New College Residence Council Constitution

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Approved by members at the Annual General Meeting on March 12, 2025

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Executive Summary

The New College Residence Council (NCRC) is a governance organization comprised of and accountable to all New College residents and serves as their representative body for social, cultural, wellness, and community affairs.

The residence is divided into smaller unique communities called ‘Houses’. Each House has a council which comprises of a House Representative, Junior House Representative, and Social Convenor. Each house may elect additional members of their House council (e.g. Birthday Representative(s), Sustainability Representative(s), and Living/Learning Community (LLC) Representative(s)), but this is not mandated by this constitution. This House council is responsible for liaising with other Houses, enriching their local residence experience, and representing their students’ concerns to the entire residence community.

There are also seven executive positions: one President for each of New College’s three buildings and four directors: Administration; Communications; Finance, Executive Team; and Finance, House Council. Their role is to represent the residents at large, guide the organization as a whole, and improve the residence experience.

These House Representatives, Junior House Representatives, Social Convenors, and Executives create the primary decision-making body for the residence: the General Assembly.

There is also a representative from the Office of Residence and Student Life (ORSL) who advises and aids communication between the ORSL and the NCRC.

The NCRC provides a variety of activities such as social and cultural events and off-campus excursions, to name a few.

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1) General

a) Vision

To create the best residence experience amongst colleges at the University of Toronto.

b) Mission Statement

To satisfy academic, social, and wellness needs of New College residents through events and resources whilst being the representative of their concerns.

c) Transparency and Accessibility

All official NCRC documents including meeting minutes, constitution, and formal communications shall be produced within five (5) business days of being requested by a New College Resident.

2) Interpretations

a) General Members

(1) In this document,
    a. "NCRC" or "the Council", unless otherwise specified refers to the New College Residence Council;
(2) "ORSL" refers to the New College Office of Residence and Student Life;
(3) "NCSC" refers to the New College Student Council:
(4) "CRO" refers to the Chief Returning Officer of the New College Residence Council.

3) Membership

a) General Members

(1) General Members are New College Residents, as defined by the ORSL.
(2) Each General Member has the right to one (1) vote at General Meetings.
(3) Each General Member has the right to one (1) vote during NCRC Building President Elections (for their respective building).

b) General Assembly Members

(1) General Assembly Members consists of House Representatives, Junior House Representatives, Social Convenors, and Executive Members.
(2) Each General Assembly member has the right to one (1) vote at a General Assembly Meeting.

c) Executive Members

(1) Executive Members shall consist of the Director of Administration; Director of Communications; Director of Finance, Executive Team; Director of Finance, House Council; 45 Willcocks Building President; Wetmore Building President; and Wilson building President.
(2) Each Executive Member has the right to one (1) vote at Executive Meetings.

d) Ex-Officio Member

(1) Ex-Officio members shall consist of a representative nominated by ORSL. They shall have no vote in any proceedings of the Council.

4) Roles and Responsibilities

a) General Members

(1) General Members should actively participate in the community by:

a. Attending events;
b. Voting in any election or referenda; and
c. Providing feedback through the appropriate mediums

b) House Council

(1) General

a. All House Council members must be residents of the House. The naming, organization, and assignment of residents and staff of Houses is the purview of the New College Office of Residence and Student Life.
b. Each House Council is responsible for the implementation of three events throughout the academic year with at least one program per semester.

(2) House Representative (one position only)

a. A House Representative should preferably have already served on the House Council, though this is not a requirement for office.
b. Each House Representative shall:
    i. Represent students from their house to the General Assembly;
    ii. Attend and vote at General Assembly;
    iii. Support the Social Convener in the planning and execution of activities;
    iv. Communicate to their house, between their house and the General Assembly;
    v. Promote NCRC activities; and
    vi. Be a member of their respective Building Committee.
c. In case of any vacancy in the office of House Representative, the Junior House
d. Representative shall immediately perform the duties of the office until such time that a new House Representative may be elected. A by-election to the office of House Representative shall be conducted within thirty days of a vacancy.
e. House Representatives may designate the Junior House Representative to assume their role in case of illness or inability to perform their duties.

(3) Junior House Representative (one position only)

a. A Junior House Representative should preferably be a First-Year Student and/or should not have served on the House council, though this is not a requirement for office.
b. Each Junior House Representative shall:
    i. Represent students from their house to the General Assembly;
    ii. Attend and vote at General Assembly;
    iii. Support the House Representative in their duties; and
    iv. Be a member of the Dining Committee.
c. In case of any vacancy in the office of Junior House Representative, the House Representative shall immediately perform the duties of the office until such time that a new Junior House Representative may be elected. A by-election to the

office of Junior House Representative shall be conducted within thirty days of a vacancy.

d. Each Junior House Representative may assume the responsibilities of the House Representative when designated to do so in case of illness or inability to perform duties.

(4) Social Convenor (one position only)

a. Each Social Convenor shall:
    i. Represent students from their house to the General Assembly;
    ii. Attend and vote at the General Assembly;
    iii. Work with their respective Dons to create meaningful and effective programming for their house;
    iv. Be a member of the Events Committee;
    v. Promote NCRC activities; and
    vi. Oversee the House Council budget.

b. In case of any vacancy in the office of Social Convenor, the House Representative and Junior Representative shall share the duties of the office until such time that a new Social Convenor may be elected. A by-election to the office of Social Convenor shall be conducted within thirty days of a vacancy.

(5) Auxiliary House Council Members

a. House Council may decide to have multiple other positions if they so wish (e.g. Birthday Representative, Sustainability Representative, Living/Learning Community Representative), arising from a compelling necessity, provided no person shall serve in a position unless elected by a majority of the House's residents. These are defined as Auxiliary House Council Members.

b. Auxiliary House Council Members shall:
    i. Be elected through the same process as the House Representative, Junior House Representative, and Social Convenor, with the option to be elected at the meeting following the initial House Council elections;
    ii. Not have the ability to vote at the General Assembly;
    iii. Shall not be re-elected should an Auxiliary House Council Role become vacant;
    iv. Be able to attend the Events Committee; and
    v. Not exceed (3), to a total of six (6) House Council Members

(6) Residence Don

a. The Residence Don serves as the ex-officio advisor to the House Council.
b. The Residence Don must attend House Council meetings.

c) Executives

(1) General

a. Each Executive, with the exception of the two Directors of Finance, shall chair one of the NCRC Standing Committees and represent the NCRC on college-wide committees and the New College Student Council (NCSC)
    i. Executives who chair a Standing Committee are responsible for holding a minimum of one meeting per semester for their respective committee.

b. Each Executive, in addition to running and chairing their respective committee, shall be involved in at least one (1) additional standing committee.
c. Executives will plan and implement residence wide activities and submit risk assessment forms for all NCRC events on time.
d. Executives will attend all properly convened meetings of the NCRC Executive Committee and NCRC general meetings.
e. Each Executive shall maintain a 'Standard Operating Procedure' (SOP) with information that aids future officeholders in transition to and the execution of their position. The SOP shall be transmitted to newly elected Executives at the commencement of their term and shall be kept in the custody of ORSL between the expiration of an Executive's term and assumption of office by their successor.
f. No person shall serve as an Executive member of the Council if they are holding office as President, Vice President of the New College Student Council, or an office of profit under it.
g. After the election in the final General Assembly Meeting, current and newly elected Directors may work together as determined by all parties, including the NCRC Representative/Office of Residence and Student Life.
h. On issues of transition, if a student is nominated, runs, and accepts an Executive Director position in March for the following academic year, they will be deemed to have abandoned their intent to run for the Building President positions. Newly elected Directors will officially assume their duties three (3) weeks prior to the start of the academic year on May 1st of each year.
i. The Executive Committee shall designate one of its members to represent NCRC on the NCC (New College Council) at the start of the Fall term.
j. The Executive Committee is responsible for the implementation of three (3) events throughout the academic year, with at least one (1) event per semester

(2) Building Presidents

a. There shall be a Building President for each New College Residence Building as defined by ORSL. Their titles will be as follows:
    i. Wilson Hall President
    ii. Wetmore Hall President
    iii. 45 Willcocks President
b. Each Building President shall be responsible for the following:
    i. Supporting House Representatives in their duties and helping them address issues that arise;
    ii. Organizing and chairing their respective Building Committees; and
    iii. Planning and implementing building-wide activities.

(3) Director of Finance, Executive Team

a. The Director of Finance, Executive Team (DoF, ET) shall be responsible for the preparation of a budget for each semester for General Assembly approval by October and February and advised by the ORSL Representative.
b. The DoF, ET shall be responsible for the maintenance of records of:
    i. All sums and methods of money received and disbursed by the Council;

ii. All sales and purchases of the Council;
iii. The assets and liabilities of the Council;
iv. All other transactions affecting the financial position of the Council; and
v. Trademarks, copyrights, and other intellectual property.

c. The DoF, ET shall be responsible for the security of the financial records of the NCRC.
d. The DoF, ET shall be responsible for reporting the expenditures of the NCRC's funds in accordance with the budget approved by the General Assembly.
e. The DoF, ET shall comply with all University of Toronto auditing procedures.
f. The DoF, ET shall collaborate with the Director of Finance, House Council to oversee the comprehensive NCRC budget.
g. The DoF, ET shall be primary signing officer for Executive Team reimbursements. In the event the DoF, ET is unavailable, the Director of Finance, House Council may act as one of the signing officers for Executive Team reimbursements.
h. The DoF, ET must be at the age of majority (18 in Ontario) as they serve as a signing officer for the New College Residence Council.

(4) Director of Finance, House Council

a. The Director of Finance, House Council (DoF, HC) shall oversee all financial matters related to the House Councils and ensure fiscal accountability in accordance with the Council's financial procedures.
b. The DoF, HC shall be responsible for maintenance of House Council financial records of:
i. All House Council reimbursements and expenditures;
ii. All sums and methods of money received and disbursed by House Councils;
iii. Financial records of all House events and initiatives;
iv. The assets and liabilities of each House Council
c. The DoF, HC shall prepare and oversee the budget for each House Council.
d. The DoF, HC shall coordinate with the Director of Finance, Executive Team to ensure compliance with financial policies and University of Toronto auditing procedures.
e. The DoF, HC shall work with the Director of Finance, Executive Team to oversee the comprehensive NCRC budget, ensuring alignment between House Council and NCRC financial planning.
f. The DoF, HC shall be primary signing officer for House Council reimbursements. In the event the DoF, HC is unavailable, the Director of Finance, Executive Team may act as one of the signing officers for House Council reimbursements.
g. The DoF, HC shall liaise with the House Council Social Convenors to ensure transparency surrounding House Council finances.
h. The Director of Finance, House Council must be at the age of majority (18 in Ontario) as they serve as a signing officer for the New College Residence Council.

(5) Director of Communications

a. The Director of Communications shall be responsible for the following:
    i. All official communications;
    ii. Ensuring that notice requirements are satisfied for all Executive and General Assembly Meetings;
    iii. Recording Executive and General Assembly minutes;
    iv. Ensuring that minutes for Executive and General Assembly Meetings be sent out in a timely manner;
        1. Minutes of Executive Meetings be sent out within two (2) business days upon written request of any general member
        2. Minutes of General Assembly Meetings be sent out within five (5) business days of the date of the meeting to the General Assembly
    v. Designing and distributing marketing materials to Social Convenors and/or Dons for events run by the NCRC;
    vi. Manage social media and member outreach;
    vii. Managing feedback from residents and House Council members; and
    viii. Running and chairing the Events Committee
b. The Director of Communications must be the age of majority (18 in Ontario) as they serve as a signing officer for NCRC.

(6) Director of Administration

a. The Director of Administration shall be responsible for the following:
    i. Preparing the agenda for Executive and General Assembly meetings;
    ii. Booking rooms for Executive and General Assembly meetings;
    iii. Running and chairing Executive and General Assembly meetings;
    iv. Seeking ways to improve the administration and operation of NCRC;
    v. Running and chairing the Dining Committee; and
    vi. Running and chairing the Constitution Review Committee.
    vii. Maintaining and organizing the NCRC House Council members roster and communicating all updates to all Executive members.
b. The Director of Administration must be the age of majority (18 in Ontario) as they serve as a signing officer for NCRC.

d) Ex-Officio Representative

(1) ORSL Representative

a. The ORSL Representative is designated by the Office of Residence and Student Life (ORSL) to work closely with the NCRC in an advisory role.
b. The ORSL Representative has no voting privileges.
c. The ORSL Representative should be used as the main communication medium between NCRC and ORSL.
d. ORSL determines the duties of the ORSL Representative.

5) Meetings

a) General Information

(1) Meeting dates, times and locations must be advertised at least three (3) business days in advance.
(2) Meetings must be advertised in a reasonable manner to inform their respective constituents.
(3) Quorum shall be 40% of each groups' respective members except for General Member Meetings where it will be fifty (50) members.
(4) In order for a vote to pass, there must be a majority of approval from attending members and in case of a tie, there is no majority, and the vote fails.
(5) The agenda must be distributed to meeting members at least one (1) business day in advance for Annual General Meetings, and Executive Meetings
(6) Minutes may only be recorded in written format.
(7) Minutes must be sent out within two (2) business days.

b) General Member Meeting

(1) General Member Meetings may be called by:
    a. A unanimous vote by the Executive;
    b. Majority vote by the General Assembly; or
    c. A New College Resident with the endorsement of fifty (50) New College Residents.
(2) General Meetings have the authority to:
    a. Recall Executives;
    b. Make and ratify amendments to the Constitution; and
    c. Propose referenda.
(3) In general:
    a. There must be at least one General Member Meeting per academic year (September- April).
    b. Quorum for General Meetings is fifty (50) members.
    c. Any New College Resident present at a General Member Meeting has (1) vote and shall be able to speak and propose motions.
    d. The rules of procedure for General Member Meetings shall be Robert's Rules of Order of the latest edition published by the Robert's Rules Association

c) General Assembly Meetings

(1) General Assembly Meetings should be held monthly between September and March inclusive, except for the exam period in December.
(2) The date and time of General Assembly Meetings shall be determined by the Executive Committee in consultation with Assembly Members. General Assembly Meeting dates should be set out at the beginning of each semester, in September and in January, respectively.
(3) Non-residents must be recognized by a member of NCRC to attend and participate in General Assembly meetings.

(4) Any New College Resident shall be able to speak and propose motions at General Assembly Meetings.
(5) Only House Representatives, Junior House Representatives, and Social Convenors may vote at General Assembly Meetings. Building Presidents (3) vote in case of a tie.
(6) General Assembly Meetings have the authority to:
    a. Approve and amend budgets;
    b. Amend the Constitution and ratify these amendments; and
    c. Elect a Chief Returning Officer (January or February meeting).
(7) The final Council Meeting in March will include the election of next year's Executive Director positions.
(8) The rules of procedure for General Assembly Meetings shall be Robert's Rules of Order of the latest edition published by the Robert's Rules Association in cases of financial voting, Constitutional amendments, and building issue motions.

d) Executive Meetings

(1) Executive Meetings will be held at least every seven (7) days between September and March inclusive, except during exam periods and scheduled university breaks, and weeks designated for standing committee meetings.
(2) The date and time of Executive Meetings shall be determined by the Executive Committee.
(3) Executive Meetings have the authority to:
    a. Approve single expenditures less than $600 and
    b. Approve and amend policies.

e) House Council Meetings

(1) House Council meetings should be held at least once a month.
(2) The date and time of House Council Meetings shall be determined by the members of the House Council in consultation with the Residence Don, who must be present for each House Council meeting.
(3) House Council Meetings have the authority to:
    a. Elect and recommend impeachment of a House Council member (by a simple majority vote).
        i. Impeachment can only be done at a full house meeting (simple majority vote of eligible and present members).
    b. Determine House specific policies; and
    c. Plan and execute House events.

f) Building Town Hall

(1) Building Town Halls should be held when necessary, as determined by their respective Building President.
(2) The purpose of Building Town Halls shall be to:
    a. Create building-wide programming (events, initiatives etc.); and
    b. Discuss building-wide issues.

g) External Committees

(1) New College Council Meetings

a. The New College Council (NCC) is the highest decision-making body at New College and is where the concerns of residents are addressed to the administration.
b. The NCC Representatives are responsible for ensuring NCRC presence on the NCC. The NCRC has two votes at NCC meetings and should have at least two members present at all meetings.
c. Anyone on the NCRC can attend NCC meetings.

(2) New College Student Council Meetings
a. The New College Student Council (NCSC) acts in a comparable manner to the NCRC, representing students and organizing non-academic events, but does so for all New College students, including residents and non-residents. Accordingly, the NCRC should work to collaborate wherever appropriate with the NCSC.
b. The NCRC is an ex-officio (non-voting) member at NCSC meetings, and is encouraged to have at least one member present at all meetings.

6) Standing Committees

a) Building Committees

(1) Each residence building shall have a committee that is comprised of its respective building president and respective House representatives.
(2) The purpose of the building committees is to:
a. Be a forum for raising the concerns of residents; and
b. Plan building-specific events and initiatives.

b) Events Committee

(1) The Events Committee shall create and execute residence-wide programming.
(2) General Members who are not Social Conveners may join by contacting the Director of Communications who will then put them on a mailing list.

c) Constitution Review Committee

(1) The Constitution Review Committee shall be a select committee established to examine all proposed amendments to this Constitution and recommend new amendments for enactment.
(2) The committee's membership shall consist of up to three (3) General Assembly Members (House Representatives, Junior House Representatives, and Social Convenors) elected by simple majority by the General Assembly and an equal amount of appointed Building Presidents. The Director of Administration shall chair the Committee and the ORSL Representative shall serve as an advisor.
(3) The Constitution Review Committee reviews the Constitution and proposes amendments that are then presented to and approved by the membership at the next General Meeting at its conclusion.
(4) The Constitution Review Committee shall be struck at least once every four years in January and dissolves at the conclusion of the Annual General Meeting at which the constitution is ratified. When necessary, the Constitution may be struck more often by a simple majority vote of the General Assembly.

(5) No amendment to this constitution shall be brought before a General Member Meeting unless having been considered and reported by the Constitution Review Committee unless the General Assembly by a vote of two-thirds overrides a non-recommendation.
(6) All amendments shall be approved by the Council's membership, by a simple majority of those present and voting, at the next General Meeting in order to take effect.

d) Dining Committee

(1) The Dining Committee is responsible for the functioning and delivery of the New College Dining Hall. The Committee provides feedback to the Head Chef or their designate and his team to review and plan for the semester and beyond.
(2) The Dining Committee consists of Junior House Representatives from all 14 Houses and the Director of Administration.

7) Financial Procedures of the Council

a) General

(1) The fiscal year shall end on August 31st of each year.
(2) All cheques and cheques and financial commitments in the name of the Council must be signed by one of the Director of Finance and at least one other Director.
(3) A member of Council may be reimbursed for expenses incurred on behalf of the Executive Committee upon presentation of the appropriate itemized receipts to the Director of Finance, Executive Team. Expenses above $600 must be approved by the General Assembly.
(4) The Director of Finance, Executive Team shall make every attempt to ensure a meaningful and purposeful contribution to the New College Residence Council's reserve account to cover operating costs, such as initial event expenses, office supplies, and other administrative expenditures for the next fiscal year, etc.

8) Impeachment and Removal from Office

a) Building President

(1) A Building President shall be removed from office upon impeachment for, and ratification of, neglect of duties and misconduct in office.
(2) A member of a Building President's constituency – i.e., a resident of their building – may file a Petition of Impeachment with the Chief Returning Officer, provided that such petition is signed by no less than fifty (50) members of the constituency. The petition shall explain how the Building President's actions satisfy the criteria under Clause (1) of this section, and provide a list of all actions by the Building President allegedly meeting such criteria.
(3) The Chief Returning Officer shall, upon submission of a petition under Clause (2) of this section and verification of all signatures to such petition, issue a 'Notice of Impeachment' to the Building President's constituency and convene an Impeachment Forum and Vote of Ratification within seven (7) business days of issuance of such Notice.
(4) At an Impeachment Forum convened under Clause (3), the Chief Returning Officer shall invite the Building President and/or their designees to defend themselves against the

petition of impeachment, and invite the petition's initiator and/or their designees to motivate removal of the Building President from office. The format for such a forum shall resemble a Candidates' Forum for Building President elections under Article 10(c).

(5) Immediately following the Impeachment Forum, the Chief Returning Officer shall conduct a Vote of Ratification for the petition. No petition shall be ratified unless receiving support from more than fifty per centum (50%) of all constituents. A vote of more than fifty per centum of merely attending constituents will not be sufficient for ratification.

(6) Upon ratification of a Petition of Impeachment, the concerned Building President shall be immediately removed from office.

b) Directors

(1) A Director on the Executive Committee shall be removed from office upon impeachment for, and ratification of, neglect of duties and misconduct in office.

(2) A member of the General Assembly may file a Petition of Impeachment with the Chief Returning Officer, provided that such petition is signed by no less than eleven (11) members of the General Assembly. The petition shall explain how the Director's actions satisfy the criteria under Clause (1) of this section, and provide a list of all actions by the Building President allegedly meeting such criteria.

(3) The Chief Returning Officer shall, upon submission of a petition under Clause (2) of this section and verification of all signatures to such petition, issue a 'Notice of Impeachment' to the General Assembly and convene an Impeachment Forum and Vote of Ratification within seven (7) business days of issuance of such Notice.

(4) At an Impeachment Forum convened under Clause (3), the Chief Returning Officer shall invite the Director and/or their designees to defend themselves against the petition of impeachment, and invite the petition's initiator and/or their designees to motivate removal of the Director from office. The format for such a forum shall resemble a Candidates' Forum for Building President elections under Article 10(c).

(5) Immediately following the Impeachment Forum, the Chief Returning Officer shall conduct a Vote of Ratification for the petition. No petition shall be ratified unless receiving support from two-thirds of all members of the General Assembly. A vote of two-thirds of merely attending members will not be sufficient for ratification.

(6) Upon ratification of a Petition of Impeachment, the concerned Director shall be immediately removed from office.

c) House Council Members

(1) A member of a House Council under Article 4(b) shall be removed from office upon impeachment for, and ratification of, neglect of duties and misconduct in office.

(2) A member of a House Council's constituency – i.e., a resident of their House – may file a Petition of Impeachment with the Chief Returning Officer, provided that such petition is signed by no less than one-third of the members of the constituency. The petition shall explain how the

(3) House Council Member's actions satisfy the criteria under Clause (1) of this section, and provide a list of all actions by the House Councilor allegedly meeting such criteria.

(4) The Chief Returning Officer shall, upon submission of a petition under Clause (2) of this section and verification of all signatures to such petition, issue a 'Notice of Impeachment' to the House Councilor's constituency and convene an Impeachment Forum and Vote of Ratification within seven (7) business days of issuance of such Notice.
(5) At an Impeachment Forum convened under Clause (4), the Chief Returning Officer shall invite the House Councilor and/or their designees to defend themselves against the petition of impeachment, and invite the petition's initiator and/or their designees to motivate removal of the House Councilor from office. The format for such a forum shall resemble a Candidates' Forum for Building President elections under Article 10(c).
(6) Immediately following the Impeachment Forum, the Chief Returning Officer shall conduct a Vote of Ratification for the petition. No petition shall be ratified unless receiving support from more than fifty per centum (50%) of all constituents. A vote of more than fifty per centum of merely attending constituents will not be sufficient for ratification.
(7) Upon ratification of a Petition of Impeachment, the concerned House Councilor shall be immediately removed from office.

d) General Provisions

(1) No Petition of Impeachment shall seek to disqualify any person impeached and removed from office under this article from seeking the same office, or any other office under the Council, in a subsequent election.
(2) No Residence Don shall participate in any process of impeachment and ratification under this article, or express/provide any support or opposition to any Petition of Impeachment. In all matters under this article, the Residence Don shall maintain a position of strict neutrality.
(3) All decision of the CRO pertaining to impeachment and removal from office may be appealed to the New College Dean of Students.

e) Executive Vacancies

(1) In the event of an impeachment or resignation, an opportunity for re-election may arise if it is still the first semester, otherwise the responsibilities of the removed shall be divided amongst the existing executives with one as the primary contact and acting figure.
    a. It is recommended in the case of vacated Building Presidents positions, a House Council Member residing in the vacated building assumes the role as the primary contact and acting figure. The electoral method will be single-winner determined by a preferential voting, with the current Executives acting as voters.
    b. It is recommended in the case of vacated Director positions, a House Council Member, preferably an upper-year, assumes the role as the primary contact and acting figure. The electoral method will be single-winner determined by preferential voting, with the current Executives acting as voters.
(2) Election timeline and guidelines will be determined by the CRO.
(3) The newly elected will assume all rights, responsibilities, and titles of the elected position.

9) Elections

a) General

(1) The electoral method will be single-winner determined by preferential voting

b) Chief Returning Officer (CRO)

(1) There shall be a Chief Returning Officer of the Council (CRO), who shall be elected by the General Assembly for a term of office lasting one year as a returning student.

(2) Elections to the position of CRO shall be concurrent with elections for Directors on the Executive Committee and follow similar rules and procedures. However, the CRO shall not be a member of the Executive Committee.

(3) The CRO shall administer all elections and referenda under this constitution, except those for House Councils, which shall be administered by Residence Dons. Additionally, they shall perform all other duties accorded to them from time-to-time by this constitution.

(4) The CRO shall ensure that all elections and referenda are conducted in a fair, non-partisan, transparent and accessible manner. They shall observe strict neutrality during all elections, referenda and impeachment and removal processes under Article 8.

(5) The CRO shall be responsible for all aspects of the election process including, but not limited to: nominations, campaigning, speeches, sanctions, voting, the counting of votes, publication of results, enforcement of rules, and issuing official notices.

(6) The CRO must not hold an Executive position on the Council.

(7) The CRO shall publish all rules and procedures for elections and referenda prior to the commencement of nomination periods under Article 9(c). These shall not be subject to change during the election/referendum, unless the concurrence of all candidates/campaigning-entities be obtained.

(8) The CRO may be impeached and removed from office via provisions mutatis mutandis under Article 8(b) of this Constitution. In such cases, the Director of Administration shall serve as the Acting Chief Returning Officer for all purposes of impeachment and removal from office.

c) Executive Elections

(1) General

a. No member may hold two NCRC executive positions in an academic year; this includes House Council roles.
b. The Election will consist of a Nomination Period, a Campaigning Period, a Candidates Forum, and an Election Period.

(2) Nominations

a. Nomination forms shall include all pertinent election dates.
b. Nomination forms shall be available from the beginning of the nomination period and are due to the CRO by the end of the nomination period.
c. Building President Nominees are required to obtain 30 signatures from their constituents, with a maximum of fifteen (15) per House.
d. Director Nominees are required to obtain two (2) signatures from current General Assembly members.

(3) Building Presidents

a. After the nomination period has ended, each candidate will get an opportunity to address members of their constituency at a time determined by the CRO.
b. Residents of the candidate's constituency will vote on the candidate.
c. In the case of a tie vote, the CRO will convene the duly elected House Councils (House Representatives, Junior House Representatives, and Social Convenors) of that particular building to hold a tie-breaking vote. In the case of a tie with this second vote, the other elected Executives will break the tie.

(4) Directors
a. Director elections shall occur at the end of March in the final General Assembly Meeting. Each candidate will receive an opportunity to address the current General Assembly.
b. General Assembly members will vote on the candidate. In the case of a tie, the current Executive will vote to break the tie.

(5) House Council Elections
a. Elections shall occur in each House during the first or second House meeting in September
b. Residents of the candidate's House will vote on the candidate; each resident has one (1) vote.
c. The election process shall involve a nomination period during which candidates may declare their intention to run for a position to their Dons.
d. Candidates will have the opportunity to present a brief statement prior to the voting during the elections at the House Meeting.
e. Voting shall be conducted by the Residence Don using Microsoft Forms or an equal alternative to ensure confidentiality and transparency.
f. The candidate with the majority of votes shall be declared the winner.
g. In case there are no nominations for a specific position, an announcement may be made at the beginning of the election house meeting to invite students to declare their nomination.

(3) Director of Administration.

10) Referenda

a) Amendments

(1) General meetings have the authority to make changes to the constitution. Majority approval here can amend the constitution and ratify these changes.
(2) The Constitution Review Committee shall review the constitution but has no authority on its own to change it.
(3) Unanimous approval by the Executive Committee is sufficient to make amendments to the constitution.
(4) A majority of approval by Representatives at a General Assembly Meeting is likewise sufficient to make amendments to the constitution.
(5) Amendments made by the Executive Committee or House Representatives must then be ratified by a majority of approval by Members at a General Member Meeting.

b) Referenda for Fee Increases

(1) From time to time, there may be a situational need when the General Assembly initiates the process of referenda to increase the NCRC fee, as well as changes to the method of its collection and dispersion. In such cases, the NCRC will follow the procedure as mentioned in University of Toronto's Governing Council Appendix D: Referenda for increases in Compulsory Non-Academic Incidental Fees Covered by the Ancillary Fee Protocol.