



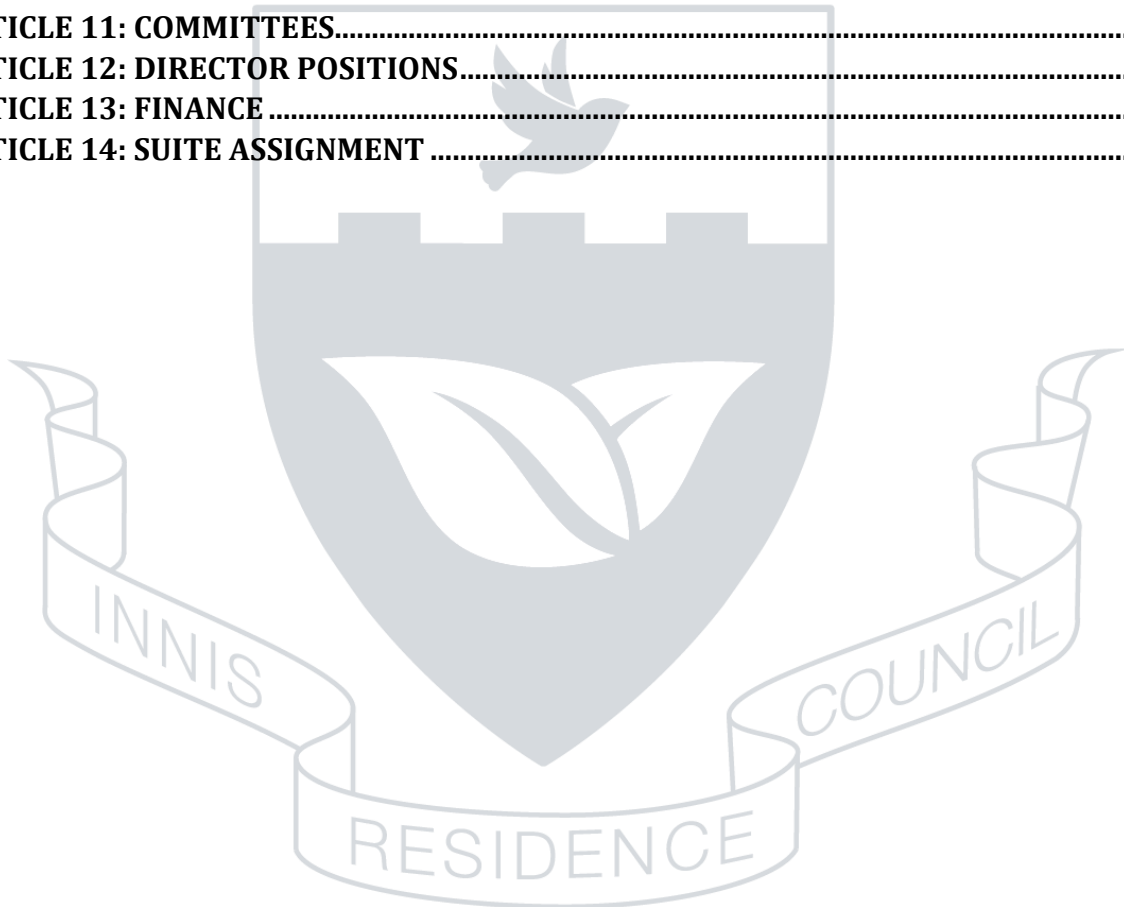
Innis Residence Council

Constitution

As amended Spring 2016

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This is the functioning IRC Constitution, incorporating the amendments of:

- Spring 2016, as updated by Gordon Xiong, IRC Secretary (2015-2016)
- Summer 2015, as updated by Cole Mellows, IRC Secretary (2014-2015)
- Spring 2013, as updated by Mojan Naisani, IRC Secretary (2012-2013)
- Spring 2009, as updated by Manan Arya, IRC Secretary (2008-2009)
- Spring 2008, as updated by Christopher Langan, IRC Secretary (2007-2008)
- Spring 2005, as updated by Mike Lawrence, IRC Secretary (2004-2005)



Article 1: Name

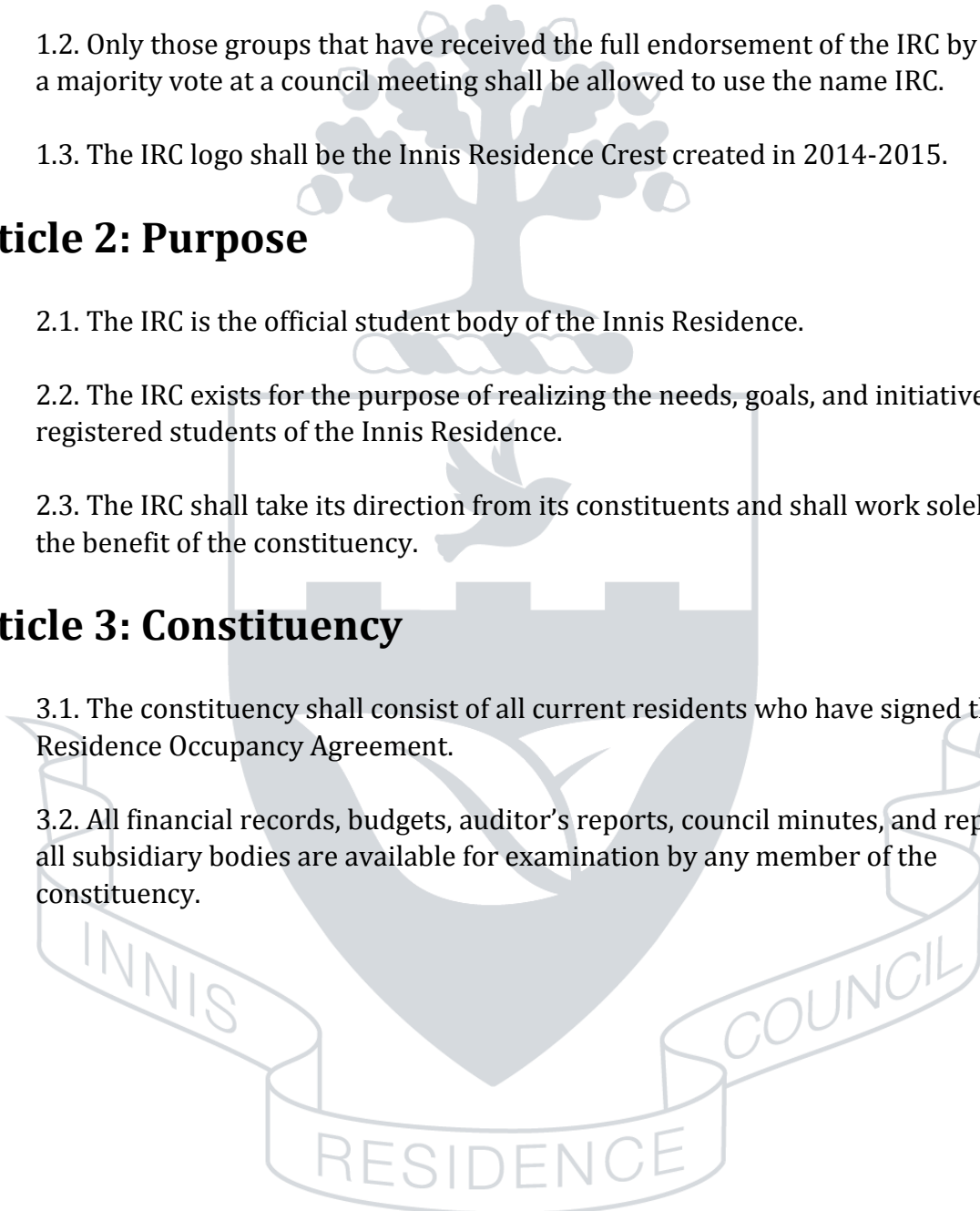
- 1.1. The organization shall be called the Innis Residence Council, forthwith to be referred to as the IRC.
- 1.2. Only those groups that have received the full endorsement of the IRC by way of a majority vote at a council meeting shall be allowed to use the name IRC.
- 1.3. The IRC logo shall be the Innis Residence Crest created in 2014-2015.

Article 2: Purpose

- 2.1. The IRC is the official student body of the Innis Residence.
- 2.2. The IRC exists for the purpose of realizing the needs, goals, and initiatives of the registered students of the Innis Residence.
- 2.3. The IRC shall take its direction from its constituents and shall work solely for the benefit of the constituency.

Article 3: Constituency

- 3.1. The constituency shall consist of all current residents who have signed the Innis Residence Occupancy Agreement.
- 3.2. All financial records, budgets, auditor's reports, council minutes, and reports of all subsidiary bodies are available for examination by any member of the constituency.



Article 4: Executive Officers

4.1. There shall be five elected Executive Officers (forthwith referred to collectively as the “Executive”): the President, the Vice-President, the Secretary, the Treasurer, and the Social Convener.

4.2. All Executive Officers must be residents at the Innis Residence for the duration of the time they hold office.

4.3. The President shall be responsible for overall supervision and administration of the affairs of the IRC and ensure that all policies approved by the IRC are properly implemented. The President is the official spokesperson of the IRC.

4.4. The Vice-President shall fulfill the duties of the President when that person is temporarily absent or unable to perform the duties of the office. The Vice-President shall oversee all committees, including the selection of committee chairs. The Vice-President also performs the specific duties assigned by the President of the IRC.

4.5. The Secretary is responsible for general correspondence, and for internal notices within the IRC. The Secretary issues notices and agendas, and prepares, maintains and promptly makes available minutes for IRC meetings. The Secretary maintains an up-to-date list of all constituents. The Secretary is also responsible for keeping this constitution and its by-laws as amended, and making it available to any constituent. The Secretary shall also ensure that thereto are deposited with the principal of Innis College and the Office of the Vice-President and Provost of the University of Toronto. The Secretary is responsible for the taking of attendance for meetings and maintaining a record of each council member's attendance.

4.6. The Treasurer is responsible for the care and custody of the funds and other financial assets of the IRC and for making payments for all approved expenses incurred by the IRC. The Treasurer maintains books of account which shall be made available for inspection by any constituent upon request. The Treasurer shall report to the IRC the financial status of the IRC at least once a month. The Treasurer is responsible for submitting the audit for the previous year's budget to student affairs. At the end of his/her mandate, the Treasurer shall organize the fiscal year's financial data, consolidate the IRC's financial records, and prepare all information for the University's audit for their term.

4.7. The Social Convener is responsible for the organization of all IRC-sponsored social events and for the co-ordination of the House Representatives. This includes the responsibility for holding meetings concerning Social events within the

residence. The Social Convener should also oversee the Ads and Publicity Directors and coordinate advertising with the Innis College Student Society.

4.8. Executives and co-chairs are responsible for creating transition documents for the next year's executives and co-chairs.

Article 5: House Representatives

5.1. The Innis Residence is divided into six houses (First House, Devonshire West, Taddle Creek, Vladimir, Ajax, and North). Each house is entitled to one (1) Senior House Representative and one (1) Junior House Representative.

5.1.1. All House Representatives must live in the house they were elected to represent for the duration they hold office.

5.2. Senior House Representative

5.2.1. The role of the Senior House Representative is to provide a sense of community to their respective house. This is done by promoting and helping organize house and Residence events, attending IRC meetings, and maintaining an open channel of communication between the various organizations and members of the Innis Community.

5.2.2. Senior House Representative candidates will submit applications to the IRC Executive in the second half of the winter term. Applications will be reviewed and candidates selected by a panel of IRC Executives (both newly elected and currently serving are eligible to sit on the panel) and a representative from the Office of Student Life at Innis College selected by either the Assistant to the Dean of Student Life and Residence or the Residence Life Coordinator including acting Assistant Deans, Residence Life Coordinators, or Dons.

5.2.3. General Responsibilities

5.2.3.1. Maintain a strong system of communication within your house through newsletter, Facebook group, or other means. These channels should be used to communicate information pertaining to upcoming Suite Events, House Olympics, IRC events, Clubs, Student Life events, etc.

5.2.3.2. Promote and participate in Residence and IRC events throughout the building. Promote house spirit and a sense of community within the members of the House. Get to know people from your own house and encourage them to hold Suite Events and participate in House Olympics and Student Life activities.

5.2.3.3. Mentor Junior House Representatives to familiarize them with the Innis Residence building and the organization of Residence Events. Form a close connection between House Representatives and the House Don to create a good, cohesive working atmosphere.

5.2.4. Specific Responsibilities

5.2.4.1. Suite Events - Along with Junior House Representatives, maintaining a structure for organizing Suite Events. This includes:

5.2.4.1.1. Ensuring that Suite Events are executed in accordance with the Mission Statement of the Innis Residence Council.

5.2.4.1.2. Approving, photocopying and distributing Suite Event posters within your house, on house calendars, or throughout the entire building depending on the event.

5.2.4.1.3. Processing Suite Event receipts by submitting an IRC Reimbursement Form to the IRC Treasurer, and distributing reimbursement to the appropriate suites.

5.2.4.1.4. Hosting one mandatory Suite Event within the first week of September to welcome back and introduce members of your House. During this event, advise students on the procedure of holding suite events, and encourage engagement from the residents.

5.2.5. Organize at least one (1) House Olympics during the academic year with the help of one (1) other Senior House Representative and one (1) Junior House Representative

5.2.6. Attend bi-weekly IRC meetings to provide feedback for past Residence events and generate ideas for new events. Report turnouts for House Olympics and any past and/or upcoming Suite Events for your house at each IRC meeting.

5.2.7. Senior House Representatives are required to send a transition document to the IRC Social Convener reflecting on what worked and what did not throughout the year, in an attempt to make the job easier for later generations.

5.3. Junior House Representative

5.3.1. The purpose of the Junior House Representative is twofold. Primarily it is to provide a sense of comfort and belonging to their floor and the entire Innis community. This is accomplished by hosting Suite Events and attending house meetings on their floor. In addition to that, Junior House Representatives should attend IRC meetings, as well as promote IRC events, Suite Events, house meetings and Office of Student Life events. The second purpose is to act as a link between first year students and the rest of the community. First year can be intimidating and Junior House Representatives should focus slightly more on first year students to make them feel welcome.

5.3.2. Junior House Representatives will be selected through an application process beginning two to four weeks into the academic year and selections will be made by the first or second week of October. Applications will be developed by and decisions will be made by the IRC Executive, Senior House Representatives, and representatives from the Office of Student Life. The IRC-ICSS Liaison will be selected during this time as well, using the same process and panel, with a different application.

5.3.3. Mandatory Responsibilities

5.3.3.1. Provide a link between first year students and the rest of the community; While promoting suite events, target first year students more; Encourage first years to come out to events/house meetings even more than others.

5.3.3.2. Promoting IRC, Office of Student Life and Innis Residence events by putting up posters in your house, going door to door to encourage participation, answering any questions, and helping to get the word out.

5.3.3.3. Junior House Representatives will host a combined, Residence-wide, welcome back party in the first week of January.

5.3.3.4. Attend IRC meetings and fill in for their Senior House Representative if they cannot make it.

5.3.3.5. Help their Senior House Representative and/or House Don as needed, including stepping in when they are unavailable, helping with House Olympics, attending house meetings, etc.

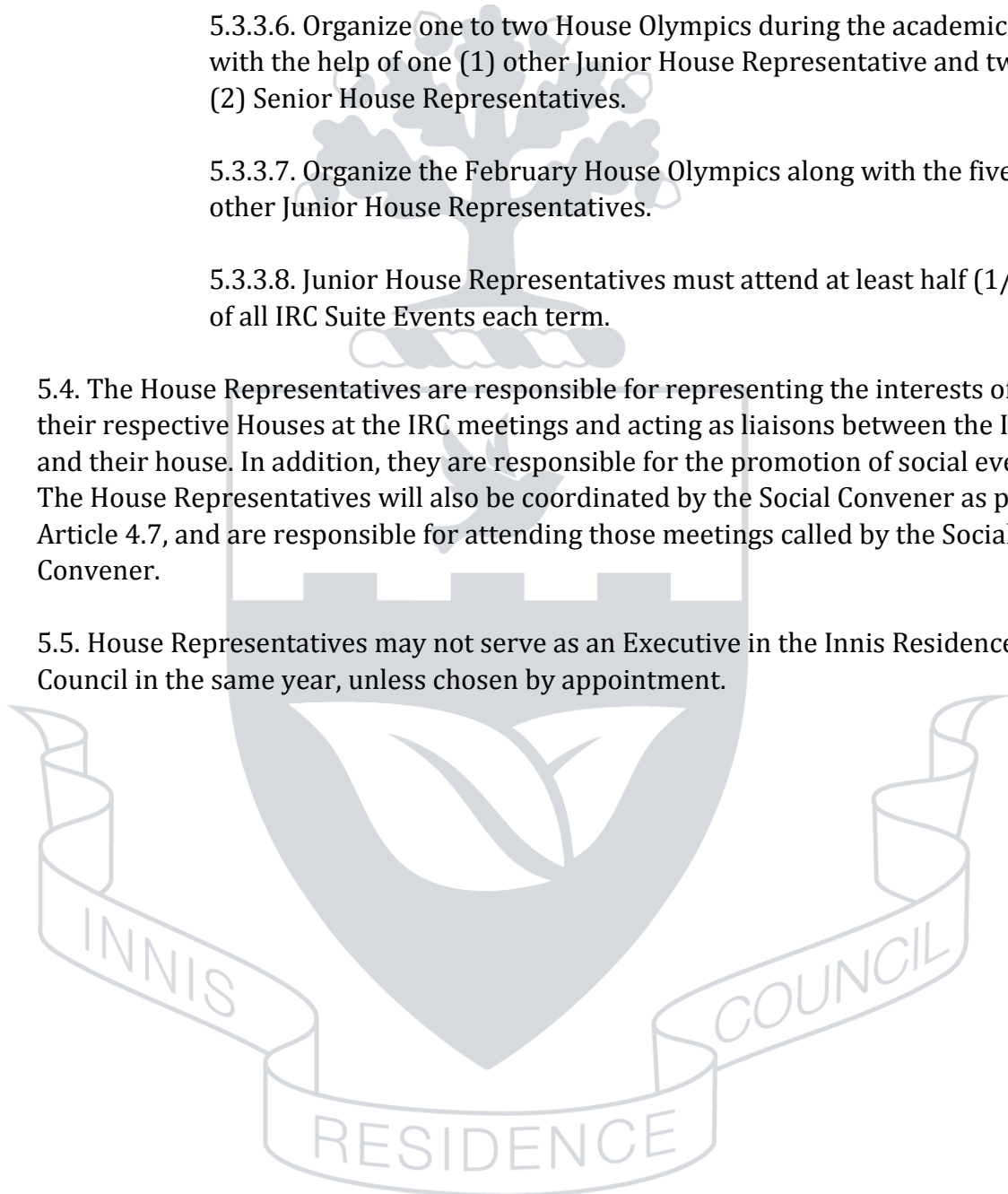
5.3.3.6. Organize one to two House Olympics during the academic year with the help of one (1) other Junior House Representative and two (2) Senior House Representatives.

5.3.3.7. Organize the February House Olympics along with the five (5) other Junior House Representatives.

5.3.3.8. Junior House Representatives must attend at least half (1/2) of all IRC Suite Events each term.

5.4. The House Representatives are responsible for representing the interests of their respective Houses at the IRC meetings and acting as liaisons between the IRC and their house. In addition, they are responsible for the promotion of social events. The House Representatives will also be coordinated by the Social Convener as per Article 4.7, and are responsible for attending those meetings called by the Social Convener.

5.5. House Representatives may not serve as an Executive in the Innis Residence Council in the same year, unless chosen by appointment.



Article 6: Meetings

6.1. IRC meetings must have present at least four of the Executive Officers and at least two-thirds (2/3) of the voting members of the council.

6.2. Anyone may attend an IRC meeting in an observational capacity.

6.3. At all meetings, the following voting procedure will be followed:

6.3.1. During the first term, voting is restricted to the five (5) Executive Officers, the six (6) Senior House Representatives, and one (1) chair of each IRC Permanent Committee.

6.3.2. During the second term, voting is restricted to the five (5) Executive Officers, the six (6) Senior House Representatives, the six (6) Junior House Representatives and one (1) chair of each IRC eligible Committee.

6.4. Meetings of the IRC are called by the President, who with the Secretary is also responsible for the preparation of an agenda.

6.4.1. An IRC meeting must be called by the President if requested by three (3) or more voting members of the council.

6.4.2. An IRC meeting also must be called if thirty (30) residents sign a petition calling for a meeting of the council.

6.5. IRC meetings shall be in informal meeting style moderated by the President. In the case of the President's absence, it shall be moderated by the Vice-President or any other Executive as necessary.

6.6. The IRC must inform its council members as to the time, location, and tentative agenda for their meetings at least 48 hours prior to the meeting. Residents will be advised as to the time and location of IRC meetings. A tentative agenda will be made available to residents upon request to the Secretary.

6.7. Any time over 50% of the council desires a vote on an issue a vote must be held.

6.8. The following council meetings are to take place each year: there must be a transition meeting between the incoming and the outgoing Executives before the academic year ends; there must be a training for the council before the school starts; and there must be a winter training on the second term which can be incorporated into a general IRC bi-weekly meeting.

Article 7: Elections

- 7.1. Election of the House Representatives will be as per Article 5.
- 7.2. Election of the IRC Executive Officers will take place by the official last day of class in the spring term and before the selection of Senior House Representatives.
- 7.3. The outgoing council shall serve until the end of the school year.
- 7.4. Candidates who are not elected as an IRC Executive Officer are eligible to run for a House Representative position.
- 7.5. The IRC Executive Officers shall be elected by the following procedure:
- 7.5.1. No candidate may run for more than one Executive position in a given year.
 - 7.5.2. The current IRC Executive shall appoint an Elections Officer to oversee all aspects of the elections. It is recommended that the Elections Officer be a member of the current IRC Executive, or if not, then a member of the current IRC. This Elections Officer shall be prohibited from running for an IRC Executive position. The Elections Officer is responsible for overseeing all aspects of the election process, including: nominations, campaigning, speeches, sanctions, voting, ballot-counting, and results publication. This process will be subject to the election rules of the current constitution, and any election guidelines implemented by the current IRC.
 - 7.5.3. Nomination forms shall be available from, and returned to, the Election Officer. Forms shall require the signature of the candidate, the position they are running for, the signature of the nominator, as well as the signatures of an additional ten residents. Nomination forms cannot be signed by a member of the Residence Life Staff. They will be available at least one week before campaigning begins.
 - 7.5.4. The candidates shall be given at least 48 hours to campaign; the actual dates shall be decided annually by the current IRC.
 - 7.5.5. Voting shall be conducted by secret ballot in the front lobby for at least 24 hours, not necessarily consecutively. The ballot box shall be manned by at least one member of the current IRC who is not running for an IRC Executive position.

7.5.6. Campaign posters will adhere to the following rules: Each candidate is allowed one 8.5" x 11" poster per bulletin board. No posters shall be posted on the bulletin boards between the elevators. Posters shall not cover other posters of any kind. Posters do not need to be stamped, but a copy of any poster shall be submitted to the Elections Officer before being posted. The Elections Officer shall prohibit the posting of any poster deemed offensive or inappropriate. Posters shall not refer to other candidates. No new posters shall go up during the voting period. All posters will be removed within 24 hours of the conclusion of the voting period. Election paraphernalia is permitted on suite doors and bulletin boards by permission of that suite. These posters do not require approval, but may be removed if deemed offensive or inappropriate by the Elections Officer or in violation of Residence poster guidelines. One poster (8.5" x 11" and approved by the Elections Officer) will be permitted at the voting desk. Posting outside of the areas specified is prohibited. The Residence photocopier(s) shall not be used for the production of posters.

7.5.7. Campaigning will adhere to the following rules: Campaigning consists of posters, verbal solicitations, electronic solicitations, or any other act the Elections Officer believes to constitute solicitation. Campaigning can only be conducted by the person running for the IRC Executive position. Candidates are not allowed to campaign together in any way. This includes, but is not limited to: sharing posters, joint solicitations, referring directly to other candidates and/or forming a party. Candidates with access to the Residence email list or website shall not use these resources for campaigning.

7.5.8. Campaign speeches shall adhere to the following rules: Speeches shall not exceed four minutes. Each candidate will be permitted 2 minutes of setup time. Speeches may include props and electronic presentations. The IRC will provide no such objects to candidates. Speeches shall not refer to other candidates by direct reference. Speeches shall not contain anything offensive. The speaking order shall be Social Convener, Treasurer, Secretary, Vice-President, and then President. Within each position, the order shall be randomized. Speeches shall be conducted by the Elections Officer, and the above rules judged at his or her discretion.

7.5.9. The rules set out above shall be enforced by the following system of sanctions: Each candidate is permitted three “strikes”. A strike consists of a poster violation, campaigning violation, or any action deemed inappropriate by the Elections Officer. The sanction for a candidate’s first strike shall be a verbal warning, and a rectification of the infraction by the candidate within an hour of this warning, where applicable. The sanction for a candidate’s second strike shall be a suspension of the candidate’s right to campaign and the removal of all of the candidate’s posters. The candidate shall still be permitted to deliver a speech. The sanction for a candidate’s third strike shall be the termination of candidacy. Any strike occurring during the voting period shall result in the termination of candidacy. Strikes are to be judged by the Elections Officer.

7.5.10. Elections shall be conducted using the instant-runoff voting (IRV) electoral system.

7.5.10.1. In an election where a position is contested by two (2) or more candidates, voters rank candidates in order of preference in ascending order. Ballots are initially counted based on a voter’s first selection. If a candidate secures more than one-half (1/2) of the votes cast, that candidate wins. Otherwise, the candidate with the fewest first selection votes is eliminated. Ballots assigned to the eliminated candidate are recounted and added to the totals of the remaining candidates based on who is ranked next on each ballot. This process continues until one candidate wins by obtaining more than one-half (1/2) the votes

7.5.10.2. The Elections Officer shall count the votes. A second count shall be conducted by a Residence Life Staff member, appointed by the IRC. A recount shall occur if a candidate can demonstrate the existence of irregularities to the Elections Officer.

7.5.10.3. To be elected to an Executive position a candidate must secure more than 50% of the votes to gain the position. If no candidate is able to do so then there will be a by-election in which the candidate(s) that received less than 50% of votes in their campaign will be allowed to run.

7.5.10.4. In the event that no candidate is running for an Executive position, an application will be released alongside Senior House Representative applications for the upcoming academic year. Applications will be reviewed and the candidate will be selected by

the same panel outlined in Article 5.2.2. If there are no applicants for this process, the position is declared vacant and action is to be taken as outlined in Article 7.7

7.6. The outgoing and incoming councils must meet once before the termination of the outgoing council's mandate.

7.7. Vacancy

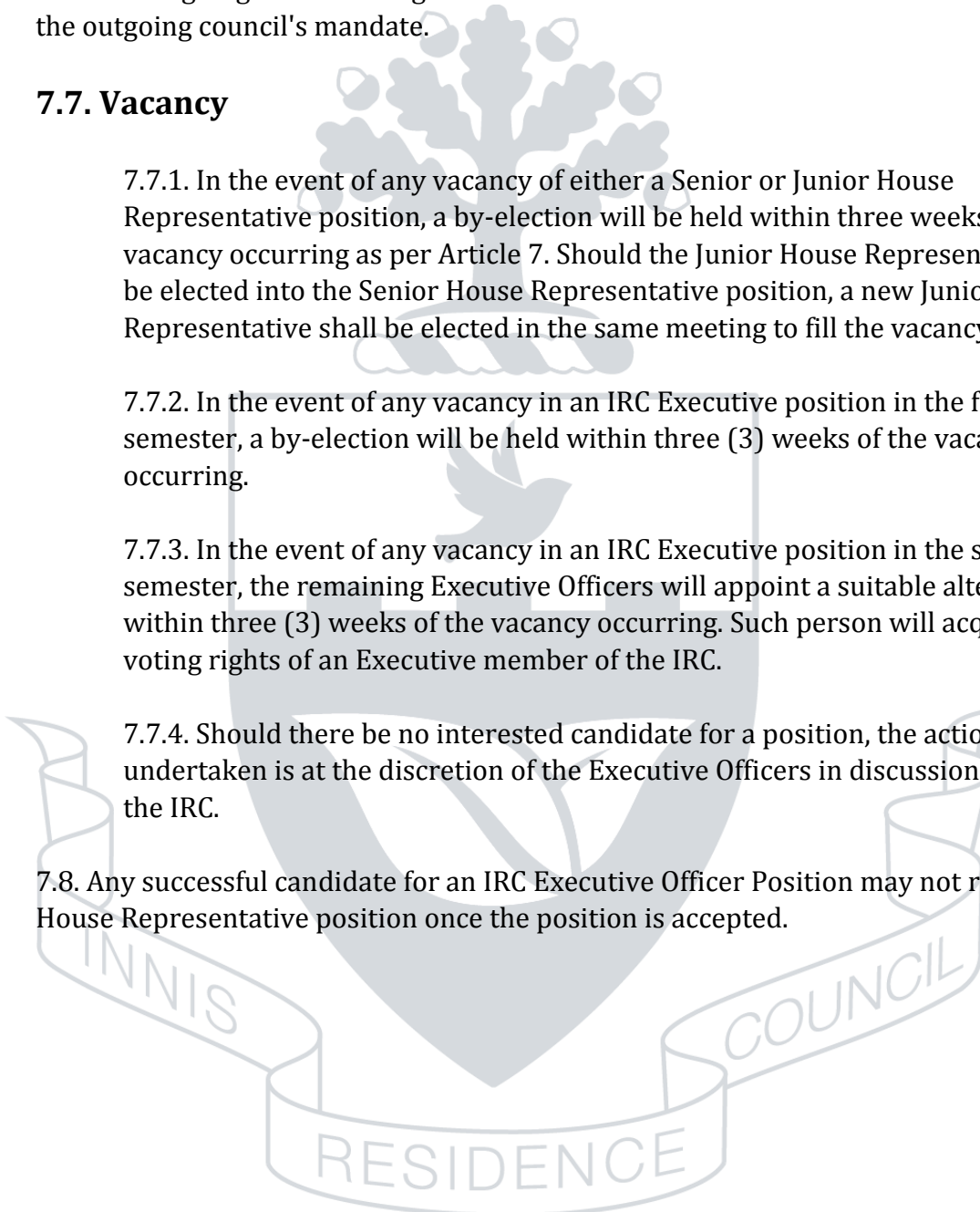
7.7.1. In the event of any vacancy of either a Senior or Junior House Representative position, a by-election will be held within three weeks of the vacancy occurring as per Article 7. Should the Junior House Representative be elected into the Senior House Representative position, a new Junior House Representative shall be elected in the same meeting to fill the vacancy.

7.7.2. In the event of any vacancy in an IRC Executive position in the first semester, a by-election will be held within three (3) weeks of the vacancy occurring.

7.7.3. In the event of any vacancy in an IRC Executive position in the second semester, the remaining Executive Officers will appoint a suitable alternate within three (3) weeks of the vacancy occurring. Such person will acquire the voting rights of an Executive member of the IRC.

7.7.4. Should there be no interested candidate for a position, the action to be undertaken is at the discretion of the Executive Officers in discussion with the IRC.

7.8. Any successful candidate for an IRC Executive Officer Position may not run for a House Representative position once the position is accepted.



Article 8: Impeachment

8.1. The grounds for impeachment are as follows: First, missing three mandatory IRC events without sufficient prior notice. These events include House Olympics, General Meetings and relevant committee meetings. Second, acts unbecoming of your position as a member of IRC and those against the mission of the IRC as outlined in the IRC Constitution.

8.2. Executive Officers may be removed from their office with a motion approved by two-thirds (2/3) of full council.

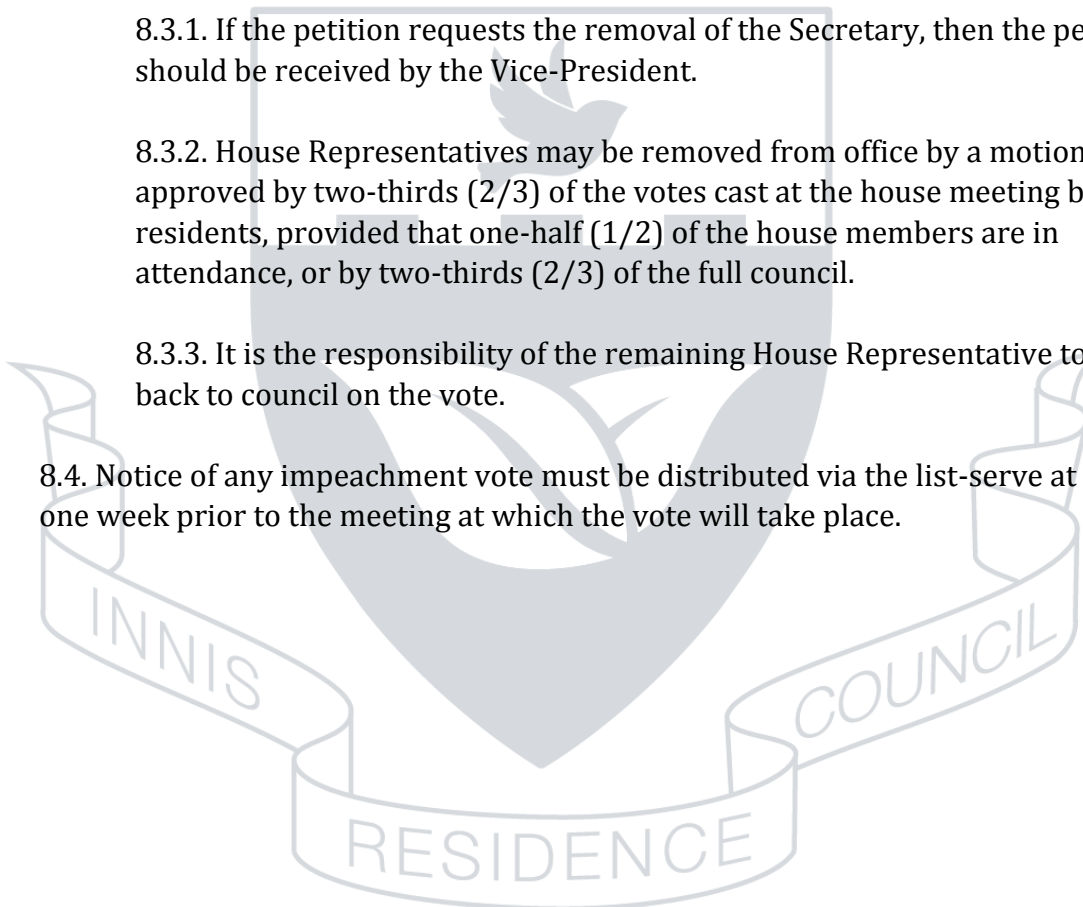
8.3. A motion to remove any Executive Officer may only be brought forth after the Secretary has received a petition with 50 signatures of Innis residents requesting the removal of the said officer.

8.3.1. If the petition requests the removal of the Secretary, then the petition should be received by the Vice-President.

8.3.2. House Representatives may be removed from office by a motion approved by two-thirds (2/3) of the votes cast at the house meeting by house residents, provided that one-half (1/2) of the house members are in attendance, or by two-thirds (2/3) of the full council.

8.3.3. It is the responsibility of the remaining House Representative to report back to council on the vote.

8.4. Notice of any impeachment vote must be distributed via the list-serve at least one week prior to the meeting at which the vote will take place.



Article 9: Referenda

9.1. Any proposal to increase the student levy, or any issue on which a majority of council feels it necessary, shall be brought to referendum.

9.2. The following referenda procedure must be followed:

9.2.1. House Representatives should convene a house meeting no more than two weeks following the IRC's decision to hold a referendum.

9.2.2. A list of members present with signatures shall be required and the vote will be conducted by the House Don.

9.2.3. The results will be recorded and signed by the House Don and confirmed with signatures of the council members present.

9.2.4. The results shall be brought to the next meeting of the IRC to be compiled.

9.2.5. A two-thirds (2/3) majority of those who vote is necessary for the passage of the referendum in question.

Article 10: Amendment

10.1. This constitution must be amended by referendum.

10.2. Notice of a vote for amendment must be distributed through the suite mailbox system at least one week prior to the house meetings at which the referenda votes take place.

Article 11: Committees

11.1. IRC has committees that are to run under the discretion of executive team. The roles of the committee are dictated by the executive team and the co-chairs of each respective club

11.1.1. The Electronics Communication Committee (ECC) serves the IRC by administering a website which acts a reliable and comprehensive source of information concerning the matters of the IRC. They also provide computer technology expertise in various IRC-sponsored events.

11.1.2. The Yearbook Committee is responsible for creating print or digital versions of the annual Innis Residence Yearbook.

11.1.3. The Environment Committee is responsible for increasing awareness of environmental issues throughout the Residence.

11.1.4. The Community Outreach Committee is responsible for involving residents in our community through work that benefits the community.

11.2. All permanent committees shall have two (2) co-chairs and these co-chairs shall be chosen by the following procedure:

11.2.1. One (1) co-chair will be elected at a full meeting of the committee during the spring term. This co-chair will serve during the following academic year.

11.2.2. A second co-chair will be selected in September by an open application by the IRC Executive Officers and the other co-chair. A third co-chair may also be added at this time, if deemed necessary by the first co-chair and the IRC Executive.

11.2.3. If a co-chair steps down during the year, they may or may not be replaced. This decision shall be made at the discretion of the remaining co-chair(s) and the IRC Executive. The new co-chair will be appointed at the discretion of the remaining co-chair(s) and the IRC Executive.

11.3. The remaining roles, responsibilities, and members of these committees shall be determined by their co-chairs.

11.4. Ad-hoc committees may be established by approval of a motion at an IRC meeting.

11.5. New ad-hoc committees must be established within the residence for a minimum of one (1) year before they can be included in the IRC Constitution as permanent committees.

11.6. A representative of all committees and sub-committees shall be present and report to council at all full council meetings.

Article 12: Director Positions

12.1. The IRC has up to three (3) positions run at the discretion of that year's executive team: up to two (2) Ads and Publicity Directors, and one (1) IRC-ICSS liaison.

12.1.1. The Ads and Publicity Directors are responsible for publicising and advertising Innis Residence Council events.

12.1.2. It is the responsibility of the IRC-ICSS liaison to serve as the connection between Innis' two main student councils.

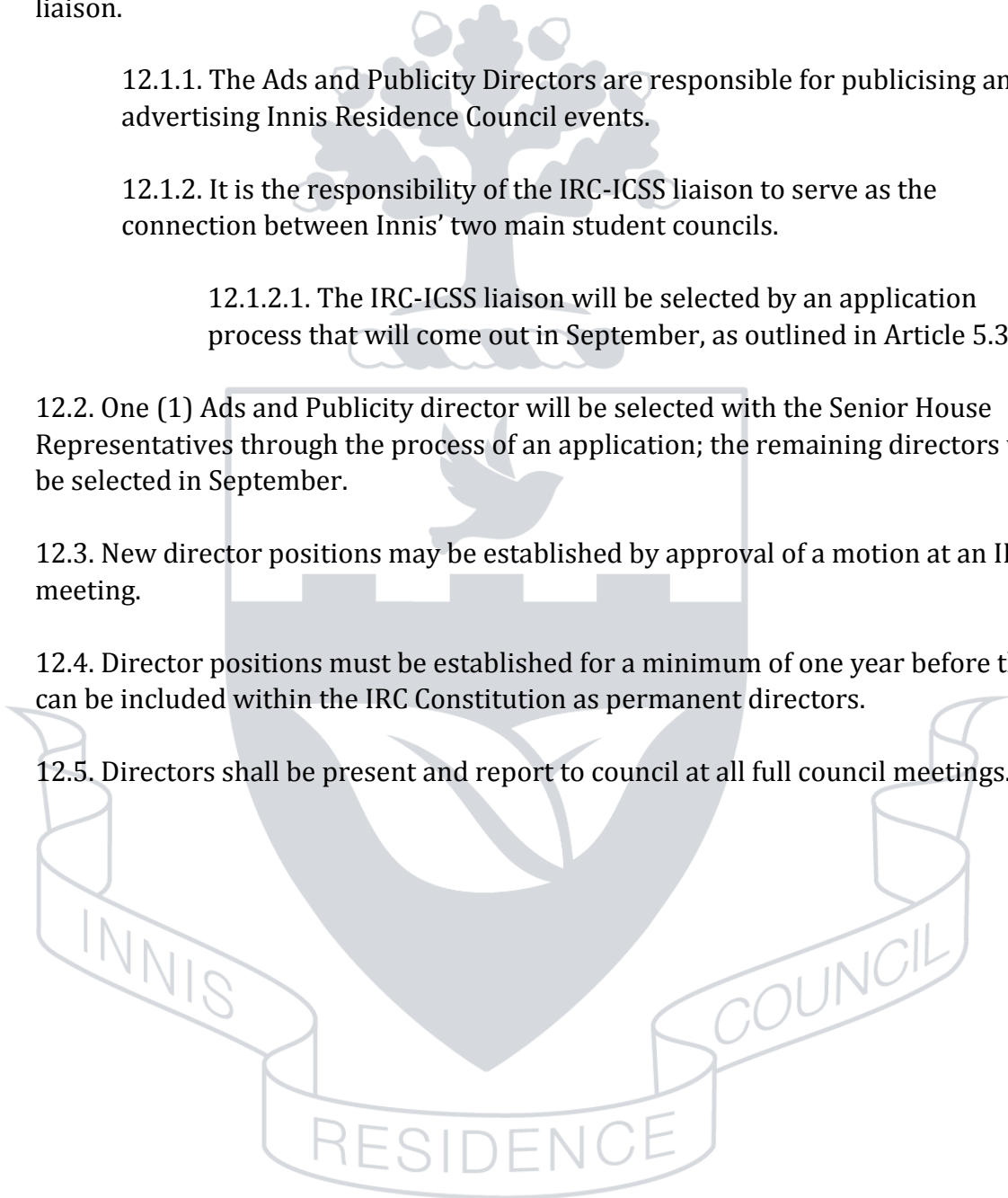
12.1.2.1. The IRC-ICSS liaison will be selected by an application process that will come out in September, as outlined in Article 5.3.2.

12.2. One (1) Ads and Publicity director will be selected with the Senior House Representatives through the process of an application; the remaining directors will be selected in September.

12.3. New director positions may be established by approval of a motion at an IRC meeting.

12.4. Director positions must be established for a minimum of one year before they can be included within the IRC Constitution as permanent directors.

12.5. Directors shall be present and report to council at all full council meetings.



Article 13: Finance

13.1. The IRC has no borrowing power.

13.2. The financial records of the IRC shall be audited in accordance with the guidelines prescribed by the University of Toronto for student societies.

13.3. No Executive Officer, House Representative, or member of a committee shall receive any remuneration for duties performed on behalf of the IRC, but these persons may be reimbursed for reasonable expenses incurred while performing these duties provided that receipts are presented to the IRC Treasurer.

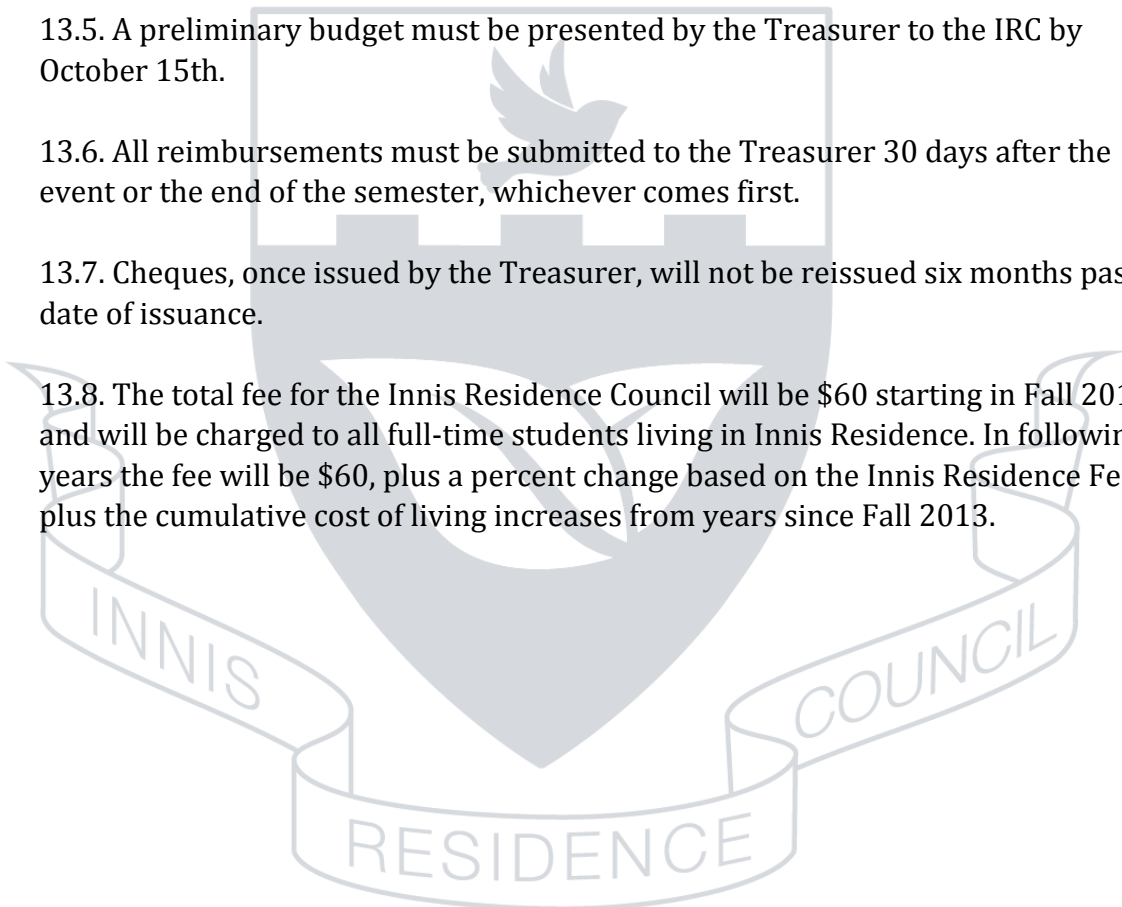
13.4. The President, Vice-President, and Treasurer shall have signing power. Two signatures are required for validity.

13.5. A preliminary budget must be presented by the Treasurer to the IRC by October 15th.

13.6. All reimbursements must be submitted to the Treasurer 30 days after the event or the end of the semester, whichever comes first.

13.7. Cheques, once issued by the Treasurer, will not be reissued six months past the date of issuance.

13.8. The total fee for the Innis Residence Council will be \$60 starting in Fall 2013, and will be charged to all full-time students living in Innis Residence. In following years the fee will be \$60, plus a percent change based on the Innis Residence Fees, plus the cumulative cost of living increases from years since Fall 2013.



Article 14: Suite Assignment

14.1. Priority in suite assignment, at the discretion of the Residence Office, is a reward by the Residence Office to the IRC Executive and Senior House Representatives for their service to the Residence Community.

14.2. The priority in suite choice shall follow the order: President, Vice-President, Secretary, Treasurer, Social Convener then Senior House Representatives.

14.3. Only one Executive suite (suite containing one or more IRC Executive member) shall be permitted per house.

14.4. The incoming IRC Executive and Senior House Representatives shall be strongly urged to meet before the July deadline to reach a consensus of their preferred suites which can be submitted to the Residence Office.

14.5. All suite assignment decisions are ultimately subject to the discretion of the Residence Office.

