

THE CONSTITUTION

INNIS COLLEGE STUDENT SOCIETY

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Preamble

We, the students of Innis College at the University of Toronto, in order to provide opportunities for social engagement within the College, to promote a community within the College members including those students living both on and off campus, and to provide a student government managed and elected democratically for the students, and whereas this document is intended to be lasting and guiding, do establish this document as the Constitution of the Innis College Student Society.



Definitions

1. "CINSSU" shall refer to the Cinema Studies Student Union.
2. "IRC" shall refer to the Innis Residence Council.
3. "UTSU" or "SAC" shall refer to the Student's Administrative Council at the University of Toronto, which sometimes may be known as the University of Toronto Students' Union.
4. "WUSC" shall refer to the World University Service of Canada.
5. "Audit" in the context of groups to whom the ICSS grants funds, shall refer to a report of all revenue and expenses, starting and ending balances, and supporting documentation, including but not limited to bank statements and receipts.
6. "Innis Herald" shall refer to the student newspaper of Innis College.
7. "SGRT" shall refer to the St. George Round Table.
8. "Director" shall refer to any of the directors on council.
9. "Representative" shall refer to any of the constituency representatives on council.
10. "Council" shall refer to the ICSS Government.
11. "Senator" shall refer to any member of the ICSS Senate.
12. "AGM" shall refer to an Annual General Meeting.
13. "OSL" shall refer to the Innis College Office of Student Life.



Section 1 - Membership

1. Membership

The members of the ICSS and “Innis Student” shall be:

- a. Any part-time or full-time student at the University of Toronto registered as an Innis College Student as defined by the University; or
- b. Any student at the University of Toronto residing in the Innis College Residence.

2. Membership Fee

The membership fee shall be collected in the Fall and Winter sessions and consist of:

- a. Part-Time and Full-Time Student Society fee of \$28.65
- b. WUSC Fee of \$7.00
- c. Innis Build Fee:
 - i. \$5.00 as per a 2018-2019 Academic Year Referendum for 5 years or until opening
 - ii. Upon completion of the new building space, students shall contribute \$15.00 per session for 20 years.

Except for an annual cost of living increase, any membership fee increases must be voted on during an Election Referendum period.

The membership fee is subject to an annual cost of living increase (based on the consumer price index calculated by Statistics Canada) which must be motioned and approved by council members during an ICSS meeting

Any membership fee changes must be reported to the Vice-Provost, Students Office according to the Student Handbook.



Section 2 – Government

ICSS Governed by this Document

1. The Innis College Student Society, hereby referred to as the "ICSS", shall be governed by this document, above all other constitutional documents, subject to Federal, Provincial and Municipal laws, as well as University of Toronto policies.

List of Elected Councillors

2. The governing body of the ICSS shall consist of the positions listed in Schedule B, all of whom are to be elected in accordance with this document, and all of whom have voting rights on the ICSS Government.

Orientation Coordinators on Council

3. Two (2) Orientation Coordinators, selected in accordance with this document shall be members of the governing body of the ICSS.

Appointed Positions on Council

4. A Marketing Director shall be selected through an application/interview process.
 - a. The applications shall be reviewed, and interviews conducted by, the outgoing Marketing Director and ICSS Executive. If the outgoing office holder or any of the Executive wish to apply for the position, members of the ICSS government shall assume positions on the review panel so that there are no less than five (5) people on that panel.
 - i. Council shall ratify the selection made by the committee.
 - b. The term for this position shall be the same as elected members.
 - c. This position shall not hold voting privileges.
 - d. Council may exercise the option of holding a By-Election for this position, or including it in the General Election, in lieu of an application process.
5. A Photo-Videographer shall be selected through an application/interview process.
 - a. The applications shall be reviewed, and interviews conducted by, the outgoing Photo-Videographer and ICSS Executive. If the outgoing office holder or any of the Executive wish to apply for the position, members of the ICSS government shall assume positions on the review panel so that there are no less than five (5) people on that panel.
 - i. Council shall ratify the selection made by the committee.
 - b. The term for this position shall be the same as elected members.
 - c. This position shall not hold voting privileges.



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- d. Council may exercise the option of holding a By-Election for this position, or including it in the General Election, in lieu of an application process.
6. A Graphic Designer shall be selected through an application/interview process.
 - a. The applications shall be reviewed, and interviews conducted by, the outgoing graphic designer and the ICSS Executive. If the outgoing office holder or any of the Executive wish to apply for the position, members of the ICSS government shall assume positions on the review panel so that there are no less than five (5) people on that panel.
 - i. Council shall ratify the selection made by the committee.
 - b. The term for this position shall be the same as elected members.
 - c. This position shall not hold voting privileges.
 - d. Council may exercise the option of holding a By-Election for this position, or including it in the General Election, in lieu of an application process.
 7. An Associate shall be selected through an application/interview process. Associate hiring shall be led by the executive team through a centralized hiring timeline no later than December 31, unless otherwise approved by council
 - a. The selection of an Associate shall be at the discretion of the Portfolio Director(s) or Constituency Representative(s) and is by no means mandatory.
 - b. The applications shall be reviewed, and interviews conducted by, the Portfolio Director(s) or Constituency Representative(s) wishing to hire the Associate and the ICSS Executive.
 - i. Council shall ratify the selection made by the committee.
 - c. The term for this position shall be the same as elected members.
 - d. This position shall not hold voting privileges.

Non-voting Ex-officio Members on Council

8. Any Innis Student is extended rights to attend and participate at meetings of the ICSS Government. The following people may attend ICSS Government Meetings as ex-officio members of council: the President of CINSSU, the President or Head of any club or organization funded by the ICSS, and the Innis College UTSU Director. These members hold speaking rights at meetings, however they do not hold voting rights except as described in the section of this document pertaining to the budget.

Attendance & Familiarity with Constitution Requirements

9. All members of the governing body are responsible for attending all ICSS meetings and being familiar with the ICSS Constitution and other governing documents.



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Prioritization

10. Significantly subsidized ICSS events must prioritize Innis Students.
 - a. Innis Students' "plus ones" may be considered Innis Students.
 - b. This may be void in extenuating circumstances such as divisional collaboration.

Other Innis College Organizations

11. The ICSS government is an autonomous student organization that represents the entire Innis College student body. Innis College Council recognizes the ICSS Government as said autonomous body.
 - a. The ICSS may choose to work with the Office of Student Life and the Office of the Dean of Students collaboratively at the ICSS Government's discretion.
 - b. The ICSS recognizes the Innis Residence Council as an autonomous student government and may choose to work with them collaboratively at the ICSS Government's discretion.

Mascot

12. Kit Inferno is the official ICSS mascot.

Section 3 - Executive

Executive Membership

1. The Executive body of the ICSS shall consist of
 - a. The President,
 - b. The Executive Vice-President,
 - c. The Vice-President, Internal, and
 - d. The Vice President, Finance.

Executive Responsibilities

2. The Executive body shall act as a guiding force, subject to this constitution, and shall be responsible for ensuring the continued and successful operation of the
 - a. They shall produce a report to the ICSS detailing their objectives for the upcoming year, no later than the second sitting of the ICSS after July of each year.
 - b. The President, Executive Vice-President, and Vice-President, Internal shall produce a "Mid-Year Review" to reflect on the first-term performance of the ICSS. This shall be presented no later than January 31st of each year.



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- c. They shall present attendance counts, as prepared by the Vice-President, Internal, at the first meetings in November and March, and from time to time as necessary.
- d. They shall advise the President on the preparation of meeting agendas, and present said agenda, along with meeting minutes and all other relevant documents, to all ICSS members at least 24 hours to the start of the meeting. These agendas shall then be made public.
- e. They shall ensure the ICSS Government make all efforts to promote accessible and equitable programming.
- f. They shall retain one digital copy of each ICSS meeting's minutes for archival purposes and make said archive available upon request by Innis Students and alumni.
- g. They shall participate in a comprehensive equity training completed by the end of the fall semester

President

3. The President shall:
 - a. Act as the Chairman and Chief Executive of the not-for-profit entity.
 - b. Head the Executive body.
 - c. Oversee the Executive Vice-President's management of all ICSS operations.
 - d. Act as the official spokesperson of the ICSS.
 - e. Ensure all ICSS services are equally available and accessible to all Innis Students.
 - f. Encourage cooperation between the ICSS and the representative bodies of other colleges and faculties at the University.
 - g. Attend meetings of the SGRT on behalf of the ICSS.
 - h. Act as the official liaison between the ICSS and the Innis College Administration and the Office of Student Life.
 - i. Issue directives to members of the ICSS Government which foster values of teamwork, effective government, efficiency, and fiscal prudence.
 - j. Communicate regularly with all Innis Students.
 - k. Sit on the Executive Board of Innis College Council.
 - l. Exercise decision-making authority in all areas not specified in this document.

Executive Vice-President

4. The Executive Vice-President shall:
 - a. Act as the Senior Vice-President and Chief Operating Officer of the ICSS.



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- b. Manage and oversee the Vice-President, Finance and Vice-President, Internal.
- c. Assist and advise the President in relation to their duties outlined above.
- d. Act as the President in the event that the current President is temporarily unable to fulfill their duties of office.
- e. Sit on the Innis College Council.
- f. Maintain regular communication with the Innis Administration, Office of the Principal, and the Office of Student Life.
- g. Oversee the management of all ICSS Directors and Representatives and demonstrate the best practices for improving student life at the college.
- h. Oversee and strike up ICSS Selection Committees for positions selected through an application/interview processes.

Vice-President, Internal

5. The Vice-President, Internal shall:
 - a. Respond to, appropriately forward, or otherwise deal with incoming communications to the ICSS, electronic or otherwise.
 - b. Manage ICSS office and property, subject to the authority, powers and duties granted to the ICSS Government by the Innis College Council.
 - c. Act as the Secretary of Council by recording minutes from each meeting and submitting them for council's approval at the subsequent meeting.
 - d. Maintain and archive at the end of each term in office ICSS documents.
 - e. Be responsible for organizing social outings and team-building activities for ICSS members, as deemed necessary by the Executive body.
 - f. Shall prepare and enforce a schedule for staffing the ICSS office.
 - g. Oversee the operations of ICSS portfolios.
 - h. Sit on the Innis College Council.

Vice-President, Finance

6. The Vice-President, Finance shall:
 - a. Be chiefly responsible, in consultation with the Executive body, for formulating the annual Budget.
 - b. Be held accountable for all financial transactions made in the name of the ICSS, and all transactions to and from financial accounts in the name of or under the control of the ICSS.
 - c. Call for a budgetary review of any ICSS portfolio(s), at any time, if they feel that such a review is prudent.



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- d. Maintain discretionary control over ICSS funds, in the absence of an approved Budget for the current elected term and with the written approval of the members of the Executive body.
- e. Maintain detailed financial records of all transactions involving ICSS accounts, credits to the ICSS, or debits therefrom.
- f. Provide, in reasonable time, an audit or financial report regarding any ICSS portfolio upon request.
- g. Reimburse members of Council and Innis Students for their expenses within a reasonable time as prescribed here:
 - i. For a cheque or series of cheques submitted on the same day, totaling \$150.00 or greater, reimbursements shall be made within five (5) business days.
 - ii. For a cheque or series of cheques submitted on the same day, totaling \$149.99 or less, reimbursements shall be made within seven (7) business days.
 - iii. Persons requisitioning reimbursements shall inform the Vice-President, Finance by phone or email, as indicated by the Vice-President, Finance of such a requisition.
 - iv. The prescribed time frames begin on either the date a request for reimbursement is submitted or the date when the Vice-President, Finance is informed of those requests, whichever is later.
- h. Be responsible for preparing and submitting the ICSS audit in a timely manner.
 - i. They shall be responsible for ensuring the previous year's audit is fully submitted on time if the previous Vice-President, Finance does not.
- i. Act as Chief Financial Officer of the ICSS.
- j. Conduct audits of external groups funded by the ICSS to ensure proper use of funds.
 - i. Withhold payments to such external groups if spending is deemed inappropriate.
- k. Regularly maintain and update an itemized version of the ICSS Budget made available for students to view online.
- l. Sit on the Innis College Council.

Executive Honorarium

7. At the completion of their term, each executive shall be given an honorarium of \$1,000 provided that they have completed all constitutional requirements, met the terms of their contract, and are not impeached during their current term.



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- i. The contract shall be revised yearly and signed by each executive prior to taking their role.
 - ii. The contract for the incoming executives shall be reviewed by the previous council and approved by a majority vote prior to the end of the term.
 - iii. In the event that a new person is elected to fill a vacant executive position, a new contract will be drafted and voted upon by the council
- a. The availability of the \$1,000 honorarium must be publicized alongside the publication of nomination forms during the executive elections.
 - b. Executives must provide a report at the end of each semester during an ICSS General Meeting, to allow for a discussion on the successful completion of their role, in compliance with their contract. The meeting must be within 1 month of the end of each semester.
 - i. During this meeting, any member of the Innis college student body may motion to repeal the stipend if there is sufficient evidence to do so. This member may choose to stay anonymous by motioning the vote through an OSL member or the CRO.
 - ii. The vote must pass with 51% majority or greater for the stipend to be repealed. The executive whose stipend is being motioned to be repealed cannot vote in the proposed motion. This vote may be conducted anonymously.
 - iii. A member of the Office of Student Life must be present at the meeting to oversee the vote and the awarding of the honoraria.
 - iv. The executive awarded the honorarium cannot sign their own cheque.

Section 4 - Elected Portfolios & Responsibilities

Portfolio Independence

1. ICSS Portfolios shall be recognized as independent operations, each operating in the interests of Innis College students as a whole. In the event those interests are believed to be unsatisfied, it shall fall to the President and Executive body to discuss with the appropriate council member to rectify the situation.

Directors

2. Directors of the ICSS Government shall:
 - a. Manage the operations of their specific portfolio.
 - b. Work with the Constituency Representatives to develop ways to include all Innis Students in aspects of their portfolio.



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- c. Regularly update council on the operations of their portfolio, including their portfolios budget.
 - d. Attend all meetings of the ICSS Government.
 - e. Attend major events of the ICSS.
 - f. Hold weekly office hours.
 - g. Make all efforts to promote accessible and equitable programming.
3. Directors shall include the Athletics Directors (2), Clubs and Merchandise Director, Equity and Outreach Directors (2), Social Directors (2), and Sustainability Directors (2).

Athletics Directors

4. The Athletics Directors shall:
- a. Be responsible for:
 - i. the ongoing participation by Innis College in intramural sports; and
 - ii. planning and organizing of the annual Athletics Banquet, athletics awards, and for distributing trophies.
 - b. Shall be responsible for, in consultation with the Vice-President, Internal, the maintenance and purchasing of sporting goods and equipment, and sign-out procedures.
 - c. Attend all U of T Department of Athletics and Recreation Intramural Sports Committee meetings. They shall ensure that all rules and regulations are adhered to, and that all Innis teams are eligible to, and do, participate in the University sports programs (both recreational and competitive).
 - d. Strive to make athletics at Innis an attractive form of involvement, and shall encourage and increase student participation by increasing awareness of athletics at Innis, and offering a diverse range of programs and activities.

Clubs and Merchandise Director

5. The Clubs and Merchandise Director shall:
- a. In relation to clubs,
 - i. encourage Innis students to form and participate in clubs at Innis.
 - ii. give Innis students advice on the formation and operation of clubs at Innis.
 - iii. invite a representative of each new club to a meeting of the ICSS to present to the ICSS the goals and directives of the club, prior to a vote on the official recognition of the club by the ICSS.
 - iv. sit as an ex-officio officer on each club, and approve their expenditures prior to their presentation to the ICSS.



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- v. ensure club guidelines set out by the Clubs and Merchandise Director and/or outlined in this Document are followed.
- b. In relation to merchandise,
 - i. be responsible for overseeing the design, production and sale of all ICSS merchandise.
 - ii. ensure that a portion of merchandise is delivered at such a date which makes possible the sale of that merchandise to Innis Students by Orientation Week.
- c. In the event that a Clubs and Merchandise Director is simultaneously an ICSS recognized club head, the Vice-President, Internal may use their discretion in either assuming the duties or overseeing the duties of the Clubs and Merchandise Director in relation to said club.

Equity and Outreach Directors

- 6. The Equity and Outreach Directors shall:
 - a. Be responsible for developing and running programs and initiatives in order to provide opportunities for Innis students to learn about and participate in equitable activities.
 - b. Strive to create forums in which Innis College Students may participate in educational, cultural, and charitable activities which benefit the community at Innis College, the University of Toronto and the community in general outside of the University.
 - c. Opt to strike a sub-committee for Equity and Outreach under the Director's discretion.
 - d. Sit as an Executive member of the WUSC Committee, which acts as a subcommittee to the ICSS under the Equity and Outreach Portfolio, and shall only take over the WUSC Committee duties if there are no other appointed executives for a given year.
 - i. be responsible for ensuring that the ICSS sponsors a WUSC Refugee student in those years where it is seen as economically feasible so long as no more than one consecutive year passes without a WUSC Refugee student, and assisting that student in their personal and academic endeavours while adjusting to life in Canada.
 - ii. shall be responsible for formulating a budget for said student, which must be submitted to the Vice President, Finance of the ICSS no later than the last day of school in September. This budget will contain an itemized account of all funds necessary to support the WUSC student for 12 months.



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- e. Be responsible for ensuring that all events and initiatives pursued by the ICSS are equitable and inclusive of the identities of the students at Innis College, including on the basis of, but not limited to, age, sex, gender, sexual orientation, colour, race, ethnic origin, indigenous status, religion, and disability.
- f. They shall participate in comprehensive equity training no later than October 15.

Social Directors

7. The Social Directors shall:
 - a. Organize a series of social events throughout the year, which are:
 - i. designed to be representative of and accessible to a wide range of Innis students; and
 - ii. not an undue burden on the finances of the ICSS or of attendees.
 - b. Submit a tentative calendar of social events for the upcoming school year no later than the first meeting in October.
 - c. Strike a sub-committee to advise the Social Directors on the planning of social events and the setting of a calendar of social activities. The committee shall be composed of at least the Social Directors, the ICSS Executive, the Marketing Director, and the ICSS Constituency Representatives, and may include other elected ICSS members, or Innis Students.

Sustainability Director

8. The Sustainability Director shall:
 - a. Collaborate with other portfolios to consider sustainability concerns of both their purchases and events;
 - b. Advocate for environmental initiatives within the college;
 - c. And, budget permitting, conduct events aimed to educate and empower Innis students to make environmentally friendly choices in their daily life.

Constituency Representatives

9. Representatives of the student body to the ICSS shall:
 - a. Represent the interests of their respective constituencies at the ICSS and encourage participation by their constituencies in ICSS events.
 - b. Participate in the planning of programs and events, and the formulation of policies in the interests of their respective constituencies.
 - c. Make themselves available to Innis Students for the purposes of ICSS business. This includes advertising within a Residence, or their suite or room, if applicable, in order to make themselves more accessible.



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- d. Attend all meetings of the ICSS Government.
 - e. Attend major events of the ICSS.
 - f. Hold weekly office hours.
 - g. Make all efforts to promote accessible and equitable programming.
10. Representatives shall include the Graduate Students' Representatives (2), First-Year Students' Representatives (4), Off-Campus Students' Representatives (3), and International Students' Representative (2).

Graduate Students' Representatives

11. The Representatives of Graduating students shall:
- a. Act as a representative to all Innis College alumni-related activities, committees and personnel, and strive to coordinate relevant student services, functions and programs with them.
 - b. Strive to make themselves available to the Alumni Association after graduation to act as a representative for their graduating class.
 - c. Be responsible for coordinating the graduating class photographs, ensuring that a photographer is hired prior to the start of the academic term and ensuring that all important information and dates are publicized to the graduating class.
 - d. Represent the graduating class' needs by hosting events and networking opportunities targeted firstly towards their constituency.

First-Year Students' Representatives

12. Representatives of First Year students shall:
- a. Make themselves available to ICSS council members for the purposes of ICSS business, including the postering of residences when applicable.
 - b. Attend as non-voting members all meetings of their respective Residence Councils, if applicable.
 - c. Make themselves available to their constituency by hosting events geared towards first-year students.

Off-Campus Students' Representatives

13. Representatives of Off-Campus Students shall encourage community participation by those Innis students not living in University residences.
- a. To this end, they shall consult with the executive body, the Social Director, and the Marketing Director.

International Students' Representative

14. Representatives of International Students shall encourage community participation by those Innis international students.



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- a. To this end, they shall consult with the Social Director and the Marketing Director.



Section 5 - Staff Members & Responsibilities

1. The Photo-videographer and Marketing Director staff Members shall become hired members under the recommendation of a hiring committee.
 - a. Staff Members shall refer to the Marketing Director, Photo-Videographer, Graphic Designer and Chief Returning Officer
 - b. They shall be non-voting members of council.
 - c. The term of the position shall be the same as elected members.

Marketing Director

2. The Marketing Director shall:
 - a. Be responsible for publicizing all ICSS events, services, meetings in an effort to maximize attendance and knowledge of ICSS events.
 - b. Monitor and administer all ICSS ad space and bulletin boards.
 - c. Maintain the ICSS website and all social media platforms
 - d. receive an honorarium of \$200 upon the successful completion of their role

Photo-Videographer

3. The Photo-Videographer shall:
 - a. Be responsible for photographing all ICSS events and activities as well as creating videos when applicable.
 - b. Upload finalized photos and videos to ICSS controlled media outlets.
 - c. receive an honorarium of \$200 upon the successful completion of their role

Graphic Designer

4. The Graphic Designer shall:
 - a. Be responsible for the creation of all ICSS promotional publications.
 - b. Work collaboratively with other portfolios to create a unique and unified brand identity
 - c. Perform marketing responsibilities in the event that the Marketing Director position is unfilled
 - d. Receive an honorarium of \$200 upon the successful completion of their role

Chief Returning Officer

5. The Chief Returning Officer shall:
 - a. Prepare and Receive all Nomination Forms.



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- b. Strike up an Elections Committee, select dates, and coordinate with voting UofT.
- c. Develop promotional material and advertise all elections.
- d. Release election results within 2 days of the conclusion of the voting period.
- e. Receive a remuneration of \$50 upon successful completion of their duties as outlined in their contract.
- f. Be hired by a panel specifically including a member of the Innis College Administration.

Section 6 - Appointed Positions & Responsibilities

Associate

1. The Associate shall:
 - a. Assist the Portfolio Director(s) or Constituency Representative(s) in their roles.

Section 7 - Budget

Budget Meeting

1. The Annual Budget for the ICSS shall be formulated by the Vice President, Finance in consultation with the Executive and presented to the Council of the Student Society for amendment and approval no later than October 15 at a special meeting of the ICSS chaired by the Vice President, Finance. Subsequent changes to the ICSS Budget shall be made at regular meetings.
2. The Annual Budget for the ICSS shall be reopened for amendment and approval in the month of January following the same procedures as the Annual Budget Meeting.

Prominent Advertising

3. The Budget meeting shall be advertised prominently in the college, its residence(s) and shall be made known to the Innis Student Body.

Procedure Variations

4. Regular procedures for meetings apply to the Budget Meeting, except:
 - a. Quorum shall be met if no less than two (2) portfolios listed in Schedule C are not in attendance.
 - b. Each portfolio listed in Schedule C shall vote as a single entity.



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- c. Motions, including that to pass the budget, shall require at least 50% of votes plus two (2) in favour to pass.

Open Call for Submissions

5. Each portfolio must and any member of the Innis Community may, submit to the Vice President, Finance a budget proposal for the upcoming school year no later than September 31 for review and inclusion in the Budget. The Vice-President, Finance shall solicit input widely.

Levies

6. Levy groups, in the interest of equitable distribution of funds and continuous, predictable Innis Student Programs, are entitled to minimum budgetary amounts.
 - a. CINSSU shall receive two forty-fifth (2/45) of the total expected revenue from student fees. 40% of the CINSSU levy shall go towards Innis oriented events. The ICSS will have a chance to negotiate the CINSSU levy every two years. This negotiation will allow for a ten (10) percent increase or decrease of the levy.
 - i. Sixty (60) percent of the CINSSU entitlement shall be delivered within five (5) working days of the ICSS Budget meeting, subject to a budget proposal reflecting a combination of social, academic and College-oriented events being delivered to the Vice President, Finance prior to the ICSS Budget meeting.
 - ii. Thirty (30) percent of the CINSSU entitlement shall be delivered no earlier than January 1 and no later than the last day of class prior to the Winter Term Reading Week, subject to the prior delivery of an informal audit prepared by CINSSU to the Vice President, Finance on the previous academic year, subject to the receipt by the ICSS of their second instalment of student fees from the University.
 - iii. Ten (10) percent shall be delivered no earlier than the ICSS receiving its second instalment from the University and no later than the last day of class in the Winter term, as long as the second instalment from the University had been received, and subject to the presentation of receipts for the current academic year.
 - b. The Innis Herald shall receive monetary support from the ICSS annually. The levy amount shall be negotiated by the ICSS Executive and the Innis Review Executive on a yearly basis.
 - c. WUSC shall be entitled to a portion of the ICSS fees; \$7.00 per Innis student per session. This levy shall go towards sponsoring a refugee student.



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- d. Funds collected as a levy for a special project fund those programs exclusively and any surplus thereof shall be rolled-over into the following year's budget for that project.
- e. All funding to external groups is subject to the receipt of the student levy by the ICSS, and, upon request, the completion of a financial audit conducted by the ICSS Vice-President, Finance.

Audit Requirement

7. An audit must be performed on the financial statements of the ICSS on a yearly basis. The auditor shall be approved by the Vice President, Finance no later than May 31. The auditor's report and all supporting documentation must be made available to the Innis community as soon as possible upon its receipt.

Signing Authorities

8. The Vice President, Finance shall retain primary signing authority over ICSS financial accounts. Secondary signing authority shall be held by the President, Executive Vice-President, and Vice President, Internal.

Internal Controls

9. The Vice President, Finance shall ensure adequate internal controls are placed on ICSS finances and shall securely maintain financial records of the ICSS. This includes, but is not limited to:
 - a. Ensuring all receipts and disbursements are kept up-to-date and are filed in an orderly manner;
 - b. Reporting to the ICSS at least every three months the financial position of the ICSS, and a comparison of actual expenditures versus those expenditures proposed to and approved by the ICSS;
 - c. Maintaining close control over cash-on-hand, limiting the amount of money kept outside of financial institutions by performing bank transactions regularly, and maintaining access to a secure location for storing money outside financial institutions.

Receipts Required

10. All ICSS members must retain proof of outlays for expenditures on behalf of the ICSS for the purposes of reimbursement.

Emergency Expenditure Policy

11. The Executive body has the ability to approve extraordinary expenditures totalling no more than five (5) percent of the Budget of the ICSS in circumstances where a meeting of Council is unable to happen.



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- a. The Executive must report such expenditures to Council, through the Vice-President, Finance at the subsequent meeting of Council.

Online Budget

12. A regularly maintained and updated version of the ICSS Budget must be made available for students to view online.
 - a. The online budget must be updated to reflect any changes made.
 - b. It is the responsibility of the Vice President, Finance to maintain and update the online budget.

Section 8 - Conditions of Office

Term in Office

1. Each ICSS Government member shall hold their office for a term beginning on May 1st, or the date upon which they are confirmed as elected, whichever occurs later, and ending on the subsequent April 30th.

Automatic Removal from Office

2. Members of Council shall be required to vacate their office upon
 - a. Failing to achieve good academic standing;
 - b. Failing to be enrolled in at least one (1) full credit equivalent during the current academic session;
 - c. Ceasing to be an Innis Student;
 - d. Resignation;
 - e. Impeachment;
 - f. Imprisonment for a period longer than 30 days; or
 - g. Engaging in an exchange program or other travel away from Toronto for a period longer than 30 days.



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Resignation

3. Government members wishing to resign shall submit a dated and signed letter so expressing to the President of the ICSS. The President shall resign by submitting such a letter to the Executive Vice-President.

Impeachment

4. In the event that a member of the ICSS Government fails to perform their duties as outlined in governing documents in the opinion of the majority of council, the members of the Executive shall discuss with that member the problems and work towards a solution. If after ten (10) school days Council still affirms by majority vote that the member is failing to perform their duties, a special meeting of council shall be held with a quorum of 75% wherein a motion shall be tabled for the member's impeachment. Council members present must vote unanimously for or against impeachment. If no unanimous decision can be reached, the member in question shall be put to a recall vote within ten (10) school days, subject to the rules regarding the By-Election. The member in question cannot vote at the impeachment meeting, and does not count for or against quorum.

Section 9 - Transition

Purpose of Transition

1. In order to ensure a successful transition between ICSS Governments, and to reduce interruptions between academic years, certain provisions shall be upheld.

Requirements for Transition

2. The ICSS members previously responsible for a given portfolio shall
 - a. Provide their successor with any account names, passwords, and contacts that they found useful or necessary in the performance of their duties.
 - b. Meet with their successors to discuss the position prior to the end of study week before the April exam period. Completion of transition shall be notified to the incoming executive team,
 - c. Within reason make themselves available for consultation, through face-to-face meetings, telephone, email, or any other form of communication deemed to be mutually acceptable throughout the summer.



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- d. Complete transition package following the templated transition document created by the ICSS Executives, no later than one week prior to the end of their term.

Signing Authorities Transfer

3. The Vice President, Financial shall be responsible for transferring all signing authorities for ICSS bank accounts no later than the end of July.

Executive Facilitation

4. The outgoing and incoming executives shall provide when necessary a forum for meetings between outgoing and incoming office-holders.

Section 10 - Meetings

First Meeting Date & Meeting Schedule

1. Meetings shall be bi-weekly, beginning on the weekend after Orientation Week, and ending in April, excepting December, Reading Week(s) and exam period(s).

Spring Meeting

2. There shall be at least one meeting as soon as is practical after the announcement of the spring election results.
 - a. If that meeting shall fall outside the incoming government's term in office, the meeting shall take place under the authority of the outgoing government, and the decisions made at that meeting shall be of full force and effect once the incoming officers' terms in office begin.



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Quorum

3. Quorum for council meetings shall be fifty (50) percent of current voting members.

Proxy

4. An ICSS member who is eligible to and wishes to vote at an ICSS Government meeting but who is unable to attend, may give their written, witnessed proxy to another member of the ICSS. No student may hold more than one (1) proxy vote at any one (1) meeting. The proxy is only valid for meetings held on the date so noted on the proxy.

Order

5. Meetings of the ICSS Government shall be chaired by the President (or designate) and shall be conducted using Robert's Rules of Order.

President in Council

6. The President shall be the presiding officer of all meetings of council, with the exception of the Budget meeting. The presiding officer shall not vote on business before council unless the vote is to break a tie.

Business before Council

7. The ICSS Executive shall present the agenda for all meetings of the ICSS Government
 - a. Members of the ICSS are encouraged to contact the Executive up to one (1) week prior to any meeting of the ICSS Government to add business to the meeting agenda.
 - b. Any business that does not appear on the agenda of a normal meeting of the ICSS Government may be brought before council by receiving a majority vote from those voting members present at the meeting.
 - c. Each meeting shall have time set aside for "Other Business" where members of Council may inform the ICSS on topics that do not appear on the meeting agenda.
 - i. Other Business is set aside for informational purposes and shall not be used to bring forward new business to council.

Records

8. The Vice-President, Internal shall act as the Secretary of Council and maintain records of all meetings of the ICSS Government.

Meetings of the Executive

9. The President shall chair in-camera meetings of the Executive body of the ICSS.
10. The ICSS Executive shall meet regularly throughout the academic year.
11. The Executive is required to meet prior to each meeting of the ICSS Government.



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12. At such meetings the executive shall:
 - a. Set a time and location for the upcoming meeting of the ICSS Government.
 - b. Give input on the President's agenda for the meeting.
 - c. Discuss the execution of goals and priorities of council.
 - d. Discuss the performance of members of the ICSS Government.

Alcoholic Purchases

13. All alcoholic purchases for any ICSS event must be decided by a majority council vote at a meeting held prior to the event.
 - a. All alcoholic purchases must be made with the explicit consent of council, at least one (1) meeting before the event where said alcohol will be consumed.
 - b. Once approval is given, no member of the ICSS will be reimbursed for alcoholic purchases that go above and beyond the previously approved amount.

Annual General Meeting

14. An AGM must be held during the Winter term:
 - a. Quorum of seventy five (75) Innis students must be met in order for any motions to pass; at least twenty five (25) students must be present in person.
 - b. Five (5) proxies will be allowed per Innis student.
 - c. General meeting information and a call for motions shall be advertised to Innis Students at least three (3) weeks prior to the AGM date.
 - d. The AGM agenda shall be released to students at least two (2) weeks prior to the AGM.
 - e. Students shall have at least one (1) week to collect proxies.
 - f. The President shall address the students detailing the work of the ICSS over the past year and the future plans of the council.
 - g. The Vice-President, Finance shall present the annual Budget to students.
 - h. All Innis students shall have voting rights at the AGM.

Section 11 - Document

Other Constitutions

1. This Document is to be considered the Constitution of the Innis College Student Society, and shall, upon being ratified by a three fifths (3/5) majority of those Innis College students who vote in a referendum on that topic, supersede all previous ICSS Constitutional documents.

Amendments

2. Any alteration, adjustment, amendment or repeal of this Document or any other ICSS governing document, in whole or in part, must either be approved at an AGM or put



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to a referendum, following procedures laid out in this Document, and subject to a three fifths (3/5) majority of voting Innis College students.

- a. These provisions do not apply to the correction of spelling or grammar, or the organization of the document, where such changes do not change the intended or perceived meaning of the Document.
- b. Those changes outlined in the preceding section must be made with the unanimous consent of the ICSS Government.
- c. No amendments to this Constitution shall be approved while twenty (20) percent or more of the elected positions on council are vacant.

Constitutional Review

3. This document shall be reviewed at least once by each ICSS government. Such a review need not result in any changes.

Permanent Policies

4. The ICSS Government may approve permanent policies by a two thirds (2/3) majority of voting members when quorum is present.
 - a. These policies shall remain in effect beyond the end of term of the current Government.
 - b. These policies can be rescinded or amended by the ICSS Government with two thirds (2/3) majority of voting members in favour when quorum is present.
 - c. These policies must be published alongside the Constitution and made available wherever the Constitution is available.

Accessibility

5. This document must be made available for all Innis Students to access.
 - a. The Constitution of the ICSS must be made available electronically.
 - b. The Constitution of the ICSS must be made available in hard copy in the ICSS office.

Section 12 - Elections

Executive Election

1. An Executive Election shall be held each year, both before the General Election, and between February and the final week of class in April to elect the Executive members of Council including the President, Executive Vice President, Vice President Internal, and Vice President Finance. The results of the Executive Election must be made



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public before the completion of the General Election nomination period. In the event that a position in the Executive Team remains vacant, the position will be open for nominations during the subsequent General Election.

General Election

2. A General Election shall be held each year between the first week in March and the final week of class in April to elect members of Council including the Directors, and Constituency Representatives with the exception of First-Year Students' Representatives, and the Executive team.

By-Election

3. A By-Election shall be held each year between September 15th and September 30th, in order to fill any vacancies on the ICSS and the ICC.
 - a. Nominations for the By-Election shall be opened during Orientation Week and voting must be completed by the last week of September.

Election Timeline

4. At an August meeting, prior to the By-Election, Council shall appoint a Chief Returning Officer. Two (2) Deputy Returning Officers must be appointed by the council prior to the start of the nomination period. Council shall decide upon a deadline to file nomination papers, which applies to both the General Election and the Executive Election. The deadline shall be held no less than two (2) weeks after those papers become available for each respective election, and for the By-Election no less than five (5) days after those papers become available; they shall also decide upon a period of time no less than seven (7) days long to be the designated campaigning period, and two (2) successive days to be polling days that shall be the first two (2) contiguous weekdays after the campaigning period. Polls shall be open for at least six (6) hours each of those days and shall be located in the Innis College building.

Positive Campaigns

5. Campaigns should be generally positive ones, where one's qualifications and merits should be the topic of debate. Negative campaigns are not permitted. Without limiting the generality of the foregoing, this includes instances of libel or slander, personal attacks and insults, and the discussion of irrelevant topics which serves to negatively present a candidate.

Campaign Materials

6. Campaign posters must be posted in accordance with applicable by-laws, rules and regulations, and may not be posted within eyesight of the polling station on election day.



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- a. One poster, no larger than size 8"x11", may be visible at the polling station.
7. All election campaign materials and/or tools including, but not limited to, physical or electronic posters and social media posts must include a consistent statement as outlined by the elections committee that will allow for students to submit questions, comments, and/or concerns to the Elections Committee. Example statement:
"Questions, comments, concerns? Contact elections.icss@gmail.com".
 - a. The phrase must be large enough that all who view it can adequately read it.

Eligible Electors

8. Only students whose names appear on the list of electors are eligible to vote. The list of electors shall include all Innis Students.

Spoiled ballots

9. Ballots shall be initialed by the polling clerk prior to its being handed to the elector, and shall be deemed spoiled in the absence of such initials or if more votes are cast than permitted in a particular race.

Elections Committee

10. The Elections Committee duties are as follows:
 - a. CRO duties
 - i. The Chief Returning Officer shall determine eligibility of candidates, receive nomination papers, prepare a schedule of staff for polling stations, advertise the Election, announce the results within two (2) working days of the close of polls, resolve issues that arise in the course of the Election, report such issues to Council, and report to Council, the Principal of Innis College, the Dean of Students of Innis College, and the Chair of the ICC the results of the Election.
 - b. DRO duties
 - i. The Deputy Returning Officers shall assist the Chief Returning Officer as needed.
11. At least one (1) member of the Elections Committee must not currently hold a position on the ICSS.

Polling Clerk Restrictions

12. No officer or poll clerk may also be a registered candidate in any given Election.



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Scrutinizer

13. Candidates may authorize one (1) person to act as a scrutinizer, or fill that role themselves, during ballot counting.

Vacancies

14. If a vacancy occurs on the ICSS or amongst the student members of the ICC after the opening of the nomination period for the By-Election, that position shall be filled by a resolution of Council requiring a two thirds (2/3) majority.

Presidency Becoming Vacant – Before By-Election

15. If the Presidency becomes vacant before the opening of the nomination period for the By-Election, the Executive Vice-President shall act as President until one is elected.

Presidency Becoming Vacant – After By-Election

16. If the Presidency becomes vacant after the opening of the nomination period for the By-Election, the Executive Vice-President shall assume the Presidency and the position of Executive Vice-President shall be considered vacant. If the Executive Vice-President is unable or unwilling to assume the Presidency, the same shall fall to the Vice President, Internal.

Eligible Candidates

17. All Innis Students are eligible to run for positions on the ICSS, subject to the conditions prescribed for particular positions.
18. No candidates may run for more than one position within the same election period.

Eligible Candidates – President, Vice Presidents

19. Candidates for President, Executive Vice President, and Vice President, Internal must have served as an elected or appointed member of Council in a preceding session or must have attended at least 50% of ICSS meetings between September to January, including one budget meeting of the current academic year

Exception

20. If no successful nominations for President are received by the President nomination period filing deadline, the requirement of previous service shall be dropped and the filing deadline for those positions shall coincide with the end of the general nomination period or during campaign period.



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Executive Nominations

21. Candidates for Executive positions must be nominated by at least twenty-five (25) Innis students.
22. Current members of the council may sign nomination forms.

Nominations

23. Candidates for non-executive positions must submit a no more than 200 word statement of intent to the elections committee in order to be nominated.

Residence-based Constituencies

24. Candidates for positions representing those students in a residence must live in that residence for the duration of their term.

Off-campus Constituencies

25. Candidates for positions representing off-campus students must not live in a University residence for the duration of their term.

Graduate Constituency

26. Candidates for positions representing the Graduate Students must be in a position to graduate within 4 months of the end of their term.

International Constituency

27. Candidates for positions representing the International Students must be international students.

Online Voting

28. Any provision related to elections or referendum which do not apply to online voting shall be deemed void for the purposes of such an election or referendum. Council shall reserve the right to use an online voting system deemed acceptable in regards to security, reliability and accessibility, and to issue regulations regarding elections where the particulars of an online voting system make such regulations prudent.

Appeals

29. Appeals should be directed to the Chief Returning Officer for review. If their response is unsatisfactory, the appeal should be directed to the Vice-President, Internal and a special meeting of the newly elected ICSS Government shall be called, at which a special committee shall be elected consisting of three (3) ICSS Government members including at least one (1) member of the executive, but not the CRO or the winner of the election in question. The committee shall have the authority to call for



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a re-election, to be held in conjunction with the By-Election for an appeal to the General Election, or at a date to be determined no longer than thirty (30) days from the committee's decision, in the case of a By-Election. Candidates should see the Policy for Compulsory Non-Academic Incidental Fees for further appeal options.

Unopposed Candidates

30. If a candidate runs unopposed, they must receive fifty (50) percent plus one (1) votes to be elected as a member of Council.

Slates

31. No candidates may run as a slate.

Elections Forum

32. An Elections Forum will be held for contested and uncontested Executive positions.
 - a. Executive candidates (President, Executive Vice-President, Vice-President, Finance, and Vice-President, Internal) running contested or uncontested will have the opportunity to present their platform to the Innis College community at an Elections Forum.
 - b. The Elections Forum will consist of speeches outlining the candidates' platforms, followed by a question & answer period where Innis College students will have the opportunity to ask questions.

Demerit Points

33. Demerit points shall be given to candidates for not abiding by the ICSS Elections Rules outlined in the Constitution under Section 10. Demerit points shall be issued as follows:
 - a. Violations by candidates may receive a total of three (3) demerit points.
 - i. The first demerit point will result in a written warning to the candidate from the Elections Committee.
 - ii. The second demerit point will result in a written warning to the candidate from the Elections Committee followed by a public notice of the candidate's violation.
 - iii. The third demerit point will result in the candidate's disqualification from the Election.
 - b. Violations by arm's-length parties may receive a total of five (5) demerit points.
 - i. An arm's-length party shall refer to any person or group deemed by the Elections Committee to be acting on behalf of the candidate.



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- ii. For violations by arm's-length parties the candidate will receive up to four (4) written warnings from the Elections Committee. The fifth (5) demerit point will result in the candidate's disqualification from the Election.

Section 13 - Orientation Coordinators

Selection Committee

1. The two (2) Orientation Coordinators shall be selected by a committee, consisting of the out-going Orientation Coordinators and the ICSS Executive. The selection shall be conducted on an application and/or interview basis.
 - a. If any of the above mentioned ICSS office holders or the outgoing coordinators wish to apply to be the subsequent year's Orientation Coordinator, their position on the committee shall be filled by the Social Director(s).
 - b. Council shall ratify the selection made by the committee.

Duties

2. The Orientation Coordinators shall
 - a. Submit a final report to the ICSS no later than December 1st.
 - b. Organize and formulate Orientation Week. This week must introduce new students to life at Innis College, the ICSS, the U of T, and Toronto in general.
 - c. Assist with selection of Orientation Leaders, as outlined in the Memorandum of Understanding.
 - d. Appoint an Orientation Committee consisting of Orientation Executives to assist the Coordinators with their duties.
 - e. Prepare a budget for Orientation Week to be approved by the Orientation Marshal
 - i. This budget shall consist solely of orientation-dedicated student levies, orientation leader fees, and sponsorships or donations.
 - f. Update the Orientation Marshal regularly on the operations of Orientation Week.

Eligibility

3. The Orientation Coordinators must
 - a. Reside in the Greater Toronto Area (defined as the Cities of Toronto and Hamilton, and the Regional Municipalities of York, Durham, Peel, and Salton) for at least one half of the summer prior to Orientation Week.
 - b. Coordinate with the UTSU and IRC in regards to event planning.



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Honorarium

4. An honorarium of \$3500 shall be given to each of the ICSS Orientation Coordinators after the completion of Orientation Week.
 - a. This honorarium shall be withheld if the Orientation Coordinator in question is deemed to have not fulfilled their duties.
 - b. A review of performance shall be conducted by the Orientation Marshal in consultation with the ICSS Government.

Section 14 - Orientation Marshal

Executive Liaison

1. The Orientation Marshal shall serve in a supervisory capacity over the Orientation Coordinators, and report to the Orientation Supervisory Committee during the summer, and the ICSS Council as of the first meeting of the year.
 - a. The Orientation Supervisory Committee shall be comprised of the ICSS Executive Committee.
 - i. If an Orientation Coordinator is simultaneously an ICSS Executive Committee member, they will forfeit their position on the Orientation Supervisory Committee to another elected member of the ICSS.

Emergency Powers

2. The Orientation Marshal shall have discretionary power to suspend a decision by the Orientation Coordinators, until such a time that it is reviewed by the Orientation Supervisory Committee.
 - a. Such a review shall happen in a timely manner.

Appointment

3. The Executive Vice-President shall act as Orientation Marshal.
 - a. If they are unable or unwilling to do so, an Executive member of council shall so act.



Section 15 - Innis College Council

Adherence to the Constitution of the Innis College Council

1. Those members of the ICSS required to sit on the Innis College Council shall attend meetings of the council, committees, sub-committees or other bodies associated with the Innis College Council, in accordance with the Constitution of the Innis College Council.

Section 16 – ICSS Clubs

1. Membership

- a. The Club Chair(s) must be Innis Students
- b. The club must have a membership of 80% Innis Students

2. New Club Evaluation and Approval Procedure

1. The Clubs and Merchandise Director shall strike up an evaluation subcommittee involving at least one member from the OSL and the ICSS Executives
 - a. The evaluation committee will meet twice per year, once in November and once in March, to look over any new submissions.
2. The representative(s) of the proposing club shall submit an application including a constitution and a detailed budget to the subcommittee
3. The subcommittee shall coordinate meeting times and give feedback to the proposing club
4. The proposing club shall host club trials upon receiving the feedback from the subcommittee



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5. The proposing club shall report back to the subcommittee
6. The subcommittee shall decide whether to invite the representative(s) from the proposing club to an ICSS meeting where the representative(s) prepare and present to the ICSS the goals and directives of the club
7. The Clubs and Merchandise Director shall motion a vote to make the club an official ICSS Club

3. New Club Renewal Procedure

1. Every ICSS club shall provide to the Clubs and Merchandise Director their most up-to-date constitution and a list of incoming executives
2. Every ICSS club shall provide to the Clubs and Merchandise Director a transition document prior to the end of study week before the April exam period.

Schedule A - Important Dates

[Reserved]



Schedule B - List of Elected Council Positions

- President
- Executive Vice-President
- Vice-President, Internal
- Vice-President, Finance
- Social Directors (2)



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- Clubs & Merchandise Director
- Equity & Outreach Directors (2)
- Athletics Directors (2)
- Sustainability Directors (2)
- First-Year Students' Representatives (4), each from one of the following constituencies:
 - Residents of the Innis College Residence
 - Residents of the 89 Chestnut Residence
 - Off-campus students
 - International students
- Off-Campus Students' Representatives (2)
- Graduate Students' Representatives (2)
- International Student Representative (1)

Schedule C - List of Voting Portfolios Represented at the Budget Meeting

- President
- Executive Vice-President
- Vice-President, Internal
- Vice-President, Finance
- Social Directors (2)
- Clubs & Merchandise Director
- Equity & Outreach Directors (2)
- Athletics Directors (2)
- Sustainability Directors (2)
- First-Year Students' Representatives (4), each from one of the following constituencies:
 - Residents of the Innis College Residence
 - Residents of the 89 Chestnut Residence
 - Off-campus students
 - International students
- Off-Campus Students' Representatives (2)
- Graduate Students' Representatives (2)
- International Student Representative (1)