

THE COMMUNITY REVIEW BOARD



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I. The Community Review Board

1. Composition and Purpose

The Voyageur Place CRB and the Seager Wheeler CRB are each their own entity. Each Board is composed of 15 students who review incidents and complaints associated with violations of the rules and Community Standards of Residence. Students volunteer to sit as Board members on an eight month term and enjoy the opportunity to develop leadership skills, teamwork skills, and develop analytical skills in a non-biased, impartial environment. The CRB contains a Coordinator position that performs the administrative duties associated with the Board.

The Board works in conjunction with the RA's and Advisors to address alleged violations of Residence policies, community standards, and/or disturbances in the Residence community. Upon notice of an alleged violation of Residence policy, the student responsible will be summoned to a hearing. The CRB will review relevant evidence, strive to include all parties affected, and may collectively impose sanctions to address the incident. Sanctions may include, but are not limited to, fines, community service, or an education-based program. The Board strives to make a sanction relevant to the violation in an effort to strengthen the community. If a sanction is not completed it may either go back to the Board or be forwarded to the ARM.

2. CRB Members

The CRB Members will serve on a volunteer basis. There will be 15 volunteer positions available for each Board, one in Voyageur Place and one in Seager Wheeler. The hearings will consist of 5 members, the CRB Coordinator, and the RLC will observe.

Positions will be advertised at the beginning of the year. The process will include submitting an application and resume followed by an interview. The CRB's purpose and procedures will be outlined during the first meeting of the year.

The Member must be:

- A current member of the Residence building of the Board for which they are applying;
- In good standing with the CRB
- Committed to attending meetings.

The Member shall not be an RA or member of the Student Executive, or anyone currently on Probation.

Incentives to be on the Board are numerous:

- Involvement with the CRB will be relevant and important on a resume.
- It will promote leadership qualities as well as teamwork and problem solving skills.
- The Board will allow you to serve the community that you are a part of.
- The Board will allow you to work closer with the RLC and ARM, which may result in a sound reference.
- The Board will be relevant for those pursuing Law or Criminology or any related field such as the RCMP or Campus Safety.

3. Procedure

- A) Through reading the RA logs or receiving reports from students, the Advisors, RLC, and ARM will discuss incidents at the Advisor meeting and decide which are to be dealt with by the CRB.
- B) The CRB Coordinator meets with the RLC and ARM to discuss the cases for the week.
- C) The CRB Coordinator will contact the CRB to schedule a hearing. Most hearings will, however, be regularly scheduled.
- D) The CRB Coordinator shall give written notice of the hearing to the student(s) involved at least 48 hours prior to the hearing. Such notice must include:
 1. The time and place of the hearing;
 2. The complaint which will be considered at the hearing;
 3. Notification of the right to bring witnesses; and
 4. Notice that a failure to appear shall not prevent the CRB from rendering a decision.
- E) It shall be mandatory for 5 members of the CRB to be present at the hearing.
- F) In case of a conflict of interest, any CRB member may opt out of a particular hearing. This will be subject to the discretion of the CRB Coordinator.
- G) The student(s) involved shall have the option to attend the meeting and shall give a statement as to the facts surrounding the complaint as perceived by them. If the student(s) involved does not wish to make a statement or does not appear for the hearing, the Board will proceed in determining the merits of the complaint and sanctions, if any.

- H) The RA or witness shall attend the hearing and shall give a statement as to the facts surrounding the complaint as perceived by them to the CRB.
- I) A student making a complaint may choose not to attend the hearing. If the complainant is a witness they should attend the hearing.
- J) The Complainant and the witnesses may make statements to the Board in the absence of the student(s) involved if the student(s) involved choose not to attend the hearing.
- K) The student(s) involved has the right to call 2 witnesses. Standing of additional witnesses will be subject to the discretion of the CRB Coordinator. The complainant is automatically granted standing.
- L) The Board shall take into account the seriousness of the incident and the circumstances surrounding the incident.
- M) The Board will vote on guilty or not guilty and decide on a sanction. The sanction will be a collective decision by the CRB. However, if a decision by the Board cannot be made, a vote may be required to determine the ultimate sanction by majority.
- N) The sanction decided by the Board, if any, will be delivered to the student, as well as the reasons for making the decision, on a typed letter signed by the CRB Coordinator. Copies of these documents will be forwarded to the ARM and placed on the student's file.
- O) All sanctions must be completed within the time allotted. Proof of completion may be required such as in the case of community service. If proof is required it shall be delivered to the ARM.
- P) If the student(s) involved fails to complete the sanction decided by the CRB in a previous hearing, the matter will either return to the CRB or will be forwarded to the ARM.

II. CRB Coordinators

The CRB Coordinators will be in charge of the Community Review Board. The Coordinator is hired by the RLC and ARM. The Coordinator will work cooperatively with the RA's, the RLC, the ARM, and the Board members. The Coordinator will work very closely with the Board members in deciding meeting times as well as communicating any other information relevant to the Board members. The Coordinator will assist the RLC in the selection of the Board Members.

The Coordinator is responsible for:

- Assuring fairness of process;
- Explaining an adequate understanding of the facts so that the Board may be able to render a proper decision;
- Making opening statements and, at the end, a concluding statement; and
- Participating in Training.

III. The Resident Assistants/Advisors

- The RA will have the responsibility of investigating and reporting any matter within their normal duties.
- Any resident may file a recommendation of CRB referral to an RA concerning another resident.
- The RA may be called to be a witness at a CRB hearing.

IV. The Residence Life Coordinators

- The RLC helps decide what incidents go to the CRB.
- The RLC also assists the Coordinator in hiring a team.
- They also sit in on the hearings to ensure that Residence and University policies are followed and to clarify any questions or concerns about the Handbook, Lease, or policies.

V. The Assistant Residence Manager

- The ARM will have the discretion to sit in on any meeting of the CRB they see fit.
- The ARM shall decide whether an appeal by the student(s) involved should go to the CRB for a re-trial or whether the ARM will deal directly with the student(s) involved in any complaint.
- The ARM shall decide on any sanction of the CRB that the student(s) involved does not fulfill or comply with.
- The ARM (or Manager) has the discretion to take any complaint from the CRB and decide the matter themselves.

VI. Residence Policy and Rule Violations

Complaints concerning violations of Residence Policy and Rules that may be dealt with by the CRB at the discretion of the RLC and ARM include:

- Open alcohol
- Violation of quiet hours
- Excessive noise
- Causing disturbances
- Sports in the hallway

- Water fights
- Continual lockouts
- Removing screen
- Going in/out windows
- Removing furniture from common areas
- Insensitive/inconsiderate words or conduct that affect negatively on an individual
- Tampering with fixtures, building systems, including wiring and fire prevention controls, impeding exits, etc.
- Being intoxicated in a public place and acting uncooperatively
- Intentionally causing damage or stealing residence property or the property of individuals
- Kegs or beer bottles in a residence dorm room
- Roommate conflicts
- Making unauthorized room or roommate changes
- Hosting a guest in Residence who has created a major offense
- Any other offense that the RLC or ARM deems necessary to be heard by the CRB

Complaints involving matters that will automatically proceed to the RLC or ARM include:

- Drug related offenses
- Any offense that endangers the safety and security of an individual
- Any offense that contravenes the University's Policy on Discrimination & Harassment
- Any offense that contravenes municipal, provincial, or federal laws (e.g. Criminal Code of Canada, Narcotics Controls Act)
- Storing or using any firearm, weapon or explosive substance in the Residences including, but not limited to: firecrackers, pistols, pellet guns, firearms, knives, slingshots, etc.
- Setting a fire alarm off, tampering with fire equipment, or starting a fire in the Residence
- Fraudulently gaining or attempting to gain entry to another Residence room
- Failing to comply with a sanction that the CRB had decided previously
- Any matter that the RLC/ARM deems should proceed to him/her

VII. Sanctions

All sanctions will be subject to the approval of the CRB Coordinator, RLC, and ARM.

The sanctions may include but are not limited to:

- **Monetary Fine** – Fines for violations are outlined in the Handbooks.

- **Community Service** – The CRB will attempt to correlate the violation with Community Service that will remedy the offense. Some examples of Community Service are: Meals on Wheels, Blood drives, YMCA, YWCA, Marquis, Student Health, Friendship Inn, Hands on Youth Centre, Hospital volunteering, Campus Litter Control, helping with recycling etc. Sometimes poster campaigns are used to raise awareness for particular Residence concerns.
- **Restitution** – The student(s) involved must restore stolen property, or restore something to its original state such as in the case of vandalism, theft, etc.
- **Probation** – Any further violation will result in a more serious sanction. The student(s) involved must be on their best behaviour for the time allotted in the probation.
- **Warning** – A CRB issued warning is not as serious as probation, however, it may warrant a more serious sanction for future violations.

VIII. The Appeal Process

There are 3 grounds for an appeal:

1. Procedures have not been followed;
2. The student feels the sanctions are too severe; and
3. The student has additional information to bring forward.

If the student(s) involved wishes to appeal a decision of the Board they must write a letter to the ARM stating clearly the basis for the appeal. The appeal is to be delivered to the ARM within five days of notification of the decision and sanctions.

IX. Board Removal

CRB Members can be removed from the Board by the Coordinator, RLC, or ARM for the following reasons:

- Breaching confidentiality;
- Violating the Rules or Community Standards;
- Failing to attend meetings; or
- Any other reason as determined by the Coordinator, RLC, or ARM.

X. Training

Training may vary but will consist of the following elements:

- Procedures
- Handbook
- Glass House
- Confidentiality
- Leadership

- Consistency
- Any other element that the Coordinator, RLC, or ARM feels necessary.

XI. Conclusion/Finality Clause

The CRB, its members, and decisions are subject to any decision made by the RLC, ARM, or Residence Manager relating to anything in this Policy whatsoever. The Residence Manager, ARM, and RLC have the power, but are not limited to, deciding matters involving CRB Member selection, CRB Member removal, rules, and any other change they deem in the best interest of the Community whatsoever, including specific CRB decisions.

This policy is not intended to replace or prevent complaints being made directly to Campus Security Services or under the University of Saskatchewan Discrimination or Harassment Prevention Policy.