

# ICCIT Council Constitution



**ICCIT** COUNCIL

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ICCIT Council Constitution

**Article I: Name**

Formally known as the ICCIT Council; the acronym for “Institute of Communication, Culture, Information and Technology” Council.

ICCIT Council Constitution

## **Article II: Purpose**

*The purposes of the Council shall include the following:*

1. To serve the interests of all current and prospective full-time and part-time undergraduate students enrolled in the Institute of Communication, Culture, Information & Technology;
2. To represent and promote programs of the Institute of Communication, Culture, Information & Technology in academic, social, professional, and otherwise extracurricular affairs;
3. To initiate, sponsor, direct and provide facilities, services, and activities for the benefit of students of the Institute of Communication, Culture and Information Technology;
4. To appropriately manage all funds, accumulated through means which may include levies, fees, donations, gifts, and endowments, or any and all property of the Council;
5. To liaise with members of the ICCIT Faculty and provide a means of communication between Faculty and students; and
6. To promote good conduct among students of the University of Toronto Mississauga. 4

## **Article III: Executives & Responsibilities**

*Members of the Executive Council shall include:*

1. Co-Presidents (2)
2. Vice-President Internal Affairs
3. Vice-President External (2)
4. Vice-President of Academics
5. Vice-President of Marketing
6. Creative Director
7. Events Director (2)
8. Web Development Director
9. Media Productions Director
10. Associate Coordinator Director
11. Social & CSR Director
12. First Year Representative Director

*Responsibility of Executive Members:*

### **1. Co-Presidents**

- a. Supervise the overall operations and affairs of the Council through delegation, supervision, and direction of all Executive members;
- b. Enforce and maintain the policies of the Council;
- c. Approve Council budgets in conjunction with the Vice-Presidents;
- d. Liaise with University Administration and Faculty; and
- e. Mediate internal Council affairs.

### **2. Vice-President Internal Affairs**

- a. Oversee the budget for all Council events;
- b. Maintain Council's financial accounts;
- c. Complete Fall & Winter audits;
- d. Record the minutes at each meeting.
- e. Manage internal operations; and
- f. Act as the Interim-President in the absence of the Co-Presidents.

### **3. Vice-President External On-Campus**

- a. Work to create and secure on-campus relationships and collaborations with other student organizations throughout the year;
- b. Create and maintain relationships with organization external to the University;
- c. Liaise with representatives of companies and industry professionals; and
- d. Contact and secure sponsorships.

### **4. Vice-President of Academics**

- a. Maintain consistent communication with ICCIT Faculty; and
- b. Oversee academic initiatives, workshops, and events;

### **5. Vice-President Events and Initiatives**

- a. Oversee and manage the development of social, academic, and professional

- development events;
- b. Conceptualize and plan details of events overall in conjunction with the executive team.

#### **6. Vice-President of Marketing**

- a. Oversee social media platforms;
- b. Maintain consistent ICCIT Council branding; and
- c. Brainstorm promotional material for all events.

#### **7. Creative Director**

- a. Create promotional materials for print and web;
- b. Work closely with VP Marketing and Media Production Director to maintain ICCIT Council branding.

#### **8. Web Development Director**

- a. Maintain and ensure the Council website is updated year-round;
- b. Work closely with Creative Director to maintain ICCIT Council branding.

#### **9. Media Productions Director**

- a. Create all media content including Instagram reels, recaps, TikTok videos, and end of the year video;
- b. Work closely with VP Marketing & Creative Director to maintain ICCIT Council branding.

#### **10. Associate Coordinator Director**

- a. Run associate applications, and interviews, and assist in electing candidates;
- b. Maintain thorough communication with executives and associates; and
- c. Host associate socials & events.

#### **11. Social Media & CSR Director**

- a. Oversee and manage all social cause / fundraising events and initiatives;
- b. Raise public awareness of Council's social responsibility commitments.

#### **12. First Year Representative Director**

- a. Act as an ambassador and spokesperson of all first year students interested in the ICCIT program – encourage students to attend all social, academic, creative, and professional events;
- b. Coordinate with other executive team members on how to involve the first year students; and
- c. Promote ICCIT Council related events and distribute any relevant information for first year students.

*Team Responsibilities:*

1. During the academic year, the ICCIT Council must hold at least one academic/networking event per month;
2. It is highly encouraged to continue the past years' initiatives and events to maintain the identity and purpose of the ICCIT Council, but not required.
  - a. Notable initiatives: VISION Journal, ICCIT Tabloid
  - b. Notable events: Networking Nights, Creative Workshops, Meet the Professors, Gala

## **Article IV: Meetings**

### *General Executive Council Meetings*

- All executive members are required to attend the weekly executive meetings to provide updates on their task progress and other endeavors. The meeting times are chosen in a democratic format and are open to adjustments based on the team's availability in the semester. The general meeting may be held online or offline and takes around an hour on average.

### *Associate Meetings*

- Associate meetings are held on a weekly or biweekly basis for each executive and their corresponding associate(s).

### **Whole Team Meetings**

Whole team meetings are held at least once per fall and winter academic semesters. All

- members— executives and associates—are required to attend. The meeting times are chosen in a democratic format and are open to adjustments based on the team's availability in the semester. The purpose of this meeting is to promote team bonding within the ICCIT Council and keep all the members up to date on the future events and initiatives.



## Article V: Elections

### *Chief Returning Officer*

The Executive Council shall approve a Chief Returning Officer (CRO) who shall be a non-biased party. Their responsibilities are as follows:

- A. Be responsible for the administration of the elections;
- B. Have a previous or current enrolment in any of the ICCIT programs;
- C. Determine the eligibility of all nominated candidates and ballot submitted;
- D. Ensure all ICCIT students are eligible to vote in the ICCIT Council elections;
- E. Acknowledge and receive any written complaints submitted during the course of or as a result of the elections within seventy-two (72) hours of the close of voting; and submit a report on the conduct and results of all elections for the approval of the Executive Council
- F. Decisions made as a result of complaints submitted during the course of or as a result of elections are to be reviewed by the current Co-Presidents for final approval.

### *Schedule of Elections*

1. The Council shall hold:
  - a. A general election in the spring academic term, between March 1 and April 30 of each year, for the positions of the Vice-President Academics, Vice-President Internal, Vice President Marketing, Associate Coordinator Director, and Co-Presidency;
  - b. Remaining positions of Directors, Vice Presidents, and First Year Representative are appointed by the previous Co-Presidents
    - i. Applicants are interviewed and appointed between March 1 and April 30
    - ii. First Year Representative is interviewed and appointed in the new academic year, along with the associates.
2. The schedule of elections shall include:
  - a. Notice of elections at least fourteen (14) days prior to the start of the nomination period;
  - b. No less than seven (7) days to accept nominations;
  - c. A campaigning period of seven (7) days following the nomination period; and
  - d. A voting period of no less than twenty-four (24) and no more than seventy-two (72) hours.

### *Candidate Ineligibility*

1. All nominees for the elections must be in Subject POSTs in any of the ICCIT programs
2. All nominees must be either part-time or full-time students for the following academic year
3. VP Internal Affairs candidates must be a previous member of the ICCIT Council, either as an executive or an associate member.
4. Co-President candidates must be previous executive members of the ICCIT Council.

- a. Associate members are not eligible for Co-Presidency

### *Voting*

1. Students with Subject POSTs in ICCIT may cast one ballot for each Executive position available in an election.
2. Elections will take place online on UTMSU's voting website.

### *Conflict*

### *Term of Office*

1. Terms of Office for Executive members shall be one (1) year commencing in May and expiring in the following April.

## **Article VI: Removal from Office**

### *Abandonment of Office*

An elected or appointed member of the Council, as determined by the Executive Council, shall be deemed to have delivered their resignation if the individual:

1. Receives the maximum number of strikes according to the system implemented by the current Co-Presidents; or
  - a. Strikes are administered when the executive fails to satisfy the responsibilities of their position as established for the academic term
2. Submits a written resignation from their position to the Executive Council four (4) weeks prior to their leave.

### *Ineligibility*

A program representative of the Council shall cease to be eligible to remain in their position if they cease to be a member of their Subject POST.

### *Vacancies*

Executive Council vacancies that occur after the spring elections will be filled via appointment. The Co-Presidents and/or VP Internal Affairs will supervise and conduct the interview process.

**Article VII: Finances**

*Fiscal Year*

- The Fiscal Year of Council is from May 1 to April 30.

*Budget*

- There will be an operating budget prepared and presented by the Co-Presidents and VP Internal Affairs.

*Signing Officers*

- The signing officers of Council are the Co-Presidents.

**Article VIII: Interpretation**

The following definitions shall apply to the ICCIT Council Constitution and other governing documents of the Council.

1. Definition of “Council”

a. “Council” shall mean the ICCIT Council.

2. Definition of “Executive”

a. “Executive” shall mean a member elected or appointed to serve a voting position on the Executive Council.

3. Definition of “ICCIT”

a. “ICCIT” shall mean the Institute of Communication, Culture and Information Technology.

4. Definition of “Student”

a. “Student” shall mean any individual registered as a student for an undergraduate study at the University of Toronto in a program leading to a degree, diploma, or certificate of the University.

5. Definition of “Subject POST”

a. “Subject POST” shall mean Program of Study.

6. Definition of “UTM”

a. “UTM” shall mean the University of Toronto Mississauga.

7. Definition of “UTMSU”

a. “UTMSU” shall mean the University of Toronto Mississauga Students’ Union. 13