



Innis Residence Council

Constitution

As amended Spring 2025

Table of Contents

Definitions	5
Article 1: Name and Logo	6
Article 2: Purpose	7
Article 3: Constituency	8
Article 4: Executive Officers	9
4.3. Responsibilities of the Executive Officers	9
4.3.1. President	9
4.3.2. Vice-President Internal	9
4.3.3. Vice-President Communications	10
4.3.4. Vice-President Finance	11
4.3.5. Vice-President Social	11
Article 5: Representatives	13
5.3. House Representative	13
5.4. Junior House Representative	14
Article 6: Meetings	16
Article 7: Elections	18
Article 8: Impeachment	23
Article 9: Referenda and Amendments	24
Article 10: Committees	25
10.1.1. Game and Media Entertainment Committee (GAME)	25
10.1.2. Environment Committee	25
10.1.3. Fit Committee	25
11.1.4. International Committee	25
Article 11: Director Positions	27
11.1.1. Social Media-Marketing Directors	27
11.1.3. IRC-ICSS liaison.	27
Article 12: Finances	28
Article 13: Suite Assignment	29
Article 14: Extenuating Circumstances	30
Article 15: Hiring Protocol	31

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

- Spring 2025, as updated by Wing Yip, IRC Vice-President Communications (2024-2025)
- Spring 2024, as updated by Cindy Lei, IRC Vice-President Communications (2023-2024)
- Spring 2023, as updated by Raia Ottenheimer, IRC Vice-President Communications (2022-2023)
- Spring 2022, as updated by Samara Tower, IRC Vice-President Communications (2021-2022)
- Spring 2021, as updated by Jeremy Sharapov, IRC Vice-President Communications (2020-2021)
- 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.

Definitions

- **Office of Student Life (OSL)** - Staff members of Innis College who help run the residence, including Residence Dons.
- **Houses** - Divisions of the Residence by OSL, each with at least one assigned Residence Don, and to be assigned one House Representative by the IRC. Currently the Houses are: First, Devonshire West, Taddle Creek, Vladimir, North, and Ajax House.
- **Suite events** - Smaller scale events held by either a House/First-Year Rep, or someone within their House. Can get a budget of up to \$30, or \$60 if someone from another suite would like to co-run it.
- **Elections Officer** - A member(s) of the IRC chosen to preside over any elections/referenda that we will hold.
- **Reopen Nominations** - An option for voters to pick should they not wish to elect any of the listed candidates for a given election, should this option be “elected” as per the standard procedure, a by-election will be held.
- **Amendments** - Amendments to this constitution, which must be approved according to the corresponding section of this constitution.
- **Referenda** - A process by which the IRC can put a vote out to the general residence population to vote on, instead of by the council itself.

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 official IRC logo shall be the Innis Residence Crest created in 2014-2015.

1.3.1. The council may create an annual logo in place of the official logo. The temporary logo must include the words “Innis Residence Council” and the year(s) for which it is active. Other design elements are decided by the current council.

Article 2: Purpose

2.1. The IRC represents the student body of the Innis Residence.

2.2. The IRC exists for the purpose of realizing the needs, goals, and initiatives of IRC fee paying Innis Residence students.

2.3. The IRC shall take its direction from its constituents and shall work solely for the benefit of the constituency.

2.3.1 The IRC shall remain institutionally neutral, and will not lend its name or resources to any external cause, open letter, or other campaign that doesn't directly and primarily pertain to the IRC's mission statement.

2.3.2 Should the IRC want to lend its name or resources to an external cause that meets the criteria laid out in Article 2.3.1, a two-thirds (2/3) majority vote is required during a general council meeting.

Article 3: Constituency

3.1. The constituency shall consist of all current residents who have signed the Innis Residence Occupancy Agreement.

3.1.1. 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 upon request 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 academic year in which 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 an assigned staff member of the OSL 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.

4.3.2.3. Responsible for the management of the purchase, maintenance, and replacement of material resources owned by the IRC.

4.3.2.4. Responsible for the hiring of the positions outlined in Article 15 via the hiring process outlined in Article 15.

4.3.2.5. Responsible for the coordination and advising of the House Representatives, Junior House Representatives, and Committee Co-chairs.

4.3.2.6. Responsible for overseeing, and noting attendance of, monthly House Olympics.

4.3.2.7. Responsible for maintaining an archive of past IRC records. For records collected by other council members (e.g., attendance records collected by the Director of Operations), the Vice-President Internal is responsible for compiling these records and adding them to the archive. The archive shall be made available to all members of the public, either in its entirety or as a limited collection selected in cooperation with the Vice-President Communications. The records kept in the archive include but are not limited to:

4.3.2.7.1. Meeting minutes.

4.3.2.7.2. Event attendance sheets.

4.3.2.7.3. Budget, expense, and revenue records.

4.3.2.7.4. Any non-confidential paper records stored by the IRC.

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 the creation and residence-wide distribution of IRC affairs and updates, in the form of a monthly IRC newsletter or updates within OSL communications.

4.3.3.7 Oversees the Social Media-Marketing Directors.

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. Responsible for completing and submitting the audit and/or audit exemption request for the previous year's budget to student affairs.

4.3.5. Vice-President Social

4.3.5.1. Responsible for the organization of all IRC-sponsored social events, including but not limited to:

4.3.5.1.1. A welcome back event near move-in day in the first semester that includes IRC T-shirt purchase and distribution to all residents and residence staff.

4.3.5.1.2. A dinner for all six houses with the current Innis College Principal.

4.3.5.1.3. A welcome back event for the second semester.

4.3.5.1.4. An annual semi-formal event.

4.3.5.2. The Vice-President Social must form at least one (sub)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 chaired by the Vice-President Social.

4.3.5.3. Responsible for advising other IRC members in the planning and execution of all non-House Olympics residence-wide IRC-sponsored social events.

4.3.5.4. If merchandise is ordered for the IRC, it shall be done by the VP Social.

4.3.5.5. Responsible for communication with non-IRC entities, such as caterers, as required for event organization.

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. Each house is entitled to at least 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 may be the same number of Junior House Representatives selected as the number of House Representatives at the discretion of the Vice President Internal.

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

5.3. House Representative

5.3.1. Maintains a strong system of communication within their house during house meetings, using social media, or through other means. These channels should be used to communicate information pertaining to upcoming Suite Events, House Olympics, and other IRC events, etc.

5.3.2. Promotes, participates, and helps run Suite, IRC, and other events throughout the Residence. Promotes house spirit and a sense of community within the members of the house. Communicate with constituents from their own house and encourage them to hold Suite Events and participate in House Olympics, events, meetings, and other IRC affairs.

5.3.3. Mentors Junior House Representatives to familiarize them with the Innis Residence building and the organization of Residence Events. Form a close connection between Junior House Representatives and the House Don(s) to create a good, cohesive working atmosphere, and help the Dons with any House Socials if requested.

5.3.4. Helps residents in their House plan and run Suite Events, along with the Junior House Representatives.

5.3.5. Processes Suite Event receipts from their own events and events from their house by submitting an IRC Reimbursement Form to the IRC Vice-President Finance, and distributing reimbursement to the appropriate suites.

5.3.6. Participates in organizing and running at least one House Olympics.

5.3.7. Attends bi-weekly IRC meetings to provide feedback for past Residence events and generate ideas for new events.

5.3.8. Sends a transition document to the IRC Vice-President Internal reflecting on what worked and what did not throughout the year.

5.3.9. Announces IRC updates provided by the Vice-President Communications at all house meetings.

5.3.10. Acts as a liaison between the IRC and members of their House at IRC meetings.

5.3.11. Reports to and attends meetings called by the Vice-President Internal when requested.

5.4. Junior House Representative

5.4.1. Provides a link between first year students and the rest of the IRC.

5.4.2. Promotes suite and other IRC events by printing and putting up posters in their house, answering any questions, and helping to get the word out.

5.4.4. Hosts a combined, residence-wide welcome back party early in the winter semester.

5.4.5. Attends IRC meetings and fill in for their assigned House Representative if they cannot make it.

5.4.6. Helps their House Representative as needed, including stepping in when they are unavailable, helping with House Olympics, attending house meetings, etc.

5.4.7. Participates in organizing and running at least one House Olympics.

5.4.8. Helps organize additional House Olympics at the request of the Vice-President Internal.

5.4.9. Sends a transition document to the IRC Vice-President Internal

reflecting on what worked and what did not throughout the year.

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 at least a third of 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. Any IRC meetings, including emergency meetings, requiring a vote 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 and may actively participate at the discretion of the President.

6.4. On matters being put to a vote:

6.4.1 Each House Representative has one (1) vote.

6.4.2 Each Junior House Representative has one (1) vote.

6.4.3 Each committee has one (1) vote per co-chair to a maximum of two (2) votes collectively.

6.4.4 Social Media-Marketing Directors have one (1) vote per director, to a maximum of two (2) votes collectively.

6.4.5 The ICSS First Year Representative has one (1) vote.

6.4.6 The Director of Operations has one (1) 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 Internal 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

As amended Spring 2025

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 at least half (1/2) of the voting members of the council desire a vote on an issue a vote must be held.

6.8. The following council meetings are to take place each year:

6.8.1 There must be a transition meeting between the incoming and the outgoing Executives before the academic year ends;

6.8.2 There must be training for the council members including reviewing the section of the constitution outlining each member's responsibilities. All members must be trained to the same extent, including those who have been hired after the fall 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.

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 or e-signature of the candidate, the position they are running for, the signature or e-signature of the nominator, as well as the signatures or e-signatures of an additional 9 (nine) residents. Nomination forms cannot be signed by non-constituents. 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 exact 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. At the discretion of the Elections Officer, voting may be run through an online medium.

7.3.6. All campaign posters and materials must be approved by the Elections Officer.

7.3.6.1 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. Posting outside of the areas specified is prohibited.

7.3.6.2. The Residence photocopier(s) shall not be used for the production of posters.

7.3.6.3. Virtual posts must also be approved by the elections officer and can not be posted once the voting period has begun.

7.3.7. Campaigning will adhere to the following rules: Campaigning consists of posters, digital posts, 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, website, or any other IRC exclusive resource 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 moderated by the Elections Officer, and the above rules judged at his or her discretion. Constituents must be permitted to ask questions of their candidates.

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. “Reopen Nominations” will be an option to vote for in regular elections, in addition to the candidates. If “Reopen nominations” wins as per the above procedure, no candidate will be elected to that position, and a by-election will be held.

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 7.4.

7.3.10.3. The Elections Officer shall count the votes. A recount shall occur if a candidate can demonstrate the existence of irregularities to the Elections Officer.

7.3.10.4. 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.

7.3.10.5. 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, or a by-election may be held at the discretion of the Executive Officers. Applications will be reviewed and the candidate will be selected by the same panel outlined in Article 5.3.13. If there are no applicants for this process, the position is declared vacant and action is to be taken as outlined in Article 7.4.

7.4. Vacancy

7.4.1. 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 Junior House Representative be selected to replace the House Representative, a new Junior House Representative shall be appointed at the same time to fill the vacancy.

7.4.2. 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.

7.4.3. 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, through an application process. Such a person will acquire the voting rights of an Executive member of the IRC.

7.4.4. 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.

7.5. No person shall accept or hold more than one IRC position that bears voting rights at a time.

7.6. Resignation

7.6.1. Any member of the IRC who wishes to resign must give the IRC Executive a one (1) week notice before doing so.

7.6.2. In the event of resignation, the procedures outlined in Article 7.4 will be followed.

Article 8: Impeachment

8.1. The grounds for impeachment are as follows: First, missing three mandatory IRC general meetings without 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 responsibilities, 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 the full council.

8.2.1. Any non-executive IRC member may instead be removed from their office with four-fifths (4/5) agreement from the Executive if they have met any of the following requirements:

8.2.1.1. Has missed three mandatory IRC general meetings without prior notice.

8.2.1.2. Has missed at least one half (1/2) of mandatory IRC general meetings to date, starting from the fall training meeting.

8.2.1.3. Has consistently failed to fulfill one or more of their responsibilities outlined by this Constitution.

8.3. A motion to remove any Executive Officer may only be brought forth after the Vice-President Communications has received a petition with $\frac{1}{3}$ 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 and Amendments

9.1. Any proposal to increase the student levy (except for cost of living increases as outlined in 12.8.1), or any issue on which a majority of council feels it necessary, shall be brought to referendum.

9.2. This constitution must be amended by referendum.

9.2.1. 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.

9.3. Referenda may be combined with executive elections and be on the same ballot at the discretion of the elections officer and the Vice President Communications.

9.4. The following referenda procedure must be followed:

9.4.1. 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.

9.4.2. The Council shall appoint an Elections Officer who shall oversee the referendum, count the ballots, and remain neutral on any referendum questions.

9.4.3. 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. At the discretion of the Elections Officer, voting may be run through an online medium.

9.4.4. The results of the referendum shall be announced by the Elections Officer, no later than 48 hours after the polls close.

9.4.5. 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: Committees

10.1. 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 committee.

10.1.1. Game and Media Entertainment Committee (GAME)

Serves the IRC by hosting various events in the Innis Residence involving electronic media throughout the year.

10.1.2. Environment Committee

Responsible for increasing awareness of environmental issues and promoting eco-friendly behaviour throughout the Residence.

10.1.3. Fit Committee

Serves the IRC by hosting events, group discussions, and outings to encourage fitness and an overall healthy lifestyle.

10.1.4. International Committee

Serves as the liaison to the international student community at Innis Residence, and promotes an international culture through events.

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

10.3. All permanent committees shall have at least two (2) co-chairs:

10.3.1. If the two selected co-chairs wish to add a third co-chair, this may be done by an open application, to be selected by the IRC Executive in consultation with existing co-chairs.

10.3.2. 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.

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

10.5. Ad Hoc committees may be established by approval of a motion at an IRC

meeting.

10.6. 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.

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

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

10.9. All committees must host a building-wide event at least once per month during the academic year (excluding December and April), or at a frequency determined by the Executive with the Office of Student Life.

10.10 Each Committee Co-Chair must participate in organizing and running at least one House Olympics.

Article 11: Director Positions

11.1. The IRC has up to five (5) positions run at the discretion of that year's executive team: up to three (3) Social Media-Marketing Directors, one (1) IRC-ICSS liaison, and one (1) Director of Operations.

11.1.1. Social Media-Marketing Directors

Responsible for publicising and advertising Innis Residence Council events physically and digitally on social media. They are responsible for making sure social media is up to date and used frequently, as well as making posters if requested by other IRC members, according to their specifications. They are also responsible for taking photographs during IRC events, at the discretion of the IRC Vice-President Communications.

11.1.2. IRC-ICSS liaison.

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

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

11.1.3. Director of Operations

It is the responsibility of the Director of Operations to assist in maintaining council resources and facilitating council-wide, non-executive-specific administrative tasks, at the discretion of the IRC Vice-President Internal. Duties of the Director of Operations include but are not limited to:

11.1.3.1 Resource maintenance and inventory of the IRC closet

11.1.3.2 Management of attendance records

11.1.3.2.1 The House Olympics attendance records shall be kept private to only the Director of Operations and the Executive Team, with the records presented in an easily accessible format when requested by the OSL.

11.1.3.2.2 At the end of each semester, event attendance records should be provided in an easily-accessible format to members of the council.

11.1.3.3 Manage IRC t-shirt distribution records.

11.1.3.4 The Director of Operations will be selected during the general hiring process via an application in the second semester before the end of the academic year.

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

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

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

Article 12: Finances

12.1. The IRC has no borrowing power.

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

12.3. 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.

12.4. At least three executives shall have signing authority, including the Vice-President Finance. All executives are entitled to have signing authority. Two signatures are required for validity. Signing power must begin to be transferred to the incoming executives by the previous executives by the end of their term.

12.5. A preliminary budget must be presented by the Vice-President Finance to the IRC by the end of October.

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

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

12.8. The total fee for the Innis Residence Council will be \$61.14 per academic year (or \$30.57 per fall/winter session), and will be charged to all full-time students living in Innis Residence.

12.8.1. On an annual basis, starting in the 2023-24 school year, the Council may apply a cost of living increase to this fee.

12.8.1.1. A cost of living increase requires two-thirds ($\frac{2}{3}$) vote in favour by the Council and will take effect in the following year.

12.8.1.2. A cost of living increase may be at most (or equal to) the December-over-December Ontario consumer price index as measured by Statistics Canada.

12.9. The IRC's fiscal year begins on May 1st every year.

Article 13: Suite Assignment

13.1. Priority in suite assignment, at the discretion of the Office of Student Life, may be awarded to the IRC Executives and House Representatives.

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

13.3. 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 Office of Student Life.

13.4. All suite assignment decisions are ultimately subject to the discretion of the Office of Student Life.

Article 14: Extenuating Circumstances

14.1. An extenuating circumstance is when any outside influence beyond the control of the IRC directly or indirectly impedes one or more core aspects of this constitution.

14.2. If this scenario occurs, a $\frac{2}{3}$ vote of the full council may vote to suspend those relevant articles for the remainder of the academic year.

14.3. If there are fewer than ten (10) voting members of the full council, then the decision must be unanimous

14.4. The IRC Executive team shall issue a public statement on the changes being implemented.

14.5. If executive elections are unable to be held the Office of Student Life may appoint acting executives until elections are able to be held. Elections must be held at the earliest possible time.

14.6. If, after publication of the suspension of articles, constituents disagree with the decisions made by the council, they may call for a vote if at least 10% of constituents sign a petition to call for a vote. If a vote is called, an elections officer will be selected and all constituents may vote. If quorum is met, and the vote passes by majority, the suspended articles are reinstated.

Article 15: Hiring Protocol

15.1 The Vice President Internal shall be responsible for the selection of the House Representatives, Junior House Representatives, Committee Co-chairs. A public application process shall be created and distributed by the current Vice President-Internal and a blind review process must be used to make decisions.

15.1.1 All incoming executive members may choose to participate in the activities described in 15.1. All outgoing council members may choose to participate in the activities described in 15.1 upon agreement from the incoming executive members.

15.1.2 All House Representatives may choose to participate in the activities described in 15.1. for the Junior House Representative positions.

15.1.3 Any current IRC member applying for the non-executive positions listed in 15.1 for the next council year is not eligible to participate in the hiring process in any capacity.

15.2 The application process for House Representatives and Committee Co-chairs for the upcoming academic year shall begin during the winter semester and remain open at least 48 hours after the results of the executive elections are announced.

15.3 The application process for Junior House Representative position shall begin on or after first-year move-in.

15.4 No more than six (6) House Representatives in total and two (2) co-chairs per committee shall be selected before first-year move-in. Additional House Representatives and co-chairs shall be selected, if needed, by a public application process that will begin after first-year move-in.