, and/or receive repercussions from relevant stakeholders. Individual executive(s) may be dismissed from their term in office, lose benefits, lose services, expelled from the community, and/or receive personal repercussions from relevant stakeholders.

Please note that this is not an exhaustive list of disciplinary punishments as UMSU will have full discretion regarding the matter.

RPC agrees and understands the content above regarding what may happen if they violate their own constitution.

Section 5: Community Structure

Article 5a: Code of Conduct

1) Purpose

- a. The RPC Code of Conduct is a document that outlines the expectations and guidelines around the behaviour of the Membership and of anyone present in RPC spaces. The Code of Conduct shall apply at all times in all RPC spaces, both virtual and in-person, including the RPC Lounge, RPC-run social media and messaging platforms, and during any RPC events, regardless of location. In addition to the list below, RPC spaces and events shall also be in compliance with all existing University of Manitoba and UMSU policies. Students and members agree to abide by these policies upon entering an RPC space and accept that failure to do so may result in losing access to RPC and/or further disciplinary action.
 - i. Amendments to the Code of Conduct must be passed by majority vote at a Community Assembly.
 - ii. The Code of Conduct must be displayed and available in the RPC Lounge and through the linktree.

2) Code of Conduct

Written: September 6, 2022
Approved: September 21, 2022

1. All interactions should remain respectful. No discrimination, harassment or threats of any form.
2. No excessive noise, damage to RPC materials, or further disrespecting the environment or people present.
3. No sexual encounters are allowed in RPC spaces.
4. No overnight stays in the RPC Lounge are permitted.
5. Unwanted sexual remarks, advances, and all forms of harassment are not tolerated.
6. All identities and personal information shared within RPC spaces are to be kept confidential. Avoid discussing other members' identifying information outside of RPC spaces unless given permission by the member.
7. RPC is not a personal storage space. At the end of the term, any personal items remaining in the RPC Lounge will be discarded. Perishable food and drink items will be cleared from the fridge frequently at the Executives' discretion, and items left in the kitchen will be discarded as needed.
8. If you have a legitimate problem with another member or student inside RPC spaces and believe they are in violation of the Code of Conduct, please speak to an RPC Exec.
9. Allies of the community are welcome in RPC events and spaces, and all rules in the Code of Conduct shall also apply to them. Non-community members should be aware that this is a safe community space, and avoid uncomfortable, invasive, and inappropriate questions or conversations with community members and may be asked to leave the space if this occurs. Those who wish to ask

respectful questions or access resources and information about the community are welcome and encouraged to email lgbttqrep@umsu.ca, or speak to an RPC Exec during office hours.

Article 5b: Lounge

1) Executive Office Use

- a. The Executive Office, located within the RPC Lounge, shall be considered open and accessible for anyone seeking to speak with an Executive, ask a question, and obtain information or resources during the scheduled office hours of an Executive.
- b. Executives may use the Executive Office at their discretion during any and all times they have scheduled office hours. The primary purpose of this is to ensure Executives are able to have time and space to complete their RPC duties.
 - i. Should an Executive wish to use the Office during another Executive's scheduled office hours, they must seek permission from said Executive.
- c. Executives may access the Executive Office and/or Lounge outside of RPC Lounge hours, exempting overnight stays.
 - i. Executives must inform and get permission from the rest of the Executive Team if they require undisturbed use of the Lounge and/or Office. Otherwise, all Executives shall be allowed to access the Lounge and Office and may not be asked to leave by another Executive.
- d. Keyholders, General Members, and others shall not be permitted to access the Lounge and Executive Office outside of Lounge hours.
 - i. Exceptions will be granted for events and/or at the discretion of an Executive. At least one Executive must be present when these occur.
 - ii. Should an Executive invite non-Executive guests into the RPC Lounge or Office outside of Lounge hours, said Executive assumes responsibility for the security and upkeep of the space.
- e. General Members shall not be allowed personal use of the Executive Office.
 - i. Exceptions may be granted on a case-by-case basis at the discretion of the Executive holding office hours.

2) Lounge Access

- a. The RPC Lounge shall only be considered open and accessible when a Keyholder or Executive is present in the space during regular Lounge hours.
- b. The door to the Lounge must remain open during regular Lounge hours.
- c. It is the responsibility of all individuals accessing the Lounge to ensure they clean up after themselves and look after their belongings.
 - ii. Any belongings left behind will be discarded at the discretion of the Executive, and the Executive is not responsible for missing items in the Lounge.
 - iii. Individuals who are unable to clean up after themselves may have their access to certain parts of the Lounge restricted, such as using dishes or the refrigerator.
 - iv. Continuous and/or significant failure to clean up may result in losing access to the Lounge, at the discretion of the Executive.
 - v. At the end of each office hour shift, the Executive or Keyholder in charge must ensure basic cleanliness is maintained.

Article 5c: Keyholders

1) Eligibility

- a. Keyholders must be students who are Members in good standing of the Rainbow Pride Centre and UMSU.
- b. Keyholders must identify as part of the 2SLGBTQIA+ community.
- c. Keyholders must remain a student at the University of Manitoba for the duration of their term.

2) Selection

- a. The posting for the Keyholder position must be shared on RPC social media and sent to the Membership email list.
- b. The application period must remain open for at least one week.
- c. The Co-Presidents are responsible for interviewing and selecting eligible candidates.

3) Duties

- a. Commit to one weekly shift of at least 2 hours, running from September to December, and/or January-April on days when classes are in session.
- b. Communicate with the RPC Executives if they are unable to make it.
- c. Ensure the RPC Code of Conduct is followed by all members in the Lounge and the cleanliness of the Lounge is maintained.
- d. Assist those seeking resources and direct questions and concerns to the Executive as needed.
- e. Refrain from sharing the code or accessing the lounge outside of opening hours.
- f. Attend all required training for the role.

Article 5d: Board of Faculty Queer Representatives

1) Mandate

- a. The mandate of the Board of Queer Representatives is to facilitate the communication and collaboration between the faculty association 2SLGBTQIA+ representatives/interest groups (or designates) and their UMSU counterpart.

2) Composition:

- a. The UMSU Representative, as Co-Chairperson;
- b. The RPC VP Events and Programming, as Co-Chairperson;
- c. Any RPC Executive who wishes to attend;
- d. Any faculty association or interest group 2SLGBTQIA+ representatives or designates who are able to attend.

3) Meetings

- a. The Board of Queer Representatives shall strive to meet at least once per month during the regular term unless agreed otherwise.
- b. Meetings shall be scheduled and held at the discretion of the Co-Chairs.
- c. Meetings may be conducted via electronic means and/or in person at the discretion of the Co-Chairs.

4) Reporting

- a. The UMSU Representative or RPC VP Events and Programming shall make regular reports to the Executive and to the membership during Community Assemblies on the activities of the Board of Queer Representatives.

Article 5e: Volunteer Recognition

1) Recorded Recognition

1. Each Executive, Keyholder, and General Member Volunteer who completes at minimum 10 hours of service shall normally be granted recognition of their services so that permanent record exists on their transcript.
2. It is the responsibility of the President to ensure that the forms for Recognition are received by the appropriate office and instructions on how to apply for it are shared with those eligible for Recognition. The President shall act as the Validator and must approve or deny all Recognition requests before the deadline.
3. No Executive Recognition shall be approved until they have sent in a transition report and returned all necessary documents and materials to RPC.
4. All Executives and Keyholders shall be expected to keep track of their own hours for Recognition.
 - a. Executives, Keyholders, and Member Volunteers that request recognition for a number of hours deemed inaccurate by the Co-Presidents shall be expected to show evidence of the hours spent. If they are unable to do so, they shall be required to amend their request to a number of hours deemed appropriate by the Co-Presidents.
5. Should an Executive, Keyholder, or Member Volunteer be removed from their position before the final day of their term, they shall not be eligible to receive any recognition.
6. Should an Executive resign from their position before the final day of their term, and their position is filled by another Executive, recognition for the role shall be given to the person occupying it at the final day of the term.
 - a. The Executive who resigned from their position may be given recognition as a Keyholder or Member Volunteer, at the discretion of the Co-Presidents, in accordance with the hours spent in their role before their resignation.

2) Honorariums

- a. An Executive may submit a request to the UMSU Representative for an honorarium to be compensated for specialized work.
- b. Specialized work is defined as skilled labour deemed outside the purview of the individual's reasonable responsibilities.
- c. The following shall not be considered as "specialized work":
 - i. Graphics and posters, if the individual's position is related to event planning and promotion;
 - ii. Tabling;
 - iii. Volunteering for RPC events and programming.
- d. All requests must be approved by the UMSU Representative and the Member Services Committee.
- e. Honorariums for Committee Members, General Members, or External Community Members may be granted at the discretion of the Executive and must be approved by Member Services Committee.
- f. All approved honorariums shall be paid out of CIF.