



Innis Residence Council

# Constitution

*As amended Spring 2020*

## **Table of Contents**

<b>Article 1: Name and Logo</b>	<b>5</b>
<b>Article 2: Purpose</b>	<b>5</b>
<b>Article 3: Constituency</b>	<b>5</b>
<b>Article 4: Executive Officers</b>	<b>6</b>
<b>Article 5: Representatives</b>	<b>9</b>
<b>Article 6: Meetings</b>	<b>13</b>
<b>Article 7: Elections</b>	<b>14</b>
<b>Article 8: Impeachment</b>	<b>18</b>
<b>Article 9: Referenda</b>	<b>18</b>
<b>Article 10: Amendment</b>	<b>19</b>
<b>Article 11: Committees</b>	<b>19</b>
<b>Article 12: Director Positions</b>	<b>21</b>
<b>Article 13: Finance</b>	<b>22</b>
<b>Article 14: Suite Assignment</b>	<b>22</b>
<b>Article 15: International Student Portfolio</b>	<b>23</b>

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

- Spring 2020, as updated by Janet Cho, IRC Secretary (2019-2020)
- Spring 2019, as updated by Paxton Wong, IRC Secretary (2018-2019)
- Fall 2018, as updated by Paxton Wong, IRC Secretary (2018-2019)
- Spring 2018, as updated by Ethan Wong, IRC Secretary (2017-2018)
- Spring 2017, as updated by Ethan Kim, IRC Secretary (2016-2017)
- 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)

## **Mission Statement**

The mission of the Innis Residence Council is to advocate for, and foster community between, all students of Innis Residence, in an upstanding and transparent manner.

## **Article 1: Name and Logo**

1.1. The organization shall be called the Innis Residence Council, and hereafter in this Constitution shall 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. For events requiring external purchases such as ticket sales, fee-paying members may be subsidized.

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

4.2. There shall be five elected Executive Officers (forthwith referred to collectively as the “Executive”).

4.2.1. President

4.2.2. Vice-President Internal

4.2.3. Vice-President Communications

4.2.4. Vice-President Finance

4.2.5. Vice-President Social

### **4.3. Responsibilities of the Executive Officers**

4.3.1. President

4.3.1.1. Responsible for the overall supervision and administration of affairs on the IRC.

4.3.1.2. Ensures that all policies approved by the IRC are properly implemented.

4.3.1.3. Serves as the official spokesperson of the IRC. This involves chairing executive and general IRC meetings, chairing appropriate selection meetings, giving reports on behalf of the IRC at meetings of the Innis College Council and its appropriate subcommittees, attending regular meetings with the Residence Life Coordinator of Innis Residence, and acting as the liaison between the IRC and other Innis student groups and administration.

4.3.2. Vice-President Internal

4.3.2.1. Fulfills the duties of the President when that person is temporarily absent or unable to perform the duties of the office.

4.3.2.2. Oversees all committees, including the selection of committee chairs.

4.3.2.3. Responsible for creating and maintaining an inventory of all material resources owned and overseen by the IRC. This includes, but is not limited to, the books of the lending library, the IRC-owned board games in the 4<sup>th</sup> floor TV room, the video games, consoles, and related equipment in the 4<sup>th</sup> floor TV room, the equipment in the 6<sup>th</sup> floor gym, the items in the 2<sup>nd</sup> floor TV room, and the items stored in the IRC closet.

4.3.2.4. Responsible for overseeing the maintenance and replacement of the material resources listed in Article 4.3.2.3. as well as the vending machines on the 5<sup>th</sup> and 6<sup>th</sup> floors. Should these items need to be replaced or the vending machines need to be restocked, it is the responsibility of the Vice-President to ensure this is completed. The purchasing of new material resources by the IRC will also fall under the responsibility of the Vice-President.

4.3.2.5. Performs the specific duties assigned by the President of the IRC.

4.3.2.6 Responsible for the coordination of the House Representatives including distribution of the application process, chairing the selection meetings, acting as an advisor, and responsible for overseeing monthly House Olympics coordinating with House representatives.

#### 4.3.3. Vice-President Communications

4.3.3.1. Responsible for general correspondence and internal notices within the IRC.

4.3.3.2. Issues notices and agendas, and prepares, maintains and promptly makes available minutes for IRC meetings.

4.3.3.3. Writes monthly updates to be read at house meetings, and distributes them to the House Representatives.

4.3.3.4. Responsible for keeping this constitution and its bylaws amended, and making it available to any constituent.

4.3.3.5. Responsible for taking and maintaining a record of each council member's attendance at each meeting.

4.3.3.6. Responsible for monthly creation and distribution of the IRC Newsletter which shall be distributed during the first week of every month.

4.3.3.7 Oversees the Social Media-Marketing Directors and approves posters.

#### 4.3.4. Vice-President Finance

4.3.4.1. 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.

4.3.4.2. Maintains books of account which shall be made available for inspection by any constituent upon request,

4.3.4.3. Reports the financial status of the IRC at meetings at least once a month.

4.3.4.4. Responsible for completing and submitting the audit for the previous year's budget to student affairs.

4.3.4.5. Responsible for organizing the fiscal year's financial data into a cash journal and consolidating the IRC's financial records into a financial binder for the University's audit.

#### 4.3.5. Vice-President Social

4.3.5.1. Responsible for the organization of all IRC-sponsored social events.



4.3.5.1.2. The Vice-President Social must form at least one committee and, at their discretion, more committees and subcommittees to participate in the organization of IRC-sponsored social events. These (sub)committees will draw from members of the Innis Residence Council and be headed by the Vice-President Social.

4.3.5.2. Responsible for holding meetings concerning social events within the residence.

4.4. Executives are responsible for creating transition documents for the next year's executives.

4.5. Executives are responsible for the organization and execution of at least one House Olympics.

## **Article 5: Representatives**

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

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

5.2. There will be six (6) First-Year Representatives selected.

5.3. 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 Vice-President Social as per Article 4.3, and are responsible for attending those meetings called by the Vice-President Social.

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

## **5.5. House Representative**

5.5.1. The role of the 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.

5.5.2. 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.

### **5.5.3. Responsibilities**

5.5.3.1. Maintaining 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 etc.

5.5.3.2. 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.

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

5.5.3.4. Suite Events - Along with First-Year Representatives, maintaining a structure for organizing Suite Events. This includes:

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

5.5.3.4.2. Photocopying Suite Event posters. Refer to section 4.3.5.3. for approval of posters.

5.5.3.4.3. Processing Suite Event receipts by submitting an IRC Reimbursement Form to the IRC Vice-President Finance, and distributing reimbursement to the appropriate suites.

5.5.3.4.4 A House Bonding Event will be held within the first month by each House Representative and will be planned alongside a Don but will be an IRC event.

5.5.3.5 Organize the September House Olympics with their colleagues.

5.5.3.6. 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.

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

5.5.3.8. House Representatives are required to announce IRC updates provided by the Vice-President Communications at all house meetings.

## **5.6. First-Year Representative**

5.6.1. The purpose of the First-Year 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, First-Year 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 First-Year Representatives should focus slightly more on first year students to make them feel welcome.

5.6.2. First-Year 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 through a blind selection process by the IRC Executive, House Representatives, and representatives from the Office of Student Life.

### **5.6.3. Responsibilities**

5.6.3.1. 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.

5.6.3.2. Promote IRC 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.

5.6.3.3. First-Year Representatives will host a combined, residence-wide event in the month of October.

5.6.3.4. First-Year Representatives will host a combined, residence-wide welcome back party in the first two weeks of the winter semester.

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

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

5.6.3.7. Organize one House Olympics as a group.

5.6.3.8. Help organize at least two House Olympics during the academic year.

5.6.3.9. First-Year Representatives are required to send a transition document to the IRC Vice-President Social reflecting on what worked and what did not throughout the year, in an attempt to make the job

easier for later generations.

## Article 6: Meetings

6.1. Meetings of the IRC are called by the President, who with the Vice-President Communications is also responsible for the preparation of an agenda.

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

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

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

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

6.4. On matters being put to a vote, all members are permitted one vote per member, except committee members. Each committee is permitted one vote per committee.

6.4.1. Ads and Publicity Directors are limited to one vote collectively.

6.4.2. The ICSS First Year Innis Residence Representative will be permitted a vote.

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 24 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 Vice-President Communications.

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

*As amended Spring 2020*

transition meeting between the incoming and the outgoing Executives before the academic year ends; there must be training for the council members before the academic school year starts, including reviewing the section of constitution outlining each member's responsibilities; and there must be a winter training on the second term which can be incorporated into a general IRC bi-weekly meeting. All council members are to attend winter training.

## **Article 7: Elections**

7.1. 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 House Representatives.

7.2. The outgoing council shall serve until the end of the school year.

7.3. The IRC Executive Officers shall be elected by the following procedure:

7.3.1. No candidate may run for more than one Executive position in a given election period.

7.3.2. 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.

7.3.3. 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.

7.3.4. The candidates shall be given at least 48 hours to campaign; the actual dates shall be decided annually by the current IRC.

7.3.5. 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.

7.3.6. 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.

7.3.7. 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.

7.3.8. 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. 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.

7.3.9. 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.

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

7.3.10.1. 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.

7.3.10.2. In an election where only one candidate is running for an uncontested position, voters are given the option to accept or decline the election of the single candidate to that position. If the candidate is accepted by the majority [one-half (1/2)] of voters, the candidate wins. Otherwise, the position is declared vacant and action is to be taken as outlined in Article 7.5.

7.3.10.2. 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.



7.3.10.3. 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.

7.3.10.4. In the event that no candidate is running for an Executive position, an application will be released alongside 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 5.5.2. If there are no applicants for this process, the position is declared vacant and action is to be taken as outlined in Article 7.5.

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

#### 7.5. Vacancy

7.5.1. In the event of any vacancy of either a First-Year or House Representative position, the IRC Executive will appoint a suitable alternate within three (3) weeks of the vacancy occurring. Should a First-Year Representative be selected to replace the House Representative, a new First-Year Representative shall be appointed at the same time to fill the vacancy.

7.5.2. 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.

7.5.3. 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 a person will acquire the voting rights of an Executive member of the IRC.

7.5.4. 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.

7.6. No person shall accept or hold more than one IRC position that bears voting rights at a time, except in the case that a House Representative or Executive Officer accepts a co-chair position for a committee, or a committee co-chair accepts a co-chair position for another committee, in which case they must relinquish their ability to vote on behalf of a committee of their choice.

#### 7.7. Resignation

7.7.1. Any member of the IRC who wishes to resign must give the IRC Executive 2 weeks notice before doing so.

7.7.2. In the event of resignation, the procedures outlined in Articles 7.5.2 or 7.5.3 will be followed.

## **Article 8: Impeachment**

8.1. The grounds for impeachment are as follows: First, missing three mandatory IRC general meetings without sufficient prior notice. 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.

8.1.1. If a member of the IRC is to miss any of the aforementioned IRC functions, they must give the President prior notice, failure to give notice will be considered an absence and may be used to justify impeachment.

8.2. Any IRC member 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 Vice-President Communications 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 Vice-President Communications, then the petition should be received by the Vice-President Internal.

## **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. All residents should be notified of an upcoming referendum at least one week in advance. The IRC should hold at least one (1) information session on the referendum question(s) between the time residents are notified and the time polls open.

9.2.2. The Council shall appoint a Chief Returning Officer (CRO) who shall oversee the referendum, count the ballots, and remain neutral on any referendum questions.

9.2.3. Voting shall be conducted by secret ballot at a polling station in the residence lobby. The polling station must be open for at least four (4) hours per day, for at least two (2) days.

9.2.4. The results of the referendum shall be announced by the CRO, both digitally and physically, no later than 24 hours after the polls close.

9.2.5. A two-thirds (2/3) majority of those who vote is necessary for the passage of any referendum questions. Quorum will be set at 20% of the constituency.

## **Article 10: Amendment**

10.1. This constitution must be amended by referendum.

10.1.1. Amendments regarding style, grammar, conventions, etc. do not have to be put to a residence-wide referendum. Such changes only require a two-thirds (2/3) vote in favour by the Council.

## **Article 11: Committees**

11.1. IRC has committees that are to run under the discretion of the 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 Game and Media Entertainment Committee (GAME) serves the IRC by hosting various events in the Innis Residence involving electronic

*As amended Spring 2020*

media throughout the year.

11.1.2. The Environment Committee is responsible for increasing awareness of environmental issues and promoting eco-friendly behaviour throughout the Residence.

11.1.3. The Fit Club serves the IRC by hosting events, group discussions, and outings to encourage fitness and an overall healthy lifestyle.

11.2. All club and committee members must be residents of the Innis Residence for the duration of the time they hold a position in the IRC.

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

11.3.1. Two co-chairs will be selected during the spring term following House Representative selection through an open application, to be selected by the IRC Vice-President and the outgoing co-chairs.

11.3.2. If the two selected co-chairs wish to add a third co-chair, this may be done in September by an open application, to be selected by the IRC Vice-President and the outgoing co-chairs.

11.3.3. 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.

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

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

11.6. 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.

11.7. A representative of all committees and subcommittees shall be present and report to council at all full council meetings.

11.8. Committee co-chairs are responsible for creating transition documents for the next year's co-chairs of their respective committee.

11.9. Committee co-chairs are responsible for tracking their committee's finances.

## **Article 12: Director Positions**

12.1. The IRC has up to four (4) positions run at the discretion of that year's executive team: up to three (3) Ads and Publicity Directors, and one (1) IRC-ICSS liaison.

12.1.1. The Social Media-Marketing Directors are responsible for publicising and advertising Innis Residence Council events physically and digitally on Social Media. Making sure social media is up to date and used frequently. The Photographer will be responsible for taking photographs during IRC events, at the discretion of the IRC Vice-President Communications.

12.1.1.1 Responsible for creation of events within the Innis College shared calendar for IRC-hosted events.

12.1.2. Three (2) Ads and Publicity directors will be selected through the process of an application in the second semester before the end of the academic year; in the case of vacancy, the remaining director(s) will be selected in September of the following academic year through the process of an application.

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

12.1.3.1. The IRC-ICSS liaison will be the individual elected as the ICSS First Year Residence Representative.

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

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

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

*As amended Spring 2020*

12.4.1. Only one Ads and Publicity Director is required to attend any given IRC general meeting.

## **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 Vice-President Finance.

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

13.5. A preliminary budget must be presented by the Vice-President Finance to the IRC by October 15th.

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

13.7. Cheques, once issued by the Vice-President Finance, will not be reissued six months past the date of issuance.

13.8. The total fee for the Innis Residence Council will be \$61.14, and will be charged to all full-time students living in Innis Residence.

## **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 House Representatives for their service to the Residence Community.

14.2. The President and/or Vice-President may choose to live in rooms 513C and D. If neither chooses to live in these two rooms, then the assignment of rooms for the

*As amended Spring 2020*

IRC Executive will be decided through a randomized choice at the discretion of the Executive.

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

14.4. The incoming IRC Executive and 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.

## **Article 15: International Student Portfolio**

15.1 The IRC has up to three (3) positions to serve as liaisons to the international student community at Innis Residence under the International Student Portfolio

15.1.1 Two (2) co-chairs will be selected during the spring term following House Representative selection through an open application process, to be selected by the incoming and outgoing IRC executive officers, and outgoing co-chairs.

15.1.2 The two selected co-chairs must add a third co-chair in September by an open application, to be selected by the IRC executive officers and the current co-chairs.

15.1.3. 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.

15.2. As members of the IRC, each co-chair will be permitted one vote each.

15.3. The roles and responsibilities of the portfolio will be determined at the discretion of the co-chairs and the IRC executives.